



# TOWN OF PARADISE

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[www.townofparadise.com](http://www.townofparadise.com)

## **Management Staff:**

Lauren Gill, Town Manager  
Dwight L. Moore, Town Attorney  
Joanna Gutierrez, Town Clerk  
Craig Baker, Community Development Director  
Gabriela Tazzari-Dineen, Police Chief  
Greg McFadden, Unit Chief, CAL FIRE/  
Butte County Fire/Paradise Fire  
Gina Will, Finance Director/Town Treasurer  
Marc Mattox, Public Works Director/  
Town Engineer

## **Town Council:**

Greg Bolin, Mayor  
Jody Jones, Vice Mayor  
Steve "Woody" Culleton, Council Member  
Scott Lotter, Council Member  
John J. Rawlings, Council Member

# TOWN COUNCIL AMENDED AGENDA

**REGULAR MEETING – 6:00 PM – July 14, 2015**

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate, please contact the Town Clerk's Department, at 872-6291 x101 or x102 at least 48 hours in advance of the meeting. Hearing assistance devices for the hearing impaired are available from the Town Clerk.

Town Council Meetings are held at the Paradise Town Hall located at 5555 Skyway, Paradise, California. Members of the public may address the Town Council on any agenda item, including closed session. If you wish to address the Town Council on any matter on the Agenda, it is requested that you complete a "Request to Address Council" card and give it to the Town Clerk prior to the beginning of the Council Meeting. The Mayor or Presiding Chair will introduce each agenda item, and following a report from staff, ask the Clerk to announce each speaker. Agendas and request cards are located outside the entrance door to the Council Chamber.

All writings or documents which are related to any item on an open session agenda and which are distributed to a majority of the Town Council within 72 hours of a Regular Meeting will be available for public inspection at the Town Hall in the Town Clerk Department located at 5555 Skyway, Room 3, at the time the subject writing or document is distributed to a majority of the subject body. Regular business hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m. Agendas and supporting information is posted on the Town's website at [www.townofparadise.com](http://www.townofparadise.com) in compliance with California's open meeting laws. Click on the Agenda and Minutes button.

## **1. OPENING**

- a. Call to Order
- b. Pledge of Allegiance to the Flag of the United States of America
- c. Invocation

- d. Roll Call
- e. Presentations:
  - (1) Presentation by Casey Hatcher on a proposed Butte County-Tourism Business Improvement District
  - (2) 2014 Report by Doug Speicher, Northern Recycling and Waste Services Annual Report. NRWS is the Town of Paradise franchisee solid waste, vegetative waste and recycling services provider.

## **2. ITEMS DEFERRED FROM PREVIOUS MEETINGS**

### **3. CONSENT CALENDAR**

One roll call vote will be taken for all items placed on the consent calendar.

- 3a. Approve Minutes from the Regular June 9, 2015 Town Council Meeting.
- 3b. Approve cash disbursements for June 2015 in the amount of \$870,638.56.
- 3c. Adopt the 2015 ADA Self-Evaluation & Transition Plan.
- 3d. Adopt Resolution No. 15-29, A Resolution of Intention of the Town Council to Set a Public Hearing to Consider Renaming an Existing Private Road (Derrough Lane) Located Within the Town of Paradise to "Sir Court."

### **4. PUBLIC HEARING PROCEDURE**

There are no public hearings scheduled on this agenda.

### **5. PUBLIC HEARINGS** - None.

### **6. PUBLIC COMMUNICATION**

This is the time for members of the audience who have completed a "Request to Address Council" card and given it to the Clerk to present items not on the Agenda. Comments should be limited to a maximum of three minutes duration. The Town Council is prohibited by State Law from taking action on any item presented if it is not listed on the Agenda.

### **7. COUNCIL CONSIDERATION**

- 7a. Consider adopting the Post-Construction Standards Plan as required by the State Regional Water Quality Control Board / Town of Paradise Small SM4 Phase II Permit. The purpose of this document is to provide project proponents and municipal plan checkers with information on how to meet the State Water Board's requirements for mitigating the negative impact of increases in storm water runoff caused by new development and redevelopment.

**8. COUNCIL COMMUNICATION (Council Initiatives)**

- 8a. Consider designating a voting delegate and alternate(s) and providing direction to the Town's voting delegate regarding the League of California Cities proposed resolution for the 2015 annual conference.
- 8b. Council oral reports of their representation on Committees/Commissions.
- 8c. Discussion of future agenda items

**9. STAFF/COMMISSION/COMMITTEE COMMUNICATION**

- 9a. Town Manager oral reports
- 9b. Community Development Director oral reports

**10. CLOSED SESSION**

- 10a. Pursuant to Government Code section 54956.9(d)(1), Town Council will hold a closed session with the Town Attorney and Town Manager pertaining to the following existing litigation: Russell v Butte County, Town of Paradise U.S. District Court, Eastern District of Cal. Case No. 2:14-CV-00694-TLN-CMK
- 10b. Pursuant to Government Code section 54956.8, the Town Council will hold a closed session with the Town’s negotiator relating to an exchange of real property as follows:

Property: Assessor Parcel No. 055-180-076 - no address  
 Assessor Parcel No. 055-180-077 - 951 American Way,  
 Paradise CA

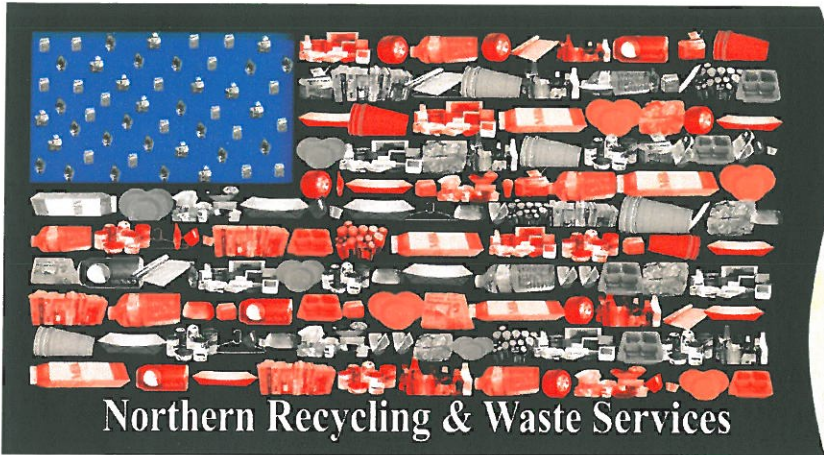
Town Negotiator: Lauren M. Gill

Private Property Negotiating Party: M. C. Horning, Jr.

Issue: Terms

**11. ADJOURNMENT**

STATE OF CALIFORNIA )	SS.
COUNTY OF BUTTE )	
I declare under penalty of perjury that I am employed by the Town of Paradise in the Town Clerk’s Department and that I posted this Agenda on the bulletin Board both inside and outside of Town Hall on the following date:	
_____	
TOWN/ASSISTANT TOWN CLERK SIGNATURE	



Recycling More

**NRWS**



[www.NorthernRecycling.biz](http://www.NorthernRecycling.biz)

530-876-3340

530-345-1136

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2014 Annual Report for  
Solid Waste & Recycling Services  
Town of Paradise 5555 Skyway  
Paradise, CA 95969

Doug Speicher

4/1/2015

<b>Town of Paradise Overall NRWS Diversion:</b>	<b>56.1%</b>
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<b>Total Solid Waste delivered to Neal Road Landfill:</b>	<b>11,852.09 Tons</b>
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<b><u>Municipal Solid Waste Tonnage by Line of Business</u></b>	<b><u>Tons</u></b>
Residential	6,759.44
Commercial	3,510.01
Roll Off	1,582.64

<b>Total Recycled / Diverted Materials:</b>	<b>15,127.89 Tons</b>
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<b><u>Recycling / Diversion Programs:</u></b>	<b><u>Tons</u></b>
Residential Blue Cart Mixed Recycling	3,472.12
Residential Brown Cart Yard Waste Recycling	5,724.95
Commercial Recycling Bin & Cart Service	709.13
Commercial Brown Cart & Bin Yard Waste Recycling	26.05
Temporary Drop Box & Bin Recycling	514.99
Town of Paradise Vegetative Waste Transfer Facility	3,987.62
NRWS American Way Recycling Center	693.03
Town of Paradise Permanent HHW Facility	see page 10

<b>Total Number of Accounts by Line of Business</b>	<b># Accounts</b>
Residential	9,067
Commercial	651
Roll Off	667

**A. Solid Waste Collection Services**

- 1) Municipal Solid Waste (MSW) Collected from residential, commercial, and industrial customers.

Residential	Gross Billed	\$2,940,297.03	6,759.44 tons
Commercial	Gross Billed	\$956,496.28	3,510.01 tons
Industrial (Roll Off)	Gross Billed	\$143,579.56	1,582.64 tons

- 2) Municipal Solid Waste (MSW) Disposal Facilities used:

Neal Road Landfill	11,852.09 tons
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- 3) Number of subscribers by service level:  
(Exhibit A: by month & customer listing available on request)

Residential MSW:	# of Accounts
35 gal (sr. rate)	87
35 gal:	5,597
65 gal:	2,253
95 gal:	1,130
Town Approved Waiver (as of 12/31):	208
Opt Out / Occupied w/ No service:	242
Vacant (as of 12/31)	197
Vacation Hold (as of 12/31)	236
Non-Pay locations	22

Commercial MSW:	# of Accounts
35 gal:	96
65 gal:	55
95 gal:	105
2 – 95 gal:	41
35 gal Multi-Family:	54 / 1,560 units
65 gal Multi-Family:	1 / 12 units
1 yd:	6
1.5 yd:	3
2 yd:	156
3 yd:	59
4 yd:	58
6 yd:	18

4) Extra Services:

Residential:	Total #	Charges
Extra MSW pickups:	268	\$914.38
Off Route Bulky Pickup	22	\$625.00
Off-Street service no-charge:	56	\$0.00
Off-Street service charge:	8	\$1,250.66
Swaps / Repairs (charges)	0	\$0.00
Swaps / Repairs (no charges)	118	\$0.00
Redelivery / Return Cleaning	169	\$1764.00

Commercial:	Total #	Charges
Extra MSW pickups:	49	\$3,625.00
Bulky Pickup	12	\$344.50
Off-Street / Pull out services	5	\$344.50
Locks	46	\$2,722.30
Container Cleaning (no charge)	10	\$0.00
Container Cleaning (charges)	10	\$140.00
Swaps / Repairs	81	\$0.00

Rental / Temp Insta-Bins	Total #	Charges
- 4 yard MSW	22	\$2,495.33
- 4 yard Recycle	10	\$680.34
- 6 yard MSW	47	\$6,737.25
- 6 yard Recycle	20	\$1,626.96

5) Number of MSW Compactors:

K-Mart Recycle (Customer owned & Recycle Only)	1 ea 30 yard
Feather River Hospital (Customer owned)	1 ea 25 yard

6) Number of all 2014 debris-box rentals by bin size & material type:

	Total #	Charges
10 yard Inert / Recycle	36 ea.	\$2,136.77
20 yard C&D	2 ea.	\$330.94
20 yard Trash	110 ea.	\$22,345.30
20 yard Recycle	77 ea.	\$0.00
20 yard Green Waste	48 ea.	\$7,549.74
30 yard Trash	130 ea.	\$26,722.25
30 yard Recycle	230 ea.	\$0.00
30 yard Green Waste	25 ea.	\$1,610.14
40 yard C&D	3 ea.	\$620.52
40 yard Trash	29 ea.	\$18,931.23
40 yard Recycle	47 ea.	\$0.00
40 yard Green Waste	12 ea.	\$1,482.84
Compactor empty & returns	52 ea.	\$12,602.98

7) Missed Pickup, Complaint, & Compliment 2014 Summary:  
(Exhibit D, E, F list each listed below in the summary)

Missed Pickup Residential:	10 each
Missed Pickup Commercial:	1 each
Complaint Residential:	8 each
Complaint Commercial:	0 each
Compliment Residential:	23 each
Compliment Commercial:	0 each

8) Narrative summary of problems or challenges encountered related to MSW services:

- Reported in previous reports, narrow non-maintained private roads continue to be difficult to service due to poor surface conditions and over grown vegetation. NRWS sends crews out to trim vegetation to protect the collection equipment from damages and provide safe collection.
- Residents have expressed concerns with carts on the street all week and never pulled back in.
- Commercial service locations do not have adequate storage spaces for the containers required to implement a comprehensive recycling program.

Recommendations for Town:

- NRWS will continue to work residents to offer solutions related to the issues involved with the Towns narrow private roads and trees. NRWS sends crews out to trim vegetation to protect the collection equipment from damages and provide safe collection.

9) Description of promotional and public education materials created or distributed:

- A. Quarterly Newsletters sent with billing.
- B. Mandatory Commercial Recycling mailers (AB 341)
- C. Recycling and Compost Workshop events
- D. Customer Satisfaction Survey:
- E. General Recycling and Recycling Center Bill Boards
- F. General Recycling and Recycling Center Truck Signs



- G. Recycling Cinema Ads / Newspaper ads
- H. Recycling, Landfill, and Composting Events Signs
- I. HHW/ Recycling Center/ C& D brochures
- J. Composting Guide for homeowners
- K. Recycling / Yard Waste /HHW calendars
- L. Single Stream Recycling Guide and posters both residential and commercial
- M. Waste Audits guide and reports
- N. Various sponsorship recycling ads / posters
- O. Permanent Beverage containers stickers and logos
- P. Additional printed materials.
- Q. Radio and TV ads for Tire Recycling and Oil Recycling
- R. Maintained NRWS web-site to reflect changes related to Town services related to solid waste & recycling.
- S. Staffed educational booths at Gold nugget Days, Chocolate Fest, 24 Hour Relay, Cruisin Paradise, July 4<sup>th</sup> Parade and Festival, and Johnny Apple Seed Days.
- T. NRWS hosted a May E-waste & Appliance event and a waste tire & Free Yard Waste event in October. The waste tire disposal program was available to residents ongoing by appointment throughout the first of the year.

Not much is needed to add to this successful program. Additional public education and outreach highlights include: NRWS Recycling Website continuously updated with new outreach material, NRWS active on Facebook and Twitter. Multifamily, residential, commercial and industrial brochures updated and reprinted. Recycling guide: all print outreach continues to be on 100% post-consumer recycled paper. Membership in NCRA, CRRA, CRRC, and USCC: CAW and CPSC support, working with GAIA for local thrift store material reuse: Presented at and attended various conferences / workshops, including CRRA, SAC, NCRA & CRRC. Working with Butte County on local initiatives, including climate action and renewable energy projects; advising on plastic bag bans: Compiled recycling results for specific businesses, special events, multi-family complexes: Continued business outreach; businesses recognized with recycling awards; green business assessments: Educated public on problems and solutions for hot issues like plastic bags, organics, and mandatory recycling: Worked with Town staff to put together grants to CalRecycle, KAB, and EPA. Provide tours of transfer station / MRF outreach presentations: working with teachers, students and staff at each PUSD and various private schools: Set up outdoor classroom, orchard, garden and compost for PCMS: Continued to delve into recycling options for various difficult-to-recycle materials: Continued partnership with Project Save to reuse hospital equipment and non-prescription medications: Multimedia outreach; web and social media, truck signs, local paper ads, Recreation Guide, letters in support of recycling legislation: Provide articles for Ridge Business Journal: Worked with Chocolate Fest on successful Zero Waste Event, working on increased diversion for all events.

10) Summary of Hazardous Waste records required under sections 8.02.C and 8.02D:

This section refers to Hazardous Waste detected in a load checking program and excluded from the trash stream prior to placing in the landfill.

NRWS utilizes Neal Road Landfill exclusively for the disposal of trash from the Town of Paradise. There were no Hazardous Wastes reported to us as detected in Load Check programs on loads delivered from the Town of Paradise.

**B. Recyclable Materials and Yard Waste Services**

1) Total tons diverted by each program / service:

Residential:

Curbside / Blue Cart Recycling:	3,617.43 tons
Yard Waste / Brown Cart Recycling:	5,724.95 tons

Commercial:

Blue Cart & Bin Recycling:	713.19 tons
Yard Waste / Brown Cart Recycling:	26.05 tons



Curbside mixed recyclables: All sorted material in the 2014 calendar year was processed in our Napa sorting facility. Separated and prepared recyclables were shipped to various mills for.

Composition based on sorting combined single stream source:

Aluminum:	.82%
Cardboard:	17.23%
Glass:	22.25%
Paper:	45.6%
Plastic:	7.62%
Metal:	6.48%

Organic Yard Waste Materials: Throughout 2014, the yard waste materials were processed at the Earth Worm Soil Factory on Neal Road. All curbside yard waste collected in Paradise is currently processed into high quality gardening compost.

2) Number of accounts for each program / service, number and size of container by recycled type.

Residential:	Accounts	Container
Curbside Blue Recycling 65 Gal carts:	652	677
Curbside Blue Recycling 95 Gal carts:	8,362	9,207
Curbside Brown Yard Waste 65 Gal carts:	2	3
Curbside Brown Yard Waste 95 Gal carts:	8,996	14,535
Commercial:	Accounts	Container
Curbside Blue Recycling carts:	454	991
Curbside Blue Rec Multi-family carts:	43	1,392
Yard waste Brown carts:	253	458
Yard Waste Brown Multi-family carts:	33	1,084
Cardboard / Mixed recycling:	Accounts	Container
2 yard	91	93
3 yard	6	6
4 yard	79	87
6 yard	26	32

3) Participation and set-out rates:

Residential even / odd week pickup:	
Curbside Recycling:	91%
Yard Waste:	65%
Commercial even /odd week pickup:	
Curbside Recycling	98.5%
Yard Waste:	55 % (estimated)
Cardboard:	100%



NRWS trucks are equipped with arm lift counters and drivers record the number of container lifts and the data base compares to determine a set-out rate.

4) Recyclable Material sales revenue by material type: NRWS continues to market at \$50 per ton as mixed recyclables to our inter-company sorting facility.

Mixed Recyclables & Cardboard: \$50 per ton @ 3,617.43 tons = \$180,871.50

Yard waste: We are charged for processing at the Compost Facility.

**5) Summary Assessment for Curbside Recycling:**

During 2014, NRWS continued to push for increased commercial, school, multi-family and residential recycling and educated customers through various outreach activities and new program planning.

CalRecycle methodology of reporting indicates that Paradise diversion exceeds the state base rate. In addition, Paradise's annual EAR to CalRecycle assigns a rate of 3.1 lbs. per person with our target being 4.8 lbs. per person.

Residentially, nearly all customers have recycling and yard waste containers.

The curbside collection recycling program in Paradise continues to expand with residents and businesses.

Public Education is and always will be an ongoing effort and site visits are the most common and effective manner to reach the commercial customers in order to promote motivation for business owners / managers to lead recycling efforts, and maximizing employee participation. Waste audits are done to a reasonable extent upon each site visit, with a full scale audit available upon request or for repeat contamination occurrences. Each commercial business is visited annually to address any concerns and changes in service needs. Multifamily and Mobile Home Parks are visited quarterly and are provided with all mailed out educational material that goes to residential customers.

NRWS transfers all of the mixed recycling to the Napa sorting facility. NRWS is currently processing source separated cardboard, aluminum, and plastics within the Paradise facility.

**C. Town of Paradise Vegetative Facility:**

**1) Total number of 2014 Facility Users:**

Total Vehicle count: 13,091

**2) Incoming Material:**

2013 Total	Yards	Tons
	45,638	3987.62

**3) Summary Assessment:** The Facility is a benefit to the Town and has helped in conjunction with the curbside collection program to offer alternative options for outside burning and landscapers.

The Facility continues to separate the limb wood and brush from the leaves and pine needles. The wood is ground with a horizontal grinder and

transported to a co-gen facility in Anderson, Lincoln, or Woodland. The leaves and needles are sent to the Earthworm Soil Factory or to a grinding facility in Durham.

Improvements to the Facility are necessary to remediate storm water issues and the safety of those visiting the facility. Changes in customer tipping areas have improved the safety and environmental compliance. Pricing will require ongoing analysis as the fuel markets have been unstable. Environmental Health has been inspecting the facility and in the wet weather, it has been noted of the water pooling. As reported in previous reports, the facilities future utilization will require improvements with a solid surface tipping floor and storm water retention.

#### **D) NRWS Recycle Center**

1) Total number of visitors in 2014: 12,301

2) Material processed / handled:

Aluminum:	62.94 tons
Glass:	179.33 tons
Plastic:	36.81 tons
Metal:	132.31 tons
Batteries	6.42 tons
Oil & Anti-Freeze	17.55 tons
Inerts / Concrete	153.28 tons
E-Waste	104.39 tons

3) Summary Assessment: The American Way Recycle Center is open Monday through Saturday 9am – 4pm and is the only full serve Recycling Facility on the Ridge. The Facility has proven to be a vital component of the Town’s recycling programs. NRWS also assists California Vocations in operating the COVE Recycle Center at Wagstaff and Skyway. In addition to the common California Redemption Value materials, the center also accepts free household & automotive batteries, medical sharps, all electronic & universal waste with battery or cord, used oil, antifreeze, scrap metal, appliances, concrete, and mixed recyclables. In the later portion of 2014, a roof structure was constructed to cover the recycling center predominately for storm water compliance but also to create a comfortable center for the general public to utilize with protection from the elements. .

**E) Town of Paradise Permanent Household Hazardous Waste Facility:**

- 1) Total number of Facility users: 1,704 (Open 52 days in 2014)

Material Handled

Latex Paint (bulked)  
Paint related Materials  
Flammable Liquids  
Misc. Lab Pack-Toxics  
Misc. Lab Pack – Acid  
Misc. Lab Pack – Alkaline  
Misc. Lab Pack – Flammable Liq.  
Non-RCRA Lab Pack  
Flammable Aerosols Lab Pack  
Corrosive Aerosols  
Toxic Aerosols Lab Pack  
Non RCRA Liquids  
Grease  
Roofing Cement  
Aerosols (Paint)  
Fluorescent Lamps  
Compact fluorescent lamps  
Misc. Fluorescents  
Household batteries  
Ballast lab pack

- 2) Summary Assessment: This Facility has offered the Ridge a safe and convenient opportunity for residents to properly dispose of hazardous materials. Many materials received are recycled such as the latex paint, fluorescents, and batteries. This facility is one component that completes the Town's comprehensive solid waste and recycling programs. NRWS staffing has been trained and are operating the facility. Public education has been focusing efforts on notifying the customers of the do's and the don'ts related to what materials and volumes the facility accepts and how to transport safely.

In 2014 Paradise HHW facility had been approved to receive a grant from Cal Recycle to build a permanent roof structure over the existing facility and provide storage for a re-use program for items that come in that are in good condition and reusable. This is an opportunity to reduce costs and keep products from being shipped over long distances and incinerated. The reuse program has been popular and opened January 2015.

## **F) Town Drop Off Collection Events in 2014**

NRWS continued the comprehensive special event program in 2014, this program includes the continuation of the Zero Waste food scrap composting program at the Chocolate Fest and the Dutch Oven Cook-off/Cowboy Poetry Event.

In addition to many materials that are accepted free of charge at the NRWS American Way facilities, NRWS hosted a number of Free Drop Off Collection Events in 2014. The events were geared to divert materials from the landfill, manage illegal dumping, insect vector control, and/or outdoor burning.

**January:** Free Christmas Tree Drop Off at the American Way facility through the entire month of January.

**April 26th:** NRWS hosted a Free Appliance and E-waste Drop Off.

**May 9<sup>th</sup> & 10<sup>th</sup>:** The American Way Yard Waste Transfer Facility held a Free Yard Waste Drop Off program for the start of the spring season.

**January - June:** Free Tire Drop Off by appointment and throughout this time period we accepted 3,120 tires.

**November 8<sup>th</sup>:** Free Tire Amnesty Drop Off Day.  
During this event we took in 2,193 tires.

**November 4<sup>th</sup> - 8<sup>th</sup>:** The American Way Yard Waste Transfer Facility held a Free Drop Off Day.

## **G) Overall Summary Program Assessment:**

The Town of Paradise has world class solid waste and recycling programs. The community has embraced the programs and the culture here has shifted to promote a sustainable future.

### Program Recommendations:

- With the increased storm water monitoring regulations coming in July 2015, the Town will be required to make the improvements necessary to continue to operate the American Way Yard Waste Transfer Facility. NRWS continues to actively pursue grant opportunities to incorporate improvements with new composting technology.

- NRWS will work toward collaborating to establish an AD facility for vegetative waste and food scraps to increase diversion efforts. NRWS will continue to look for grant opportunities to subsidize a bulk of the infrastructure costs.
- NRWS would like to start discussions with the Town to plan for future programs and goals in upcoming extension discussions.



**Attachments:**

Exhibit A: 2014 Residential Accounts & Services by Month

Exhibit B: 2014 Commercial Accounts & Services by Month

Exhibit C: 2014 Roll Off / Industrial Accounts & Services by Month

Exhibit D: 2014 NRWS Complaint Log

Exhibit E: 2014 Compliment Log

Exhibit F: 2014 Missed Pick-up Log

Exhibit G: 2014 Permanent Household Hazardous Waste Facility  
Usage Log

Exhibit H: 2014 Material Handled by Type and Line of Business

Exhibit A

Town of Paradise Residential Solid Waste & Recycling Accounts and Services by Month

	2009 Annual	2010 Annual	2011 Annual	2012 Annual	2013 Annual	January	** 2014** February	March	April	May	June	July	August	Sept	October	Nov	Dec	Year to date
<b>Total Residential Customers- MSW</b>									10499									
Number of households - Paradise	8,056	8,298	8,913	8,977	8,985	9,013	8,990	9,021	9,041	9,058	9,052	9,066	9,055	9,118	9,087	9,072	9,067	9,118
Total Containers - Town	8,151	8,393	8,854	9,070	9,075	9,099	9,082	9,113	9,133	9,150	9,143	9,154	9,145	9,210	9,178	9,162	9,156	9,210
# of households - 35 gallon (sr. rate)	103	94	94	94	89	90	90	89	89	89	89	89	89	89	88	88	87	90
Containers out	103	94	94	94	89	90	90	89	89	89	89	89	89	89	88	88	87	90
# of households - 35 gallon Town	4,776	5,006	5,369	5,518	5,556	5,591	5,577	5,595	5,605	5,615	5,616	5,625	5,615	5,622	5,607	5,597	5,597	5,625
Containers out	4,819	5,051	5,412	5,561	5,601	5,631	5,623	5,641	5,650	5,660	5,660	5,668	5,658	5,666	5,651	5,640	5,640	5,668
# of households - 65 gallon Town	2,129	2,158	2,235	2,262	2,223	2,220	2,213	2,223	2,225	2,229	2,226	2,233	2,229	2,232	2,244	2,241	2,253	2,253
Containers out	2,143	2,170	2,248	2,274	2,234	2,231	2,224	2,234	2,236	2,240	2,237	2,242	2,238	2,241	2,253	2,250	2,262	2,262
# of households - 95 gallon Town	1,048	1,040	1,060	1,096	1,117	1,112	1,110	1,114	1,122	1,125	1,121	1,119	1,122	1,175	1,133	1,136	1,130	1,175
Containers out	1,086	1,078	1,100	1,136	1,151	1,147	1,145	1,149	1,158	1,161	1,157	1,155	1,160	1,214	1,171	1,173	1,167	1,214
# of households - wavier APN share	0	0	163	182	186	186	188	189	192	193	197	196	198	200	207	208	208	208
# of households - wavier expired code enforcement to handle	193	95	6	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of households - vacant	285	501	444	243	252	259	252	248	239	236	246	258	231	234	205	193	197	259
# of households - vacation hold	2	2	51	214	223	222	223	225	212	216	212	210	213	216	221	243	236	243
# of households - opt out of service	384	394	223	254	261	275	264	258	252	268	248	260	270	257	241	245	242	275
# of households - off street service	3	3	70	83	85	85	82	82	82	83	83	86	86	91	89	88	88	91
# of households - non pay	17	29	42	39	42	36	34	29	29	30	27	27	25	24	23	23	22	36
<b>Total Households - Recycling</b>																		
Number of households - Paradise	8,006	8,637	8,848	8,910	8,933	8,961	8,941	8,972	9,030	9,004	8,998	9,017	9,004	9,009	9,040	9,019	9,014	9,040
Total containers - Town	8,772	9,049	9,495	9,703	9,762	9,793	9,778	9,815	9,868	9,844	9,848	9,870	9,864	9,870	9,907	9,888	9,884	9,907
# of households - 65 gallon Town	574	769	761	745	700	701	698	694	690	686	684	679	670	667	663	662	652	701
Containers out	603	809	797	778	727	728	725	721	717	713	710	704	695	692	688	688	677	728
# of households - 95 gallon Town	7,432	7,502	7,940	8,160	8,233	8,260	8,243	8,278	8,340	8,318	8,314	8,338	8,334	8,342	8,377	8,357	8,362	8,377
Containers out	8,169	8,240	8,698	8,931	9,035	9,065	9,053	9,094	9,151	9,131	9,138	9,166	9,169	9,178	9,219	9,200	9,207	9,219
<b>Total Yardwaste Customers</b>																		
<b>Total Number of household enrolled in yardwaste program</b>																		
Number of households - Paradise	7,872	8,135	8,544	8,854	8,902	8,932	8,908	8,945	8,963	8,982	8,978	9,002	9,001	8,993	9,017	9,001	8,998	9,017
Total containers Town	12,631	13,055	13,672	14,032	14,272	14,345	14,323	14,371	14,411	14,440	14,475	14,510	14,516	14,525	14,561	14,440	14,538	14,561
# of households - 95 gallon Town	7,870	8,133	8,542	8,724	8,900	8,930	8,906	8,942	8,961	8,980	8,976	9,000	8,999	8,991	9,015	8,998	8,996	9,015
Containers out	12,627	13,051	13,668	13,886	14,268	14,341	14,320	14,366	14,408	14,437	14,472	14,507	14,513	14,523	14,559	14,436	14,535	14,559
# of households - 65 gallon Town	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	3	2	3
Containers out	4	4	4	4	4	4	3	5	3	3	3	3	3	2	2	4	3	5

Exhibit B

Town of Paradise Commercial Solid Waste and Recycling Accounts and Services by Month

	2009 Annual	2010 Annual	2011 Annual	2012 Annual	2013 Annual	** 2014 ** January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Year to Date
<b>Total Commerical Accounts MSW</b>																		
Total Commerical Accounts MSW - Town	621	620	636	654	652	646	648	651	650	649	648	655	647	648	646	645	651	655
<b>Total Accounts on MSW service - bin</b>																		
Total Commerical accounts Town	310	309	305	298	303	298	304	307	305	304	303	307	300	300	299	298	300	307
<b>Total Bins</b>																		
Total bins Town	327	326	322	314	319	314	320	323	321	320	318	322	315	315	314	314	315	323
# of accounts 1 yd Town	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
Containers out	7	7	7	6	8	8	8	8	8	7	8	8	8	8	8	8	8	8
# of accounts 1.5 yd Town	2	2	2	2	3	4	3	3	3	3	3	3	3	3	3	3	3	4
Containers out	2	2	2	2	3	4	3	3	3	3	3	3	3	3	3	3	3	4
# of accounts 2 yd Town	177	174	169	167	163	162	161	161	161	160	160	162	158	158	157	156	156	162
Containers out	185	182	177	174	169	168	167	167	167	166	166	168	164	164	163	162	162	168
# of accounts 3 yd Town	50	54	54	53	58	57	58	60	60	60	59	59	58	57	58	58	59	60
Containers out	57	61	61	60	65	64	65	67	67	67	65	65	64	63	64	64	65	67
# of accounts 4 yd Town	51	50	56	53	54	50	57	58	57	57	57	59	57	58	57	57	58	59
Containers out	52	51	57	54	56	52	59	60	59	59	59	61	59	60	59	59	60	61
# of accounts 6 yd Town	24	23	18	18	19	19	19	19	18	18	18	18	18	18	18	18	18	19
Containers out	25	24	19	19	20	20	20	20	19	19	19	19	19	19	19	20	19	20
<b>Total Serviced Accounts on MSW service - cart</b>																		
Total commerical - Paradise	315	325	338	356	349	348	344	344	345	345	345	348	347	348	347	347	351	351
<b>Total Containers</b>																		
Total containers - Town	1,891	1,918	1,925	1,945	1,942	1,947	1,943	1,930	1,943	1,943	1,938	1,950	1,958	1,958	1,957	1,956	1,975	1,975
# of accounts 35 gallon Town	76	81	92	101	94	94	93	93	93	94	96	95	94	95	95	96	96	96
Containers out	101	105	115	127	116	115	114	114	114	115	117	116	115	116	115	117	117	117
# of accounts 35 gallon Multi-family - Town	52	52	52	52	53	53	53	50	52	52	52	52	54	54	53	54	54	54
Containers out	1,531	1,531	1,524	1,524	1,542	1,542	1,544	1,534	1,544	1,545	1,546	1,549	1,558	1,557	1,556	1,559	1,560	1,560
# of accounts 65 gallon Paradise	48	50	49	53	53	53	53	54	55	55	55	55	52	53	53	54	55	55
Containers out	54	71	69	73	74	74	74	75	76	76	76	76	73	74	74	73	87	87
# of accounts 65 gallon Multi-family Town	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Containers out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of accounts 95 gallon Town	94	97	97	97	106	104	103	105	105	104	104	105	105	106	105	103	105	106
Containers out	113	119	119	119	122	126	125	121	127	124	119	126	127	128	127	125	127	128
# of accounts 2-95 gallon Town	45	45	48	44	43	44	42	42	40	41	40	40	41	41	41	41	41	44
Containers out	92	92	98	90	88	90	86	86	82	84	82	82	84	84	84	84	84	90
<b>Total Commerical Accounts Recycling</b>																		
Total Commerical Accounts Recycling -Town	691	690	716	719	708	717	717	707	705	704	711	718	697	707	712	713	698	718
<b>Total Containers</b>																		
Total containers - Town	2,578	2,617	2,631	2,615	2,594	2,626	2,627	2,607	2,600	2,599	2,624	2,640	2,539	2,638	2,640	2,601	2,640	2,640
<b>Total Service Accounts Recycling Bins</b>																		
Total Commerical Accounts Paradise	190	194	203	199	206	204	203	204	207	205	206	209	202	198	199	202	201	209
<b>Total carts</b>																		
Total containers - Town	201	221	215	214	223	223	222	220	221	219	221	224	219	218	220	220	218	224
<b>Cardboard</b>																		
# of accounts 2 yd Town	74	73	71	67	65	65	65	67	64	64	64	61	59	60	58	57	55	67
Containers out	5	5	5	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3
# of accounts 3yd Town	5	5	5	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Containers out	5	5	5	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3
# of accounts 4 yd Town	53	53	51	52	51	50	50	50	51	51	51	50	49	49	51	50	51	51

	2009 Annual	2010 Annual	2011 Annual	2012 Annual	2013 Annual	** 2014 ** January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Year to Date
Containers out	57	57	55	56	55	56	56	56	55	55	55	54	53	53	55	54	55	56
# of accounts 6 yd Town	16	17	17	17	15	15	14	14	14	13	13	13	13	12	12	13	11	15
<b>Mixed Recycling</b>																		
# of accounts 2 yd - Town	19	22	21	23	30	30	30	30	31	31	32	35	34	34	34	37	36	37
Containers out	20	23	22	24	31	31	31	31	32	32	33	36	35	35	35	38	37	38
# of accounts 3 yd - Town	0	2	2	2	3	3	3	3	5	5	5	5	5	5	5	4	4	5
Containers out	0	2	2	2	3	3	3	3	5	5	5	5	5	5	5	4	4	5
# of accounts 4 yd - Town	18	22	22	24	27	26	26	26	28	27	27	31	28	28	27	26	28	31
Containers out	20	25	25	27	31	30	30	30	32	31	31	35	32	32	31	30	32	35
# of accounts 6 yd -Town	5	12	11	11	12	12	12	11	11	11	11	11	11	12	14	12	13	14
Containers out	9	19	18	18	20	20	20	16	16	16	17	17	19	18	21	21	21	21
# of accounts 6yd - County	2	2	2	2	4	4	4	5	5	6	6	6	6	6	6	5	5	6
Containers out	2	2	2	2	5	5	5	6	6	9	9	9	9	9	9	7	7	9
<b>Yardwaste (Fall Temp)</b>																		
# of accounts 4 yd yardwaste	3	5	5	5	4	4	0	0	0	0	0	0	0	0	2	2	2	4
Containers out	3	5	5	5	0	0	0	0	0	0	0	0	0	0	2	2	2	2
# of accounts 6yd yardwaste	3	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	2
Containers out	3	5	5	0	0	0	0	0	0	0	0	0	0	0	2	2	2	2
<b>Total accounts participating in cart recycling</b>																		
Total Commerical Accounts Paradise	501	496	513	520	502	513	514	503	498	499	505	509	495	509	513	511	497	514
<b>Total Carts</b>																		
Total containers - Town	2,377	2,396	2,416	2,401	2,371	2,403	2,405	2,387	2,379	2,380	2,403	2,416	2,320	2,420	5,425	2,420	2,383	5,425
# of accounts 65 gallon Town	51	54	56	56	52	53	57	57	55	53	54	54	52	55	55	55	55	57
Containers out	92	114	116	119	90	95	121	121	114	102	105	105	94	122	119	119	120	122
# of accounts 65 gallon (multi-family) Town	33	30	31	30	32	31	28	28	28	31	30	30	31	28	28	28	28	31
Containers out	1,132	1,111	1,121	1,103	1,125	1,121	1,097	1,097	1,104	1,117	1,117	1,119	1,136	1,107	1,111	1,111	1,112	1,136
# of accounts 95 gallon Town	399	402	403	413	403	412	412	401	398	397	403	408	395	406	412	413	399	413
Containers out	868	883	872	890	879	899	899	877	869	868	891	896	792	874	887	911	871	911
# of accounts 95 gallon (multi-family) Town	18	18	21	20	15	17	17	17	17	18	18	17	17	20	18	15	15	20
Containers out	285	288	307	288	277	288	288	292	292	293	290	296	298	317	3,308	279	280	3,308
<b>Total accounts participating in cart yardwaste</b>																		
<b>Total Carts</b>																		
# of accounts 65 gallon (multi-family) Town	7	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
Containers out	333	332	332	332	328	328	329	329	329	330	332	333	333	334	334	336	336	336
# of accounts 95 gallon Town	228	234	225	246	247	243	247	248	245	241	244	246	244	249	252	250	253	253
Containers out	410	418	404	431	432	424	436	433	425	426	432	432	446	451	449	458	458	458
# of accounts 95 gallon (Multifamily) Town	24	24	24	23	26	28	23	25	25	26	28	26	24	23	23	23	23	28
Containers out	726	726	728	659	741	746	744	750	747	754	760	757	756	745	745	745	748	760

Exhibit C

Town of Paradise Roll Off & Industrial Accounts & Services by Month

	2009 Annual	2010 Annual	2011 Annual	Annual 2012	Annual 2013	January	February	** 2014 ** March	April	May	June	July	August	Sept	October	Nov	Dec	Average Year to Date
<b>Active accounts</b>	<b>58</b>	<b>61</b>	<b>73</b>	<b>57</b>	<b>74</b>	<b>67</b>	<b>53</b>	<b>53</b>	<b>58</b>	<b>49</b>	<b>56</b>	<b>59</b>	<b>66</b>	<b>61</b>	<b>68</b>	<b>36</b>	<b>41</b>	<b>68</b>
<b>MSW</b>																		
# of 10 yd Paradise	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of 20 yd Town	15	13	21	15	13	20	12	14	13	13	17	17	16	14	20	11	19	20
# of 30 yd Paradise	6	5	7	4	6	16	13	8	11	12	15	9	15	22	16	7	3	22
# of 40 yd Paradise	10	7	2	5	6	6	6	11	8	5	8	14	12	6	8	4	4	14
<b>Mixed Recycling</b>																		
# of 10 yd Paradise	1	1	2	2	1	2	3	3	3	2	1	1	2	1	1	0	0	3
# of 20 yd Paradise	2	0	0	1	0	3	2	2	3	2	2	1	2	1	1	2	1	3
# of 30 yd Paradise	1	0	1	1	3	4	1	2	4	3	1	2	5	4	6	0	1	6
# of 40 yd Paradise	0	0	0	0	1	1	1	1	1	0	1	0	2	1	2	1	1	2
<b>Yardwaste</b>																		
# of 20 yd Paradise	6	4	10	3	8	5	6	5	10	5	2	4	0	4	6	2	5	10
# of 30 yd Paradise	5	3	2	3	1	4	3	3	0	3	4	5	7	2	1	2	1	7
# of 40 yd Paradise	1	2	2	1	1	2	2	0	1	0	1	2	1	1	2	2	1	2
<b>Active compactor accounts</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
# of 15 yd	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
# of 25 yd	2	2	2	2	0	0	0	0	0	0	0	0	0	2	2	2	2	2
# of 30 yd	2	1	1	1	3	3	3	3	3	3	3	3	3	2	2	2	2	3

**Exhibit G**

**2014 Town of Paradise Permanent Household Hazardous Waste Collection Facility**

	Non Cust.	Paradise	Magalia	Butte Valley	Other	Total	paint	oil	antifreeze	auto batteries	medications	batteries	pesticides	herbicides	poisons	cleaning prod	other	fluorescent	E-waste	Monitors	TV's	newsletter	web site	newspaper	radio	tv	word of mouth	Been to HHW?	Chico?
Q1 Totals	6	352	22	3	2	377	193	2	8	5	41	12	21	26	20	35	86	171	16	0	2	165	39	36	4	1	114	289	131
Q2 Totals	20	453	35	1	2	494	268	19	3	2	45	42	46	22	66	127	169	51	6	0	164	49	35	7	4	146	347	143	143
Q3 Totals	5	438	41	4	1	486	290	8	53	91	48	10	31	163	14	51	61	12	1	4	199	40	22	4	0	124	344	135	135
Q4 Totals	10	306	31	1	0	347	182	3	33	71	43	3	16	110	15	27	33	9	0	0	131	41	15	2	1	97	262	102	104
	<b>41</b>	<b>1549</b>	<b>129</b>	<b>9</b>	<b>5</b>	<b>1704</b>	<b>933</b>	<b>32</b>	<b>97</b>	<b>169</b>	<b>177</b>	<b>67</b>	<b>114</b>	<b>321</b>	<b>115</b>	<b>240</b>	<b>349</b>	<b>243</b>	<b>23</b>	<b>4</b>	<b>496</b>	<b>295</b>	<b>111</b>	<b>49</b>	<b>9</b>	<b>368</b>	<b>1067</b>	<b>669</b>	<b>513</b>

**MINUTES  
PARADISE TOWN COUNCIL  
REGULAR MEETING – 6:00 PM – June 09, 2015**

**1. OPENING**

The Regular Meeting of the Paradise Town Council was called to order at 6:01 p.m. by Mayor Greg Bolin in the Town Council Chamber at 5555 Skyway, Paradise. Following the Pledge of Allegiance to the Flag of the United States of America, Council Member John Rawlings offered an invocation.

**COUNCIL MEMBERS PRESENT:** Scott Lotter, Jody Jones, John Rawlings and Greg Bolin, Mayor.

**COUNCIL MEMBERS ABSENT:** Steve “Woody” Culleton.

**STAFF MEMBERS PRESENT:** Town Clerk Gutierrez, Town Manager Gill, Town Attorney Moore, Finance Director Will, Business & Housing Services Director Anderson, Assistant Town Clerk Volenski, Human Resources Director Peters, Community Development Director Baker, Public Works Director/Town Engineer Mattox, North Division Chief David Hawks and Police Chief Gabriela Tazzari-Dineen.

**2. ITEMS DEFERRED FROM PREVIOUS MEETINGS** – None.

**3. CONSENT CALENDAR**

Following a **MOTION** by Jones, seconded by Rawlings, all consent calendar items were approved by unanimous roll call vote of those present; Culleton absent.

- 3a. Approved Minutes from Regular May 12, 2015 and Special May 14, 2015 Town Council Meetings
- 3b. Approved cash disbursements for May 2015 in the amount of \$3,432,157.24. (310-10-30)
- 3c. Adopted Resolution No. 15-17, A Resolution approving a one-year extension of professional services agreement with Joanna Gutierrez for Town Clerk services. Approval would extend current agreement through June 30, 2016, and there would be no additional financial impact to the Town's general fund. Town Clerk is at Step E of the salary schedule as of May 9, 2009. (620-20-20 & 06-11)
- 3d. Authorized the Town Manager to execute the 2015/2016 FY Geographic Information System (GIS) annual maintenance agreement with the CSU, Chico Research Foundation in the amount of \$10,000.00. (C06-22)
- 3e. Approved the amendment to authorize extension of the term of the Joint Powers Agreement establishing the Butte County Association of Governments for the purpose of incorporating the Butte Regional Conservation Plan (BRCP). If approved, the agreement will expire on July 26, 2017. (C95-15)

- 3f. Authorized the Mayor and Town Manager to execute the Eighth Amendment to Dismissal and Tolling Agreement between Town of Paradise and Oak Creek Estates. (C07-24)
- 3g. Acknowledged receipt of the 3rd Quarter Investment Report for the Fiscal Year Ending June 30, 2015. (360-30-06)
- 3h. Adopted Resolution No. 15-18, a resolution authorizing the Mayor to execute a legal services agreement with Peters, Habib, McKenna & Juhl-Rhodes, LLP relating to public nuisance abatement lawsuits. (510-20-102)
- 3i. Adopted Resolution No. 15-19, a resolution approving the application with the California Department of General Services to acquire Federal and State Surplus Property. (510-20-103)

#### **4. PUBLIC HEARING PROCEDURE**

The Mayor informed the public there were no public hearings scheduled.

#### **5. PUBLIC HEARINGS** – None.

#### **6. PUBLIC COMMUNICATION**

This is the time for members of the audience who have completed a "Request to Address Council" card and given it to the Clerk to present items not on the Agenda. Comments should be limited to a maximum of three minutes duration. The Town Council is prohibited by State Law from taking action on any item presented if it is not listed on the Agenda.

#### **7. COUNCIL CONSIDERATION**

- 7a. **MOTION by Lotter, seconded by Rawlings**, approved the recommendation of the interview panel and appointed Ray Groom and Anita Towslee to serve four-year terms of office on the Paradise Planning Commission, terms commencing July 1, 2015 and ending June 30, 2019. Roll call vote of those present was unanimous; Culleton absent. (760-45-12 & 760-45-30)
- 7b. **MOTION by Lotter, seconded by Rawlings**, acknowledged receipt of a 2014/15 and 2015/16 budget update and approved the recommendations submitted by the Measure "C" Citizen Oversight Committee for the 2015/16 Budget. Roll call vote of those present was unanimous; Culleton absent. (340-40-30 & 340-40-14 & 395-70-17)
- 7c. **MOTION by Lotter, seconded by Jones**, acknowledged receipt of the 2014 Annual Report of the Paradise Planning Commission Regarding Progress toward Implementation of the 1994 Paradise General Plan Housing Element. Roll call vote of those present was unanimous; Culleton absent. (760-40-57)



- 7d. **MOTION by Jones, seconded by Lotter**, acknowledged receipt of the 2014 Annual Report of the Paradise Planning Commission to the Town Council regarding the Implementation Status of the 1994 Paradise General Plan. Roll call vote of those present was unanimous; Culleton absent. (760-40-55)
- 7e. **MOTION by Rawlings, seconded by Lotter**, awarded Contract No. 15-03, Stearns-DeMille Pavement Restoration Project to Knife River Construction of Chico, CA in the amount of their bid of \$207,907. Roll call vote of those present was unanimous; Culleton absent. (510-20-104 & 950-40-27)
- 7f. **MOTION by Lotter, seconded by Jones**, (1) Approved the job description and salary schedule for the Lead Mechanic position; and, (2) Concurred with staff recommendation to proceed with an internal fleet maintenance solution and reject all proposals received. Roll call vote of those present was unanimous; Culleton absent. (610-10-17 & 610-10-15)

**8. COUNCIL COMMUNICATION (Council Initiatives)**

- 8a. Council oral reports of their representation on Committees/Commissions.

Vice Mayor Jones reported that she and Manager Gill will be presenting information to the City of Chico Council Members relating to wastewater disposal options to determine whether or not they are interested in participating with the Town on a sewer project; is participating in negotiations with employees; conducted interviews of Planning Commission applicants; attended the swear-in ceremony for Police Officer Perry Walters; attended the first Party in the Park.

Council Member Lotter noted that the T-shirt he is wearing is the result of a \$20 donation to the Police Department K-9 fund; reported that he attended the swear-in of Officer Walters and did a ride-along with Officer Gates; stated that the flag pole project looks great; informed that the new planters donated by PG&E for the downtown are filled with drought resistant plants; and reported on his attendance at the League of California Cities Policy committee meetings in Sacramento.

Council Member Rawlings reported on his attendance at the dedication of the veteran memorial wall at Feather River Canyon retirement; conducted interviews of Planning Commission applicants; attend the May 29<sup>th</sup> PASH meeting; attended the Butte County Public Health Department board meeting as the citizen at large member relating to the restaurant placard program; will be attending the LCC policy committee meeting in Sacramento on June 11<sup>th</sup>; and informed of the Flag Pole Dedication Ceremony at Town Hall on July 4<sup>th</sup> at 10:00 a.m. and the VFW dedication to honor the First Special Service Force at the Paradise Memorial Hall on July 4<sup>th</sup> at 11:30 a.m.

- 8b. Discussion of future agenda items – None.

## **9. STAFF/COMMISSION/COMMITTEE COMMUNICATION**

- 9a. MOTION by Lotter, seconded by Rawlings, approved the adjourning of the meeting to June 29, 2015 for adoption of a budget for Town operations for the 2015/2016 fiscal year.
- 9b. Manager Gill reported on progress of the Town Hall Flag Pole Project by Boy Scout Anthony Lindsey. Date of dedication is scheduled for July 4, 2015. The planters on Skyway are part of a Paradise Rotary beautification project. Thirty-six planters were donated by PG&E, and business owners and other volunteers will water the plants. Manager Gill extended personal thank to the downtown businesses and to Martin Nichols for their efforts in caring for the plants. Grey water guidelines are available on the Town's website and at Town hall. There is \$2,500 budgeted for registration for each Council Member to attend the League of California Cities annual conference; each Council member will be responsible for their lodging.
- 9b. Community Development Director reported on development projects in the Town including the Hays parcel map application to divide a six-acre parcel into 4 commercial parcels on lower Clark Road, the Pheasant Commons multi-family development project; the proposed Optimo remodel and addition of two drive-through restaurants; the opening of the El Rancho restaurant and the plans for a 6,700 square foot medical complex to be located behind the Wells Fargo Bank and Holiday market on Skyway.

## **10. CLOSED SESSION**

- 10a. At 7:15 p.m. Mayor Bolin announced that pursuant to Government Code Section 54957.6, the Town Council will hold a closed session to meet with Lauren Gill, Gina Will and Crystal Peters, its designated representatives, regarding labor relations between the Town of Paradise and the Paradise Police Officers Association, Confidential Mid-Management Association, General Employees Unit, Police Mid-Management Unit and the Management Group.

Mayor Bolin reconvened the meeting at 7:42 p.m.

Following a **MOTION by Lotter, seconded by Bolin**, the following resolutions were adopted by a unanimous roll call vote; Culleton absent:

- (1) Resolution No. 15-21, A Resolution of the Town Council of the Town of Paradise Approving the Memorandum of Understanding between the Town of Paradise and the Town of Paradise Police Officers Association relating to Employment Covering the period from July 1, 2015 to June 30, 2016. (640-50-81)

(2) Resolution No. 15-22, A Resolution of the Town Council of the Town of Paradise Approving the Memorandum of Understanding Between the Town of Paradise and the Town of Paradise Confidential and Mid-Management Association Relating to Employment covering the period from July 1, 2015 to June 30, 2016. (640-50-31)

**11. ADJOURNMENT**

Mayor Bolin adjourned the Council meeting to June 29, 2015 at 6:00 p.m.

Date Approved:

By: \_\_\_\_\_  
Greg Bolin, Mayor

\_\_\_\_\_  
Joanna Gutierrez, CMC, Town Clerk

# **TOWN OF PARADISE**

## **CASH DISBURSEMENTS REPORT**

FOR THE PERIOD OF  
**JUNE 1, 2015 - JUNE 30, 2015**

June 1, 2015 - June 30, 2015

Check Date	Pay Period End	DESCRIPTION	AMOUNT
06/05/15	05/31/15	Net Payroll - Direct Deposits & Checks	\$146,266.95
06/19/15	06/14/15	Net Payroll - Direct Deposits & Checks	\$117,464.69
<b>TOTAL NET WAGES PAYROLL</b>			<b>\$263,731.64</b>

**Accounts Payable**

PAYROLL VENDORS: TAXES, PERS, DUES, INSURANCE, ETC.	\$283,271.27
OPERATIONS VENDORS: SUPPLIES, CONTRACTS, UTILITIES, ETC.	\$323,635.65
<b>TOTAL CASH DISBURSEMENTS - ACCOUNTS PAYABLE</b> (Detail attached)	<u><b>\$606,906.92</b></u>
<b>GRAND TOTAL CASH DISBURSEMENTS</b>	<u><u><b>\$870,638.56</b></u></u>

APPROVED BY: \_\_\_\_\_  
LAUREN GILL, TOWN MANAGER

APPROVED BY: \_\_\_\_\_  
GINA S. WILL, FINANCE DIRECTOR/TOWN TREASURER

TOWN OF PARADISE

# CASH DISBURSEMENTS REPORT

From Payment Date: 6/1/2015 - To Payment Date: 6/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - US Bank TOP AP Checking									
Check									
62486	06/01/2015	Open			Accounts Payable	BLOOD SOURCE	\$54.00		
62487	06/01/2015	Open			Accounts Payable	Met Life	\$7,739.77		
62488	06/01/2015	Open			Accounts Payable	OPERATING ENGINEERS	\$616.00		
62489	06/01/2015	Open			Accounts Payable	PARADISE POLICE OFFICERS ASSOCIATION	\$1,934.51		
62490	06/01/2015	Open			Accounts Payable	SUN LIFE INSURANCE	\$3,704.01		
62491	06/01/2015	Open			Accounts Payable	SUPERIOR VISION SVC NGLIC	\$656.88		
62492	06/01/2015	Open			Accounts Payable	TOP CONFIDENTIAL MID MGMT ASSOCIATION	\$110.00		
62569	06/01/2015	Open			Accounts Payable	BRUNO, SHERRY	\$118.37		
62570	06/01/2015	Open			Accounts Payable	BUZZARD, CHRIS	\$741.23		
62571	06/01/2015	Open			Accounts Payable	DERR, PAUL	\$425.25		
62572	06/01/2015	Open			Accounts Payable	HAUNSCHILD, MARK	\$424.55		
62573	06/01/2015	Open			Accounts Payable	HONEYWELL, JANICE, J.	\$955.41		
62574	06/01/2015	Open			Accounts Payable	HOUSEWORTH, JERILYN	\$170.85		
62575	06/01/2015	Open			Accounts Payable	JEFFORDS, ROBERT, D.	\$478.07		
62576	06/01/2015	Open			Accounts Payable	MARABLE, VIRGINIA	\$10.06		
62577	06/01/2015	Open			Accounts Payable	MOORE, DWIGHT, L.	\$13,800.00		
62578	06/01/2015	Open			Accounts Payable	SBA Monarch Towers III LLC	\$121.67		
62579	06/01/2015	Open			Accounts Payable	US BANCORP OFFICE EQUIP FINANCE SERVICES	\$599.86		
62580	06/01/2015	Open			Accounts Payable	WEGENER, WILL	\$331.21		
62581	06/01/2015	Open			Accounts Payable	WESTAMERICA BANK	\$8,584.61		
62582	06/05/2015	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$800.00		
62583	06/05/2015	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$402.52		
62584	06/11/2015	Open			Accounts Payable	ACE RENTALS	\$35.09		
62585	06/11/2015	Open			Accounts Payable	ALHAMBRA	\$14.76		
62586	06/11/2015	Open			Accounts Payable	ANDORA MEDIA	\$60.80		
62587	06/11/2015	Open			Accounts Payable	ANTIQU & UNIQUE UPHOLSTERY	\$147.00		
62588	06/11/2015	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$62.01		
62589	06/11/2015	Open			Accounts Payable	AT&T	\$106.53		
62590	06/11/2015	Open			Accounts Payable	AT&T CALNET 2-REPEATER LINES	\$203.93		
62591	06/11/2015	Open			Accounts Payable	AT&T-COMMUNITY PARK	\$17.00		
62592	06/11/2015	Open			Accounts Payable	AT&T/CAL NET 2	\$1,425.52		
62593	06/11/2015	Open			Accounts Payable	BACKGROUNDS & MORE	\$975.00		
62594	06/11/2015	Open			Accounts Payable	BASIC LABORATORY	\$132.00		
62595	06/11/2015	Open			Accounts Payable	BEAVER - TOOTH	\$450.00		
62596	06/11/2015	Open			Accounts Payable	Big O Tires	\$115.00		
62597	06/11/2015	Open			Accounts Payable	BURTON'S FIRE, INC.	\$871.30		
62598	06/11/2015	Open			Accounts Payable	BUTTE CO AUDITOR-CONTROLLER	\$3,390.73		
62599	06/11/2015	Open			Accounts Payable	BUTTE CO RECORDER	\$17.00		
62600	06/11/2015	Open			Accounts Payable	BUTTE CO TREASURER	\$47.09		
62601	06/11/2015	Open			Accounts Payable	BUTTE COUNTY PUBLIC HEALTH DEPARTMENT - CHICO	\$954.00		
62602	06/11/2015	Open			Accounts Payable	BUTTE REGIONAL TRANSIT	\$827.50		
62603	06/11/2015	Open			Accounts Payable	CALIFORNIA DEPARTMENT OF PARKS AND RECREATION	\$2,217.71		
62604	06/11/2015	Open			Accounts Payable	CHOICE PROPERTY SERVICES	\$130.00		

TOWN OF PARADISE

# CASH DISBURSEMENTS REPORT

From Payment Date: 6/1/2015 - To Payment Date: 6/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
62605	06/11/2015	Open			Accounts Payable	DON'S SAW & MOWER	\$132.42		
62606	06/11/2015	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY, INC.	\$221.97		
62607	06/11/2015	Open			Accounts Payable	EXPRESS LUBE & OIL, ,	\$104.75		
62608	06/11/2015	Open			Accounts Payable	FASTENAL	\$111.90		
62609	06/11/2015	Open			Accounts Payable	FOOTHILL MILL & LUMBER	\$3.83		
62610	06/11/2015	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$118.81		
62611	06/11/2015	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$4,001.00		
62612	06/11/2015	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$231.89		
62613	06/11/2015	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$400.00		
62614	06/11/2015	Open			Accounts Payable	KEN'S HITCH & WELDING	\$10.00		
62615	06/11/2015	Open			Accounts Payable	King Luminaire Co Inc	\$15,336.00		
62616	06/11/2015	Open			Accounts Payable	LES SCHWAB TIRE CENTER - MOTORPOOL	\$541.70		
62617	06/11/2015	Open			Accounts Payable	LOCATE PLUS CORPORATION	\$25.00		
62618	06/11/2015	Open			Accounts Payable	MARK THOMAS & COMPANY INC	\$20,261.99		
62619	06/11/2015	Open			Accounts Payable	MATT WOLFE	\$216.00		
62620	06/11/2015	Open			Accounts Payable	MCDONALD CONSTRUCTION	\$846.00		
62621	06/11/2015	Open			Accounts Payable	MCGREGOR CONSTRUCTION CO INC	\$154.44		
62622	06/11/2015	Open			Accounts Payable	MID VALLEY TERMITE	\$145.00		
62623	06/11/2015	Open			Accounts Payable	MID VALLEY TITLE & ESCROW	\$851.00		
62624	06/11/2015	Open			Accounts Payable	NORMAC INC	\$162.93		
62625	06/11/2015	Open			Accounts Payable	NORTHERN RECYCLING & WASTE SERVICES, INC.	\$10,969.80		
62626	06/11/2015	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$6,256.38		
62627	06/11/2015	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$497.23		
62628	06/11/2015	Open			Accounts Payable	OROVILLE FORD	\$77.29		
62629	06/11/2015	Open			Accounts Payable	Pacific Excavation	\$18,951.75		
62630	06/11/2015	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$158.44		
62631	06/11/2015	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$2,778.17		
62632	06/11/2015	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$162.62		
62633	06/11/2015	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$1,440.00		
62634	06/11/2015	Open			Accounts Payable	R & R Construction	\$10,000.00		
62635	06/11/2015	Open			Accounts Payable	R & R Construction	\$11,690.00		
62636	06/11/2015	Open			Accounts Payable	R.D. Robbins Construction	\$200.00		
62637	06/11/2015	Open			Accounts Payable	R.D. Robbins Construction	\$5,742.00		
62638	06/11/2015	Open			Accounts Payable	R.D. Robbins Construction	\$1,971.00		
62639	06/11/2015	Open			Accounts Payable	RADAR SHOP	\$330.00		
62640	06/11/2015	Open			Accounts Payable	Rancho Engineering	\$250.00		
62641	06/11/2015	Open			Accounts Payable	RE CONSTRUCTION	\$8,614.80		
62642	06/11/2015	Open			Accounts Payable	Riebes Auto Parts	\$157.56		
62643	06/11/2015	Open			Accounts Payable	RON'S WHEEL & BRAKE	\$248.19		
62644	06/11/2015	Open			Accounts Payable	SAN DIEGO POLICE EQUIPMENT CO., INC.	\$1,548.40		
62645	06/11/2015	Open			Accounts Payable	SIERRA-SACRAMENTO VALLEY EMS	\$130.00		

TOWN OF PARADISE

# CASH DISBURSEMENTS REPORT

From Payment Date: 6/1/2015 - To Payment Date: 6/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
62646	06/11/2015	Open			Accounts Payable	SINCLAIR'S AUTOMOTIVE & TOWING	\$55.00		
62647	06/11/2015	Open			Accounts Payable	SKYWAY AUTO TUNE	\$180.00		
62648	06/11/2015	Open			Accounts Payable	STAPLES BUSINESS ADVANTAGE	\$483.89		
62649	06/11/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$241.52		
62650	06/11/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$10.26		
62651	06/11/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - MOTORPOOL	\$5.68		
62652	06/11/2015	Open			Accounts Payable	THRIFTY ROOTER	\$81.10		
62653	06/11/2015	Open			Accounts Payable	TOM'S TREE SERVICE	\$5,099.67		
62654	06/11/2015	Open			Accounts Payable	Tri Flame Propane	\$1.00		
62655	06/11/2015	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$1,640.69		
62656	06/11/2015	Open			Accounts Payable	VALLEY CLINICAL & CONSULTING SERVICES	\$900.00		
62657	06/11/2015	Open			Accounts Payable	VanderLinden, Jeffrey	\$47.97		
62658	06/11/2015	Open			Accounts Payable	Vigilant Canine Services	\$52.79		
62659	06/11/2015	Open			Accounts Payable	Vigilant Canine Services	\$12,000.00		
62660	06/11/2015	Open			Accounts Payable	WAYNE MURPHY	\$8,250.00		
62661	06/11/2015	Open			Accounts Payable	WAYNE MURPHY	\$2,970.00		
62662	06/11/2015	Open			Accounts Payable	WAYNE MURPHY	\$5,254.50		
62663	06/11/2015	Open			Accounts Payable	WGR Southwest Inc	\$2,638.00		
62664	06/11/2015	Open			Accounts Payable	What 2 Cut	\$2,682.75		
62665	06/11/2015	Open			Accounts Payable	WORLD TELECOM, INC.	\$642.50		
62666	06/11/2015	Open			Accounts Payable	WSROP Graphic Communications	\$53.00		
62667	06/11/2015	Open			Accounts Payable	STATE BOARD OF EQUALIZATION	\$8,361.40		
62668	06/19/2015	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$800.00		
62669	06/19/2015	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$402.52		
62670	06/25/2015	Open			Accounts Payable	A Stitch Above Embroidery & Shirt Printing	\$167.84		
62671	06/25/2015	Open			Accounts Payable	ACCESS INFORMATION MANAGEMENT	\$80.00		
62672	06/25/2015	Open			Accounts Payable	ACI ENTERPRISES, INC.	\$463.32		
62673	06/25/2015	Open			Accounts Payable	AIRGAS SAFETY, INC.	\$94.84		
62674	06/25/2015	Open			Accounts Payable	Akin, David	\$57.50		
62675	06/25/2015	Open			Accounts Payable	Alvies, John	\$57.50		
62676	06/25/2015	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$62.01		
62677	06/25/2015	Open			Accounts Payable	AT&T	\$1,019.40		
62678	06/25/2015	Open			Accounts Payable	Azco Supply Inc	\$347.70		
62679	06/25/2015	Open			Accounts Payable	BATTERIES PLUS	\$204.34		
62680	06/25/2015	Open			Accounts Payable	Bertagna, Steve	\$672.00		
62681	06/25/2015	Open			Accounts Payable	Big O Tires	\$105.59		
62682	06/25/2015	Open			Accounts Payable	BURTON'S FIRE, INC.	\$871.37		
62683	06/25/2015	Open			Accounts Payable	BUTTE CO SHERIFF'S OFFICE	\$580.75		
62684	06/25/2015	Open			Accounts Payable	BUTTE CO TREASURER	\$581.15		
62685	06/25/2015	Open			Accounts Payable	CALIFORNIA DEPARTMENT OF PARKS AND RECREATION	\$65.95		
62686	06/25/2015	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$357.00		



TOWN OF PARADISE

# CASH DISBURSEMENTS REPORT

From Payment Date: 6/1/2015 - To Payment Date: 6/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
62687	06/25/2015	Open			Accounts Payable	CITY OF CHICO	\$1,347.23		
62688	06/25/2015	Open			Accounts Payable	CLARK ROAD ANIMAL HOSPITAL	\$214.00		
62689	06/25/2015	Open			Accounts Payable	COMCAST CABLE	\$88.64		
62690	06/25/2015	Open			Accounts Payable	COMCAST CABLE	\$301.20		
62691	06/25/2015	Open			Accounts Payable	COMCAST CABLE	\$288.89		
62692	06/25/2015	Open			Accounts Payable	CSU, CHICO RESEARCH FOUNDATION	\$150.00		
62693	06/25/2015	Open			Accounts Payable	DOUGLAS R. THORN, ATTY AT LAW	\$20,000.00		
62694	06/25/2015	Open			Accounts Payable	DURHAM PENTZ TRUCK CENTER	\$2,389.56		
62695	06/25/2015	Open			Accounts Payable	Eagle Security Systems	\$193.50		
62696	06/25/2015	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$2,043.00		
62697	06/25/2015	Open			Accounts Payable	Entersect	\$84.95		
62698	06/25/2015	Open			Accounts Payable	FASTENAL	\$58.56		
62699	06/25/2015	Open			Accounts Payable	FEASTER, PATRICK	\$57.50		
62700	06/25/2015	Open			Accounts Payable	FEDERAL EXPRESS	\$22.86		
62701	06/25/2015	Open			Accounts Payable	GENESIS SOCIETY	\$500.00		
62702	06/25/2015	Open			Accounts Payable	GRIDLEY, CITY OF	\$944.58		
62703	06/25/2015	Open			Accounts Payable	HUNTERS PEST CONTROL	\$55.00		
62704	06/25/2015	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$5,337.88		
62705	06/25/2015	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$653.35		
62706	06/25/2015	Open			Accounts Payable	Iorga, Mike	\$85.25		
62707	06/25/2015	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$300.00		
62708	06/25/2015	Open			Accounts Payable	JOHN REGH INLAND LEASING	\$427.85		
62709	06/25/2015	Open			Accounts Payable	Johnston, Sarah	\$64.45		
62710	06/25/2015	Open			Accounts Payable	LEHR AUTO ELECTRIC STOMMEL, INC.	\$4,842.50		
62711	06/25/2015	Open			Accounts Payable	LIFE ASSIST INC	\$2,269.99		
62712	06/25/2015	Open			Accounts Payable	MARK THOMAS & COMPANY INC	\$9,915.66		
62713	06/25/2015	Open			Accounts Payable	MID VALLEY TITLE & ESCROW	\$110.00		
62714	06/25/2015	Open			Accounts Payable	MYERS STEVENS TOOHEY & COMPANY	\$79.20		
62715	06/25/2015	Open			Accounts Payable	Nesci Appraisal Service	\$350.00		
62716	06/25/2015	Open			Accounts Payable	NORTH STATE RENDERING INC	\$100.00		
62717	06/25/2015	Open			Accounts Payable	NORTHSTAR ENGINEERING INC	\$2,966.59		
62718	06/25/2015	Open			Accounts Payable	NWN Corporation	\$1,572.68		
62719	06/25/2015	Open			Accounts Payable	O'REILLY AUTO PARTS	\$166.73		
62720	06/25/2015	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$399.07		
62721	06/25/2015	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$9,704.02		
62722	06/25/2015	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$490.92		
62723	06/25/2015	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$81.82		
62724	06/25/2015	Open			Accounts Payable	PETTY CASH CUSTODIAN, VALERIE LYNCH	\$54.59		
62725	06/25/2015	Open			Accounts Payable	PICKERING, ROBERT	\$23.00		
62726	06/25/2015	Open			Accounts Payable	Pryde, Donald	\$84.09		
62727	06/25/2015	Open			Accounts Payable	R & R Construction	\$2,450.00		
62728	06/25/2015	Open			Accounts Payable	RE CONSTRUCTION	\$6,570.00		
62729	06/25/2015	Open			Accounts Payable	RE CONSTRUCTION	\$4,370.00		
62730	06/25/2015	Open			Accounts Payable	Ridgewood Mobile Home Park	\$400.00		

# CASH DISBURSEMENTS REPORT

From Payment Date: 6/1/2015 - To Payment Date: 6/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
62731	06/25/2015	Open			Accounts Payable	Riebes Auto Parts	\$18.76		
62732	06/25/2015	Open			Accounts Payable	SIEMENS INDUSTRY, INC	\$4,285.05		
62733	06/25/2015	Open			Accounts Payable	SIERRA HEATING & AIR CONDITIONING	\$404.39		
62734	06/25/2015	Open			Accounts Payable	SKYWAY AUTO TUNE	\$63.00		
62735	06/25/2015	Open			Accounts Payable	Softchoice Corporation	\$8,100.49		
62736	06/25/2015	Open			Accounts Payable	Solarcity Corporation	\$525.67		
62737	06/25/2015	Open			Accounts Payable	SUNN APPRAISAL	\$350.00		
62738	06/25/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$431.84		
62739	06/25/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$10.01		
62740	06/25/2015	Open			Accounts Payable	Turenne, Andrea	\$172.50		
62741	06/25/2015	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$373.37		
62742	06/25/2015	Open			Accounts Payable	US BANCORP OFFICE EQUIP FINANCE SERVICES	\$686.61		
62743	06/25/2015	Open			Accounts Payable	VALLEY OAK VETERINARY CENTER	\$197.90		
62744	06/25/2015	Open			Accounts Payable	VALLEY TOXICOLOGY SERVICE	\$700.00		
62745	06/25/2015	Open			Accounts Payable	VERIZON WIRELESS	\$428.91		
62746	06/25/2015	Open			Accounts Payable	VERIZON WIRELESS	\$294.60		
62747	06/25/2015	Open			Accounts Payable	VERIZON WIRELESS	\$208.43		
62748	06/25/2015	Open			Accounts Payable	Wendy Brown	\$31.78		
62749	06/25/2015	Open			Accounts Payable	WGR Southwest Inc	\$500.00		
62750	06/25/2015	Open			Accounts Payable	What 2 Cut	\$766.50		
62751	06/25/2015	Open			Accounts Payable	WILSON PRINTING CO.	\$25.38		
Type Check Totals:									
EFT									
312	06/01/2015	Open			Accounts Payable	CALPERS	\$115,162.39		
313	06/05/2015	Open			Accounts Payable	CALPERS - RETIREMENT	\$33,367.52		
314	06/05/2015	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$10,229.00		
315	06/05/2015	Open			Accounts Payable	ING LIFE INS & ANNUITY COMPANY	\$3,569.45		
316	06/05/2015	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$35,989.83		
320	06/19/2015	Open			Accounts Payable	CALPERS - RETIREMENT	\$33,884.97		
321	06/19/2015	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$5,817.51		
322	06/19/2015	Open			Accounts Payable	ING LIFE INS & ANNUITY COMPANY	\$4,218.27		
323	06/19/2015	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$23,812.12		
Type EFT Totals:									
AP - US Bank TOP AP Checking Totals									
							190 Transactions	\$340,855.86	
							9 Transactions	\$266,051.06	

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	190	\$340,855.86	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	190	\$340,855.86	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	9	\$266,051.06	\$0.00
	Reconciled	0	\$0.00	\$0.00

# CASH DISBURSEMENTS REPORT

From Payment Date: 6/1/2015 - To Payment Date: 6/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Voided		\$0.00	\$0.00	
					Total		\$266,051.06	\$0.00	
<b>All</b>									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	199	\$606,906.92	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	199	\$606,906.92	\$0.00	
<b>Grand Totals:</b>									
<b>Checks</b>									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	190	\$340,855.86	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	190	\$340,855.86	\$0.00	
<b>EFTs</b>									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	9	\$266,051.06	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	9	\$266,051.06	\$0.00	
<b>All</b>									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	199	\$606,906.92	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	199	\$606,906.92	\$0.00	



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: July 14, 2015**

**Agenda No. 3(c)**

**ORIGINATED BY:** Marc Mattox, Town Engineer  
**REVIEWED BY:** Lauren Gill, Town Manager  
**SUBJECT:** ADA Self Evaluation & Transition Plan

**COUNCIL ACTION REQUESTED:**

1. Adopt the 2015 ADA Self Evaluation & Transition Plan.

**Background:**

The ADA is a comprehensive civil rights law for persons with disabilities in both employment and the provision of goods and services. The ADA states that its purpose is to provide a "clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities." Congress emphasized that the ADA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities.

The development of a Transition Plan is a requirement of the federal regulations implementing the Rehabilitation Act of 1973, which require that all organizations receiving federal funds make their programs available without discrimination toward people with disabilities. The Act, which has become known as the "civil rights act" of persons with disabilities, states that:

*No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (Section 504)*

Subsequent to the enactment of the Rehabilitation Act, Congress passed the Americans with Disabilities Act (ADA) on July 26, 1990. Title II of the ADA covers programs, activities, and services of public entities. The Department of Justice's Title II regulation adopts the general prohibitions of discrimination established under Section 504 and incorporates specific prohibitions of discrimination for the ADA. Title II provides protections to individuals with disabilities that are at least equal to those provided by the nondiscrimination provisions of Title V of the Rehabilitation Act.

Specifically, the Town may not, either directly or through contractual arrangements, do any of the following:

- Deny persons with disabilities the opportunity to participate as members of advisory boards and commissions.
- Deny persons with disabilities the opportunity to participate in services, programs, or activities that are not separate or different from those offered others, even if the Town offers permissibly separate or different activities.
- In determining the location of facilities, make selections that have the effect of excluding or discriminating against persons with disabilities.

Title II of the ADA provides that public entities must identify and evaluate all programs, activities, and services and review all policies, practices, and procedures that govern administration of the entity's programs, activities, and services. This report, and certain documents incorporated by reference, establishes the Town's ADA Self Evaluation and Transition Plan.

The Town of Paradise adopted a Transition/Barrier Removal Plan in 2003. This is an update to the 2003 Plan and fulfills ADA Self-Evaluation Plan Requirements.

**Analysis:**

This ADA Self Evaluation and Transition Plan, consolidated edition attached, is being prepared in partial fulfillment of the requirements set forth in Title II of the Americans with Disabilities Act (ADA). The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. This report will assist the Town of Paradise, its Town Council and staff in identifying policy, programmatic, and physical barriers to accessibility and in developing barrier removal solutions that will facilitate the opportunity of access to all individuals.

The report includes an evaluation of current programs, services and activities administered by various Town departments in addition to a full curb return inventory on primary streets in Paradise.

Most importantly, the report establishes a clear Grievance Procedure in which residents may request accommodation or other corrective action for an alleged ADA issue.

The full ADA Self Evaluation and Transition Plan may be downloaded from the Town of Paradise website at [www.townofparadise.com](http://www.townofparadise.com).

**Financial Impact:**

There is no financial impact to the Town by adopting this ADA plan. Progress for ADA related improvements will be implemented through planned capital improvement projects, facility improvements and other projects. ADA projects will be evaluated on an annual basis with the Town budget. Year 1 ADA improvements are scheduled along Clark Road between Bille Road and Wagstaff Road as a component of the funded Highway Safety Improvement Program project, Clark Road Safety Enhancements. This project will upgrade existing ramps to current ADA standards.



Town of Paradise

# ADA self-evaluation transition plan

June 2015

Town of Paradise  
5555 Skyway  
Paradise, CA 95969  
(530) 872-6291

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## SECTION 1. INTRODUCTION

### 1-1. Executive Summary

The ADA is a comprehensive civil rights law for persons with disabilities in both employment and the provision of goods and services. The ADA states that its purpose is to provide a "clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities." Congress emphasized that the ADA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities.

This ADA Self Evaluation and Transition Plan is being prepared in partial fulfillment of the requirements set forth in Title II of the Americans with Disabilities Act (ADA). The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. This report will assist the Town of Paradise, its Town Council and staff in identifying policy, programmatic, and physical barriers to accessibility and in developing barrier removal solutions that will facilitate the opportunity of access to all individuals.

This report describes the process by which policies, programs, and facilities were evaluated for compliance with the ADA; presents the findings of that evaluation; and provides recommendations for ensuring compliance. This section provides an overview of the requirements for developing the Transition Plan and outlines the plan development process itself. Subsequent sections will describe and evaluate policies and programs and will establish the relationship between physical and programmatic barriers to accessibility.

### 1-2. Legislative Mandate

The development of a Transition Plan is a requirement of the federal regulations implementing the Rehabilitation Act of 1973, which require that all organizations receiving federal funds make their programs available without discrimination toward people with disabilities. The Act, which has become known as the "civil rights act" of persons with disabilities, states that:

*No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (Section 504)*

Subsequent to the enactment of the Rehabilitation Act, Congress passed the Americans with Disabilities Act (ADA) on July 26, 1990. Title II of the ADA covers programs, activities, and services of public entities. The Department of Justice's Title II regulation adopts the general prohibitions of discrimination established under Section 504 and incorporates specific prohibitions of discrimination for the ADA. Title II provides

protections to individuals with disabilities that are at least equal to those provided by the nondiscrimination provisions of Title V of the Rehabilitation Act.

Specifically, the Town may not, either directly or through contractual arrangements, do any of the following:

- Deny persons with disabilities the opportunity to participate as members of advisory boards and commissions.
- Deny persons with disabilities the opportunity to participate in services, programs, or activities that are not separate or different from those offered others, even if the Town offers permissibly separate or different activities.
- In determining the location of facilities, make selections that have the effect of excluding or discriminating against persons with disabilities.

Title II of the ADA provides that public entities must identify and evaluate all programs, activities, and services and review all policies, practices, and procedures that govern administration of the entity's programs, activities, and services. This report, and certain documents incorporated by reference, establishes the Town's ADA Self Evaluation and Transition Plan.

The Town of Paradise adopted a Transition/Barrier Removal Plan in 2003. This is an update to the 2003 Plan and fulfills ADA Self-Evaluation Plan Requirements.

### **1-3. ADA Self-Evaluation and Transition Plan Requirements**

The self-evaluation is the Town's assessment of its current policies, practices, and procedures. The self-evaluation identifies and makes recommendations to correct those policies and practices that are inconsistent with Title II requirements. As part of the self-evaluation the Town should:

1. Identify all of the Town's programs, activities, and services; and
2. Review all of the policies, practices, and procedures that govern the administration of the Town's programs, activities, and services.

The ADA sets forth specific requirements for preparation of an acceptable Transition Plan. At a minimum, the elements of the plan should include:

- A list of the physical barriers in the Town's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities;
- A detailed outline of the methods to be used to remove these barriers and make the facilities accessible;
- A schedule for taking the steps necessary to achieve compliance with the ADA, Title II; and
- The name of the individual responsible for the plan's implementation.

#### 1-4. **Discrimination & Accessibility**

There are two kinds of accessibility: Program accessibility; and physical accessibility.

Absence of discrimination requires that both types of accessibility be provided. Programmatic accessibility includes physical accessibility, but also entails all of the policies, practices, and procedures that permit people with disabilities to participate in programs and to access important information. Physical accessibility requires that a facility be barrier-free. Barriers include any obstacles that prevent or restrict the entrance to or use of a facility. Program accessibility requires that individuals with disabilities be provided an equally effective opportunity to participate in or benefit from a public entity's programs and services. Program accessibility may be achieved by either structural or non- structural methods. Non-structural methods include acquisition or redesign of equipment, assignment of aides to beneficiaries, and provision of services at alternate sites.

Programs offered by the Town to the public must be accessible. Accessibility includes advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication.

The Town may achieve program accessibility by a number of methods:

- Structural methods such as altering an existing facility;
- Acquisition or redesign of equipment;
- Assignment of aides; and
- Providing services at alternate accessible sites.

When choosing a method of providing program access, the Town will give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In compliance with the requirements of the ADA, the Town provides equality of opportunity, but does not guarantee equality of results.

#### 1-5. **Undue Burden**

The Town does not have to take any action that the Town can demonstrate would result in a fundamental alteration in the nature of its program or activity, would create a hazardous condition, or would represent an undue financial and administrative burden.

The determination that undue burdens would result must be based on an evaluation of all resources available for use in the program. For example, if a barrier removal action is judged unduly burdensome, the Town must consider other options for providing access to the benefits and services of the program or activity by individuals with disabilities.

**1-6. Facility Survey**

In 2003, the Town of Paradise completed a physical audit of facilities to identify facility barriers and identify recommendations and alterations in order to meet State and Federal accessibility standards. The list of facilities surveyed included:

- Town Hall
- Fire Stations 1, 2 and 3
- Public Works Corporation Yard
- Animal Shelter

In 2014, a survey was completed to identify barriers associated with the Public Right of Way curb returns.

**1-7. Self-Evaluation**

In 2015, the Town of Paradise conducted a self-evaluation of the accessibility of all Town programs. The Town distributed a questionnaire to Department Managers for the following Departments:

- Administration – Town Manager, Town Clerk, and Town Attorney
- Human Resources
- Finance
- Development Services
- Central Services
- Business & Housing
- Police
- Fire

Information provided in the completed questionnaires and meetings with Town staff revealed that the Town's existing policies, programs, and procedures may present barriers to accessibility for people with disabilities. It is the intent of the Town to address the programmatic accessibility barriers in the following areas:

Customer Service – Policies and practices that ensure individuals with disabilities can participate in the programs, activities, and services provided by the Town.

Outreach and Information – Notices, printed information, televised and audiovisual information, the Town website, public telephones, and communication devices.

Training and Staffing – The current level of training and experience of Town staff with policies and procedures regarding providing services to individuals with disabilities.

Programs and Activities – Program eligibility and admission, public meetings, tours and trips, transportation services, the use of consultants or contractors to provide Town services, emergency evacuation procedures, special events and private events on Town properties, maintenance of accessible programs, and ongoing accessibility improvements.

Accessible/Adaptive Equipment – The use of automated electronic equipment and auxiliary aids to assist individuals with disabilities participate in Town programs.

## SECTION 2. DEFINITIONS

The following is a summary of many definitions found in the ADA. Please refer to the Americans with Disabilities Act for the full text of definitions and explanations (<http://www.ada.gov/>).

### ***Auxiliary Aids and Services***

The term auxiliary aids and services include:

- Qualified interpreters or other effective methods of making orally delivered materials available to individuals with hearing impairments;
- Qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments; and
- Acquisition or modification of equipment or devices; and other similar services and actions.

### ***Complaint***

A complaint is a claimed violation of the ADA.

### ***Disability***

The term disability means, with respect to an individual:

1. A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
2. A record of such impairment; or
3. Being regarded as having such impairment.

### ***Discrimination on the Basis of Disability***

Discrimination on the basis of disability means to:

- Limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability;
- Limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability;
- Participate in a contract that could subject a qualified citizen with a disability to discrimination;
- Use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability;
- Deny equal benefits because of a disability;
- Fail to make reasonable accommodations to known physical or mental limitations of

an otherwise qualified individual unless it can be shown that the accommodation would impose an undue burden on the Town's operations;

- Use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public; and
- Fail to use tests, including eligibility tests, in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity.

### ***Having a Record of Impairment***

An individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity; or has been diagnosed, correctly or incorrectly, as having such impairment.

### ***Physical or Mental Impairments***

Physical or mental impairments may include, but are not limited to: vision, speech, and hearing impairments; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes; heart disease; nervous conditions; cancer; asthma; Hepatitis B; HIV infection (HIV condition); and drug addiction if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

The following conditions are not physical or mental impairments: transvestitism; illegal drug use; homosexuality or bisexuality; compulsive gambling; kleptomania; pyromania; pedophilia; exhibitionism; voyeurism; pregnancy; height; weight; eye color; hair color; left-handedness; poverty; lack of education; a prison record; and poor judgment or quick temper if not symptoms of a mental or physiological disorder.

### ***Qualified Individual with a Disability***

A qualified individual with a disability means an individual with a disability who, with or without reasonable modification to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the Town.

### ***Reasonable Program Modifications***

If the individual's disabilities prevent them from performing the essential functions of the program or activity, it is necessary to determine whether reasonable program modifications would enable an individual to perform the essential functions of the program or activity.

Reasonable program modification is any change in program or activity or in the way things are customarily done that enables an individual with a disability to enjoy equal program opportunities. Accommodation means modifications or adjustments:

1. To a registration or application process to enable an individual with a disability to be considered for the program or activity;
2. To the program or activity environment in which the duties of a position are performed so that a person with a disability can perform the essential functions of the program or activity; and
3. That enables individuals with disabilities to enjoy equally the benefits of the program or activity as other similarly situated individuals without disabilities enjoy.

Modification includes making existing facilities and equipment used by individuals readily accessible and usable by individuals with disabilities.

Modification applies to:

- All decisions and to the application or registration process;
- All services provided in connection with the program or activity; and
- Known disabilities only.

Modification is not required if:

- It changes the essential nature of a program or activity of the person with a disability;
- It creates a hazardous situation;
- Adjustments or modifications requested are primarily for the personal benefit of the individual with a disability; or
- It poses an undue burden on the Town.

### ***Regarded as Having a Disability***

An individual is disabled if she or he is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exists.

### ***Substantial Limitations of Major Life Activities***

An individual is disabled if she or he has a physical or mental impairment that (a) renders her or him unable to perform a major life activity, or (b) substantially limits the condition, manner, or duration under which she or he can perform a particular major life activity in comparison to other people.

Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

In determining whether physical or mental impairment substantially limits the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered:



1. The nature and severity of the impairment;
2. The duration or expected duration of the impairment; and
3. The permanent or long-term impact (or expected impact) of or resulting from the impairment.

### ***Undue Burden***

The Town of Paradise shall not provide an accommodation that imposes an undue burden on the operation of the Town business.

Undue burden means significant difficulty or expense incurred in the provision of accommodation. Undue burden includes, but is not limited to, financial difficulty. Undue burden refers to any modification that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of operation of the business of the Town.

Whether a particular accommodation will impose an undue hardship is determined on a case-by-case basis. If a particular modification is determined to cause an undue burden to the Town of Paradise, the Town shall attempt to identify another modification that would not pose such a burden. If cost causes the undue burden, the Town must consider whether funding for the modification is available from an outside source. If no such funding is available, the Town must give the person with a disability the opportunity to provide the modification or to pay for that portion of the modification that constitutes an undue burden.

The following factors shall be considered in determining whether a program modification would create an undue burden: the nature and cost of the modification; the financial resources of the Town available to make the modification; the impact the expense of the accommodation will have on the affected Town operation; and the permanence of the alterations affecting the site.

Undue burden does not include new construction or alterations of an existing facility subject to 28 CFR 35.151.

## SECTION 3. FINDINGS AND RECOMMENDATIONS

### 3-1. Introduction

Programs, activities, and services offered by the Town of Paradise to the public must be accessible. Accessibility applies to all aspects of a program or service, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication.

This section details the review of current Town-wide policies, services, programs, and activities.

The findings and recommendations contained in this plan will serve as a basis for the implementation of specific improvements for providing access to Town programs as required by law.

The ADA Coordinator, or designee, will follow-up with each department to review the recommendations contained in this Self-Evaluation Report. In those situations where a policy, program, or procedure creates a barrier to accessibility that is unique to a department or a certain program, the ADA Coordinator, or designee, will coordinate with the department head or program manager to address the removal of the barrier in the most reasonable and accommodating manner in accordance with applicable law.

### 3-2. Town-Wide Programs, Activities and Services

As component of the Self-Evaluation, Department/Division leaders were issued and ADA Questionnaire. This questionnaire addresses the availability of programs, services, and activities for the public. Examples of programs, services, and activities include: obtaining a permit, licensing your dog, paying a parking ticket, or attending a public meeting such as a Town Council meeting.

While some of the questions related to Town of Paradise employee actions and training, the Self Evaluation does not address employee related work issues, which are covered in Title I of the ADA. All questions were answered as they pertain to programs, services, and activities provided to the public.

The questionnaire, summary of responses and Departmental recommendations are included in Appendix A.

## SECTION 4. TRANSITION PLAN

### 4-1. Public Facilities

In 2003, the Town of Paradise performed a detailed analysis of current ADA barriers among its publicly used facilities. This report is further incorporated into the 2015 edition of the Self Evaluation and Transition Plan as Appendix B.

### 4-2. Public Right of Way

#### A. Public Right of Way Overview

The ADA addresses accessible pedestrian rights-of-way (PROW) where sidewalks are provided by the Town of Paradise. The ADA does not mandate the installation of sidewalks, but does require curb ramps at intersections where existing sidewalks are provided on both sides of the roadway.

In 2002, the United States Court of Appeals for the Ninth Circuit, whose jurisdiction includes California, held for the first time that sidewalks constitute a service, program or activity of a City/Town, and sidewalks are therefore subject to the ADA's program accessibility regulations. Before the Barden decision, the law was unclear whether municipalities' transition plans should address barrier removal from sidewalks. When originally written, the ADA specifically addressed curb ramps, subsequently the Courts have added sidewalks.

Under Title II of the ADA, a City/Town is not necessarily required to construct curb ramps at every point where a sidewalk intersects a curb. Traffic safety considerations may make construction of ramps at some locations undesirable. Alternative routes to buildings that make use of existing curb ramps may be acceptable under the concept of program accessibility in the limited circumstances where individuals with disabilities need only travel a marginally longer route. In addition, the undue financial or administrative burden limitation recognized by Title II of the ADA may limit the number of curb ramps that the City/Town is required to provide.

#### B. Survey of Existing Public Right of Way

The Town of Paradise prepared a detailed analysis of all sidewalk curb returns along primary arterials. This inventory is included as Appendix C and ordered as follows:

1. Skyway
2. Clark Road
3. Pearson Road
4. Elliott Road
5. Bille Road
6. Wagstaff Road

The complete inventory assesses existing curb returns constructed to out-dated ADA standards, returns that have been since upgraded to current ADA standards and finally identifies existing barrier curbs which need to be addressed through roadway alteration projects or specifically targeted ADA improvement projects.

### C. Maintenance and Alteration ADA Requirements for Curb Returns

Title II of the Americans with Disabilities Act (ADA) requires that state and local governments ensure that persons with disabilities have access to the pedestrian routes in the public right of way. An important part of this requirement is the obligation whenever streets, roadways, or highways are *altered* to provide curb ramps where street level pedestrian walkways cross curbs. This requirement is intended to ensure the accessibility and usability of the pedestrian walkway for persons with disabilities.

An alteration is a change that affects or could affect the usability of all or part of a building or facility. Alterations of streets, roads, or highways include activities such as reconstruction, rehabilitation, *resurfacing*, widening, and projects of similar scale and effect. Maintenance activities on streets, roads, or highways, such as filling potholes, are not alterations.

Without curb ramps, sidewalk travel in urban areas can be dangerous, difficult, or even impossible for people who use wheelchairs, scooters, and other mobility devices. Curb ramps allow people with mobility disabilities to gain access to the sidewalks and to pass through center islands in streets. Otherwise, these individuals are forced to travel in streets and roadways and are put in danger or are prevented from reaching their destination; some people with disabilities may simply choose not to take this risk and will not venture out of their homes or communities.

Because resurfacing of streets constitutes an alteration under the ADA, it triggers the obligation to provide curb ramps where pedestrian walkways intersect the resurfaced streets. This obligation has been discussed in a variety of technical assistance materials published by the Department of Justice beginning in 1994. Over the past few years, state and local governments have sought further guidance on the scope of the alterations requirement with respect to the provision of curb ramps when streets, roads or highways are being resurfaced. These questions have arisen largely due to the development of a variety of road surface treatments other than traditional road resurfacing, which generally involved the addition of a new layer of asphalt. Public entities have asked the Department of Transportation and the Department of Justice to clarify whether particular road surface treatments fall within the ADA definition of alterations, or whether they should be considered maintenance that would not trigger the obligation to provide curb ramps. The issued FHWA/DOJ Joint Technical Assistance addresses some of those questions, provided on the next page.

### **Where must curb ramps be provided?**

Generally, curb ramps are needed wherever a sidewalk or other pedestrian walkway crosses a curb. Curb ramps must be located to ensure a person with a mobility disability can travel from a sidewalk on one side of the street, over or through any curbs or traffic islands, to the sidewalk on the other side of the street. However, the ADA does not require installation of ramps or curb ramps in the absence of a pedestrian walkway with a prepared surface for pedestrian use. Nor are curb ramps required in the absence of a curb, elevation, or other barrier between the street and the walkway.

### **When is resurfacing considered to be an alteration?**

Resurfacing is an alteration that triggers the requirement to add curb ramps if it involves work on a street or roadway spanning from one intersection to another, and includes overlays of additional material to the road surface, with or without milling. Examples include, but are not limited to the following treatments or their equivalents: addition of a new layer of asphalt, reconstruction, concrete pavement rehabilitation and reconstruction, open-graded surface course, micro-surfacing and thin lift overlays, cape seals, and in-place asphalt recycling.

### **What kinds of treatments constitute maintenance rather than an alteration?**

Treatments that serve solely to seal and protect the road surface, improve friction, and control splash and spray are considered to be maintenance because they do not significantly affect the public's access to or usability of the road. Some examples of the types of treatments that would normally be considered maintenance are: painting or striping lanes, crack filling and sealing, surface sealing, chip seals, slurry seals, fog seals, scrub sealing, joint crack seals, joint repairs, dowel bar retrofit, spot high-friction treatments, diamond grinding, and pavement patching. In some cases, the combination of several maintenance treatments occurring at or near the same time may qualify as an alteration and would trigger the obligation to provide curb ramps.

### **What if a locality is not resurfacing an entire block, but is resurfacing a crosswalk by itself?**

Crosswalks constitute distinct elements of the right-of-way intended to facilitate pedestrian traffic. Regardless of whether there is curb-to-curb resurfacing of the street or roadway in general, resurfacing of a crosswalk also requires the provision of curb ramps at that crosswalk.

#### ***D. Phasing Schedule for Public Right of Way***

The following prioritization process is referenced in the ADA Title II Regulations. The principle is to ensure basic access to facilities and amenities, access to activities, and

allowing alternatives to structural modifications when appropriate. Translating these priorities into action plans must be accomplished using a programmatic approach. The following guidelines were used to prioritize barriers found within Town facilities:

### **Priority One**

Removing barriers that impede accessibility at the main entrance of a facility, or improving a path of travel to the portion of the facility where program activities take place.

- Connection to the public rights-of-way
- Parking and passenger loading
- Entrance walks
- Entrance ramps
- Entrance stairs
- Entrance doors

### **Priority Two**

Removing barriers that impede access to program use areas.

- Transaction counters
- Recreation environments/features
- Public offices
- Public restrooms

### **Priority Three**

The third priority addresses features that are not required to be modified for accessibility because no public programs are located in this area, or there are nearby duplicate accessible features.

The priorities listed above are associated with each of the potential barriers identified at a Town facility. The priorities are modifiable and are maintained by the Town within the barrier analysis workbook. The priorities within facilities can change over time as programs at facilities change, alternative program solutions are identified, or alterations occur at facilities.

#### **E. Construction Details for the Public Right of Way**

The Town of Paradise utilizes standard details prepared by the California Department of Transportation. As the leading agency for the State of California, Caltrans has the resources to evaluate current regulations, test and implement the most stringent standards for construction and ADA-compliance. The Town has informally adopted accessibility related standard details for construction plans, included as Appendix D.

## F. Accessibility during Construction

An alternate circulation path shall be provided whenever the existing *pedestrian access route* in the *public right-of-way* is blocked by construction, alteration, maintenance, or other temporary conditions.

The removal, even for only a short time, of a pedestrian access route, curb ramp, or pedestrian street crossing may severely limit or totally preclude a person with a disability from navigating in the public right-of-way. It may also preclude access to buildings, facilities, or sites on adjacent properties. Jurisdictions and their contractors should ensure that an alternate circulation path that can be located visually and audibly is available to pedestrians during construction, parades, and other temporary conditions that block pedestrian passage through the public right-of-way. The committee considered but did not include an exception to the required pedestrian access route width permitting an alternate circulation path to be as narrow as 36 inches in order to provide usable minimum passage by a construction site, along a public sidewalk narrowed by construction, or borrowed temporarily from a roadway parking lane.

Where possible, the alternate circulation path shall parallel the disrupted pedestrian access route, on the same side of the street.

The alternate circulation path shall have no protrusions up to a height of eighty inches, including scaffolding and scaffolding braces. Where the alternate circulation path is adjacent to potentially hazardous conditions, the path shall be protected with a barricade

- Barricades shall be installed in the following locations:
- Between the pedestrian access route and any adjacent construction site,
- Between the alternate circulation path and any adjacent construction site,
- Between the alternate circulation path and the vehicular way, if the alternate circulation path is diverted into the street,
- Between the alternate circulation path and any protruding objects, drop-offs, or other hazards to pedestrians, and
- At the down *curb ramp* of an intersection, if the opposite up curb ramp is temporarily and completely blocked, and no adjacent alternative circulation path is provided.

The construction barricade at the alternate circulation path shall be continuous, stable and non-flexible. It shall have a solid toe rail with its top edge at 6 inches (150mm) minimum in height and its bottom edge no higher than 1-1/2 inches (38mm) above the adjacent surface. It shall have a continuous railing mounted at a top height of 36 to 42 inches (915-1065mm) with diagonal stripes having at least 70 percent contrast. The top rail shall be parallel to the toe rail and be situated to allow pedestrians to use the rail as a guide for their hand(s) for wayfinding purposes. No barricade support member shall protrude more than 4 inches beyond the toe rail into the alternate circulation path.

Construction within or adjacent to the public right-of-way is particularly hazardous to people with visual impairments or mobility impairments if the site is not adequately protected with a barrier or barricade. In particular, people who use canes may not detect a tape or a series of widely spaced traffic cones placed around a construction site. Such markings do not provide sufficient cues to enable a blind pedestrian to anticipate a hazard, nor do they provide an edge along which to travel around an obstruction. Barriers should be detectable, with edge protection and a railing, and be distinguishable, with contrasting graphics for individuals with low vision. Barricades that are supported by "feet", such as inverted "T" supports, can be a tripping hazard if the feet extend too far into the alternate circulation path. Additionally, the barricade is intended to protect individuals with visual and mobility impairments from precipitous drop-offs into construction sites such as trenches. Caution tape does not provide an adequate barricade and cannot be used to delineate the alternate circulation path. The committee discussed the desirability of allowing a barricade that public entities already use for roadway construction in compliance with the MUTCD. However, the primary focus of the markings required here is to ensure the minimum 70 percent contrast is attained so that the barrier will be highly visible to pedestrians.

When an alternate circulation path or a barricade is created in the *public right-of-way*, a warning shall be provided.

Warning shall be located at both the near side and the far side of the intersection preceding a temporarily completely blocked pedestrian way.

Where directional signage or warnings are provided, they should be located to minimize backtracking, especially if there is no safe refuge at a corner under construction. In some cases, this could mean locating a warning or sign at the beginning of a route, not just at the inaccessible site, such as the construction site. The committee recommends that signage indicating the temporary closure of public sidewalks during construction include information accessible to pedestrians who are blind. Broadcast signage or flashing beacon lights accompanied by an audible tone are examples of media that could be effectively used to alert people to construction zones. It is important that the tone be distinguishable from other common indicators such as back-up tones on trucks or locator tones at signalized intersections. Other forms of audible signage may also be very useful at these locations.

Visually impaired pedestrians cannot be expected to see blocked sidewalks on the far side of the street, or read signs pointing to alternate pedestrian routes.

The Town of Paradise will utilize the above language and methods in future construction project plans and specifications.



### G. Capital Improvement Projects

The Town's Capital Improvement Projects will incorporate accessibility design standards for construction and implement temporary facilities for accessibility compliance during construction activities. One of the primary objectives of the Town's Capital Improvement Program is to improve accessibility pedestrians of all abilities.

#### **4-3. Transition Plan Year 1 Project and Subsequent Phasing**

In the 2015/2016 budget year, the Public Works Department will be completing ADA upgrades at the intersections of Clark Road at Bille Road and Clark Road at Wagstaff Road as a component of the Clark Road Safety Enhancements. This federally funded Highway Safety Improvement Program project will improve safety for motorists and pedestrians alike.

Future Transition Plan projects will be identified on an annual basis through the budget development process. The objective of this annual process will be to evaluate transition plan projects completed while identifying projects to be completed in the coming year with various funding sources.

## SECTION 5. ADA GRIEVANCE PROCEDURE

### 5-1. Requirement

If a public entity has 50 or more employees, it is required to designate at least one responsible employee to coordinate Americans with Disabilities Act compliance.

### 5-2. ADA Coordinator

The Town of Paradise has designated the Human Resources Manager as its primary ADA Coordinator. The ADA Coordinator is responsible for coordinating the efforts of the Town to comply with Title II and for investigating any complaints that the Town has violated Title II of the ADA. The ADA Coordinator is also responsible for coordinating the efforts of the Town to comply with Title 24 of the California Code of Regulations and all other applicable State and Federal physical and program accessibility requirements.

### 5-3. ADA Complaint Procedure

All complaints or grievances submitted to the Town of Paradise must be in writing on the designated form and contain specific information about the alleged violation or discrimination including: name; address; telephone number of the complainant; and the location, date, and a complete description of the problem. Anonymous complaints or grievances will not be accepted. Complaints or grievances will be kept confidential to the greatest extent possible, unless ordered released by a court of competent jurisdiction (see Evidence Code Section 1040). Alternative means of filing complaints or grievances may be accepted at the discretion of the ADA Coordinator. These may be submitted by telephone, e-mail (confidentiality cannot be assured), letter, personal interview, or tape recording, upon request. However, all complaints or grievances must provide all the information required consistent with the format of the official complaint form. See Appendix E.

All complaints must be submitted by the complainant or his/her designee to the ADA Coordinator at the below location or, upon approval of a request to submit in an alternative method, by telephone at (530) 872-6291 x101 (voice); or via e-mail at: [igutierrez@townofparadise.com](mailto:igutierrez@townofparadise.com). Complaints should be submitted as soon as possible, but no later than 60 calendar days, after the date of the alleged violation or discriminatory act.

Town of Paradise Clerk's Office  
Attention: ADA Coordinator  
5555 Skyway  
Paradise, CA 95969

If a complaint is regarding building or facility inaccessibility, the ADA Coordinator will forward the complaint within 5 business days to the Town of Paradise Public Works Department for investigation and will formally acknowledge receipt of the complaint to

the complainant.

For all other complaints or grievances, the ADA Coordinator will contact the complainant to discuss the complaint or grievance within 10 business days after receipt of the complaint or grievance. Thereafter, within 30 calendar days of this contact, the ADA Coordinator will respond in writing and, where appropriate, in an alternative format accessible to the complainant. The response will explain the position of the Town of Paradise and offer options for substantive and reasonable resolution of the complaint or grievance.

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision to the Town Manager or his/her designee within 30 calendar days following receipt of the response.

Within 10 business days after receipt of an appeal, the Town Manager or his/her designee will contact the complainant to discuss the complaint or grievance and possible resolutions. Thereafter, within 15 business days, the Town Manager will respond in writing and, where appropriate, in a reasonable format accessible to the complainant, with a final resolution of the complaint or grievance.

Every reasonable attempt will be made by the Town of Paradise to resolve a complaint or grievance in a timely manner.

If any Title 24 California Building Code or ADA complaint or grievance is under the jurisdiction of another public entity, the complainant will be notified that the Town of Paradise lacks jurisdiction and will be referred to the appropriate jurisdiction.

## **SECTION 6. PROGRAM ACCESSIBILITY GUIDELINES, STANDARDS AND RESOURCES**

### **6-1. Introduction**

In order to facilitate access to all municipal services, programs and departments, the Town will maintain these program accessibility guidelines, standards and resources. This information is available to all employees and volunteers. The Town will add to these guidelines when necessary to address its needs and include information and technological devices that help staff and volunteers members communicate with individuals with a variety of disabilities. The Town will periodically review the components of this section, as new technologies are developed in order to ensure that the best types of modifications are included. This section also contains the accessibility standards of care that govern new construction and alterations to facilities.

### **6-2. Federal and State Accessibility Standards and Regulations**

#### **A. U.S. Department of Justice**

- The U.S. Department of Justice provides many free ADA materials including the Americans with Disability Act (ADA) text. Printed materials may be ordered by calling the ADA Information Line [1.800.514.0301 (Voice) or 1.800.514.0383 (TDD)]. Publications are available in standard print as well as large print, audiotape, Braille, and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the Department of Justice website (<http://www.ada.gov/>).
- ADA Regulation for Title II: This publication describes Title II of the Americans with Disabilities Act, Pub. L. 101-336, which prohibits discrimination on the basis of disability by public entities. Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. This rule adopts the general prohibitions of discrimination established under Section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications. It also sets forth standards for what constitutes discrimination on the basis of mental or physical disability, provides a definition of disability and qualified individual with a disability, and establishes a complaint mechanism for resolving allegations of discrimination.
- Title II Technical Assistance Manual (1993) and Yearly Supplements. This 56-page manual explains in lay terms what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner. Many examples are provided for practical guidance.

- Accessibility of State and Local Government Websites to People with Disabilities. A 5-page publication providing guidance on making state and local government websites accessible.

*B. U.S. Access Board*

The full texts of federal laws and regulations that provide the guidelines for the design of accessible facilities and programs are available from the U.S. Access Board. Single copies of publications are available free and can be downloaded or ordered by completing a form available on the Access Board's website (<http://www.access-board.gov/>). In addition to regular print, publications are available in: large print, disk, audiocassette, and Braille. Multiple copies of publications can be ordered by sending a request to [pubs@access-board.gov](mailto:pubs@access-board.gov). In addition to the guidelines, guidance material is also available to assist City staff in understanding and implementing federal accessibility guidelines.

The following publications are currently available from the U.S. Access Board.

- ADA Accessibility Guidelines (ADAAG): This document contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990. These scoping and technical requirements are to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by federal agencies, including the Department of Justice and the Department of Transportation, under the ADA. This document must be used in conjunction with Title 24 of the California Building Code (see State of California Accessibility Standards and Regulations).
- State and Local Government Facilities: ADAAG Amendments: The Access Board is issuing final guidelines to provide additional guidance to the Department of Justice and the Department of Transportation in establishing accessibility standards for new construction and alterations of State and local government facilities covered by Title II of the Americans with Disabilities Act (ADA) of 1990. The guidelines will ensure that newly constructed and altered State and local government facilities are readily accessible to and usable by individuals with disabilities in terms of architecture, design, and communication.
- Building Elements for Children: ADAAG Amendments: The Access Board is issuing final guidelines to provide additional guidance to the Department of Justice and the Department of Transportation in establishing alternate specifications for building elements designed for use by children. These specifications are based on children's dimensions and anthropometrics and apply to building elements designed specifically for use by children ages 12 and younger.

- **Play Areas: ADAAG Amendments:** The Access Board is issuing final accessibility guidelines to serve as the basis for standards to be adopted by the Department of Justice for new construction and alterations of play areas covered by the Americans with Disabilities Act (ADA). The guidelines include scoping and technical provisions for ground level and elevated play components, accessible routes, ramps and transfer systems, ground surfaces, and soft contained play structures.
- **Recreation Facilities: ADAAG Amendments:** The Access Board is issuing final accessibility guidelines to serve as the basis for standards to be adopted by the Department of Justice for new construction and alterations of recreation facilities covered by the Americans with Disabilities Act (ADA). The guidelines include scoping and technical provisions for amusement rides, boating facilities, fishing piers and platforms, golf courses, miniature golf, sports facilities, and swimming pools and spas.

Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees. The Town should have a regular practice of reviewing research materials posted to the U.S. Access Board's website and updating local guidelines and practices as new standards are adopted or existing standards are revised.

### C. Title 24, California Building Code

The State of California has also adopted a set of design guidelines for accessible facilities, which can be found in the California Code of Regulations, Title 24, Part II, California Building Code (CBC). CBC contains general building design and construction requirements relating to fire and life safety, structural safety, and access compliance. CBC provisions provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures and certain equipment. Although California has adopted most of the ADAAG requirements, there are some differences. In general, the more restrictive requirement (whether federal or state) should be applied when designing accessible facilities. The complete Title 24 or any of its parts is available for purchase from the International Conference of Building Officials (ICBO), 5360 South Workman Mill Road, Whittier, CA 90601, 1.800.423.6587, (website: [www.icbo.org](http://www.icbo.org)) or at various bookstores that carry technical books.

Since the CBC is updated every three years, the Town should have an ongoing program of regularly reviewing these changes and updating Town policies and procedures related to accessibility to keep them current.

- The Division of State Architect (DSA) also provides information and resources for accessible or universal design. Publications available for downloading at DSA's website ([www.dsa.ca.gov](http://www.dsa.ca.gov)) include:

- DSA's 2003 California Access Compliance Reference Manual: The purpose of this book of regulations and statutes together is to clarify the obligations for architectural accessibility in California. For further technical assistance contact DSA's Access Compliance Program at 1130 K Street, Suite 101, Sacramento, California 95814 (916.322.4700).

#### D. Guidance Material and Advisory Reports for Facilities

The following publications provide additional information on specific aspects of the above guidelines and standards for facilities. Town employees are encouraged to refer to these publications to obtain more detailed and up-to-date information when evaluating and implementing accessibility improvements to facilities.

- ADAAG Technical Bulletin: This bulletin was developed to serve the specific needs of architects and other design professionals who must apply the ADA Accessibility Guidelines (ADAAG) to new construction and alterations projects covered by Titles II and III of the ADA. It is also intended to clarify accessibility regulations generally, including those that apply to existing facilities covered by the ADA.
- Visual Alarms Technical Bulletin: In passing the Americans with Disabilities Act in 1990, Congress specifically directed the Access Board to provide greater guidance regarding communications accessibility. Thus the ADA Accessibility Guidelines (ADAAG) require that where emergency warning systems are provided in new or altered construction, they must include both audible and visible alarms that meet certain technical specifications. This bulletin was developed to provide more technical information about the types of visual fire alarms available and how and where their use is required.
- Text Telephones Technical Bulletin: Text telephones are machinery or equipment that employs interactive graphic (i.e., typed) communications through the transmission of coded signals across the standard telephone network. Text telephones can include, for example, devices known as TDDs (telecommunications display devices or telecommunications devices for deaf persons) or computers. This bulletin was developed to provide more technical information about the types of text telephones available and how and where their use is required.
- Ground and Floor Surfaces Technical Bulletin: Over twenty-seven million Americans report some difficulty in walking. Of these, eight million have a severe limitation and one-fifth of this population is elderly. Ambulatory persons with mobility impairments—especially those who use walking aids—are particularly at risk of slipping and falling even on level surfaces. The information in this bulletin is intended to provide designers with an understanding of the variables that affect

the measurement and performance of materials specified for use on walking surfaces and to better describe the requirements of an accessible route.

- **Parking Technical Bulletin:** Accessible parking requires that sufficient space be provided alongside the vehicle so that persons using mobility aids, including wheelchairs, can transfer and maneuver to and from the vehicle. Accessible parking also involves the appropriate designation and location of spaces and their connection to an accessible route. This bulletin was developed to provide more detailed information about the requirements for accessible parking including the configuration, location, and quantities of accessible parking spaces.
- **Detectable Warnings Update (March 2003):** Currently, the Access Board is in the process of developing guidelines on public rights-of-ways that, once finalized, will supplement the new ADAAG. While ADAAG covers various features common to public streets and sidewalks, such as curb ramps and crosswalks, further guidance is necessary to address conditions unique to public rights-of-way. Constraints posed by space limitations at sidewalks, roadway design practices, slope, and terrain raise valid questions on how and to what extent access can be achieved. Guidance on providing access for blind pedestrians at street crossings is also considered essential. This bulletin outlines the requirements of detectable warnings, a distinctive surface pattern of domes detectable by cane or underfoot, which are used to alert people with vision impairments of their approach to streets and hazardous drop-offs. The ADA Accessibility Guidelines (ADAAG) require these warnings on the surface of curb ramps, which remove a tactile cue otherwise provided by curb faces, and at other areas where pedestrian ways blend with vehicular ways. They are also required along the edges of boarding platforms in transit facilities and the perimeter of reflecting pools.
- **Assistive Listening Systems Technical Bulletins:** Assistive listening systems (ALSs) are devices designed to help people with hearing loss improve their auditory access in difficult and large-area listening situations. Typically, these devices are used in such venues as movie houses, theaters, auditoriums, convention centers, and stadiums, where they are piggybacked on a public address system. They may also be used in smaller listening locations like courtrooms, museums, classrooms, and community centers. This bulletin provides information about the types of systems that are currently available and tips on choosing the appropriate systems for different types of applications.
- **Guide to the ADA Accessibility Guidelines for Play Areas:** The Access Board has developed accessibility guidelines for newly constructed and altered play areas. This bulletin is designed to assist in using the play area accessibility guidelines and provides information regarding where the play area guidelines apply, what a play component is considered to be, how many play components must be an accessible route, and the requirements for accessible routes within play areas.



- **Summaries of Accessibility Guidelines for Recreation Facilities:** The Access Board issued accessibility guidelines for newly constructed and altered recreation facilities in 2002. The recreation facility guidelines are a supplement to ADAAG. They cover the following facilities and elements: amusement rides, boating facilities, fishing piers and platforms, miniature golf courses, golf courses, exercise equipment, bowling lanes, shooting facilities, swimming pools, wading pools, and spas.
- **Accessibility Guidelines for Outdoor Developed Areas:** The Regulatory Negotiation Committee on Accessibility Guidelines for Outdoor Developed Areas was established in June 1997. The accessibility guidelines proposed by the Committee include consideration of the latest information, design, and construction practices in existence. Proposed Section 16 of ADAAG requires all areas of newly designed or newly constructed and altered portions of existing trails connecting to designated trailheads or accessible trails to comply with this section. This proposed section also provides design guidelines for all newly constructed and altered camping facilities, picnic areas, and beach access routes. It is recognized that compliance with this section will not always result in facilities that will be accessible to all persons with disabilities. These guidelines recognize that often the natural environment will prevent full compliance with certain technical provisions, which are outlined in this publication.

*E. Guidelines and Standards for Communication*

**Standards for Electronic and Information Technology:** The Access Board is issuing final accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998. Section 508 requires the Access Board to publish standards setting forth a definition of electronic and information technology and the technical and functional performance criteria necessary for such technology to comply with Section 508.

Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Guidance material for communication can be obtained using the following documents:

- **Bulletin on the Telecommunications Act Accessibility Guidelines:** As technology continues to improve our means of telecommunication, it can pose challenges to accessibility on one hand, while on the other hold the key to innovative access solutions. Section 255 of the Telecommunications Act requires telecommunications products and services to be accessible to people with disabilities. This is required to the extent access is "readily achievable," meaning easily accomplishable, without much difficulty or expense. Telecommunications products covered include: wired and wireless telecommunication devices, such

as telephones (including pay phones and cellular phones), pagers, and fax machines; other products that have a telecommunication service capability, such as computers with modems, and equipment that carriers use to provide services, such as a phone company's switching equipment.

- Summary of Standards for Electronic and Information Technology: An Overview: This bulletin presents an overview of the new standards for electronic and information technology and Section 508.

#### F. Guidelines for Transportation

- ADA Accessibility Guidelines for Transportation Vehicles: This publication provides minimum guidelines and requirements for accessibility standards for transportation vehicles required to be accessible by the Americans with Disabilities Act (ADA) of 1990, including over-the road bus and tram systems.
- ADA Accessibility Guidelines for Transportation Vehicles; Over-the-Road Buses: This publication outlines the amendments to the accessibility guidelines for over-the-road buses (OTRB) made by the Architectural and Transportation Barriers Compliance Board and the Department of Transportation to include scoping and technical provisions for lifts, ramps, wheelchair securement devices, and moveable aisle armrests. Revisions to the specifications for doors and lighting are also adopted. The specifications describe the design features that an OTRB must have to be readily accessible to and usable by persons who use wheelchairs or other mobility aids.
- American Association of State Highway and Transportation Officials: AASHTO is the organization that maintains the "Green Book" for design of roads and highways and has begun to address accessibility of pedestrian networks. Several AASHTO publications, which can be ordered from the AASHTO website (<http://www.transportation.org/>), address accessible circulation systems, including: AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, 1st Edition and Guide for the Development of Bicycle Facilities, 3rd Edition.
- Federal Transit Administration: FTA regulates and enforces requirements of the ADA covering transportation facilities and systems. FTA maintains a technical assistance line on ADA questions at (888.446.4511) and on their website (<http://www.fta.dot.gov/>).
- Manuals on ADA Accessibility Guidelines for Transportation Vehicles: This technical assistance document is one of a series provided to help in understanding the background and underlying rationale of the Americans with Disabilities Act Accessibility Guidelines for Transportation Vehicles (Vehicle Guidelines) and how the guidelines may apply in a particular case. The

documents in this series include:

- Buses, vans, and systems
  - Over-the-road buses and systems
  - Automated guideway transit vehicles and systems
  - Trams, similar vehicles, and systems
- **Securement of Wheelchairs and Other Mobility Aids:** As a public or private transit authority, the responsibility of safe, efficient service from public agencies who offer transportation services has been enlarged to affording ridership to people using a wide variety of mobility aids. In considering not only the many types of mobility aid devices, but the variety and sizes of lifts, and the numerous makes of buses and vans, it can be easily seen that there is no single, definitive solution to accessibility on mass transit vehicles. This publication reports on the experience of two transit accessibility leaders who have taken the initiative to involve the ridership in needs assessment and have established policies, educated operators, and informed the public to achieve greater accessibility in their bus transit systems.

### **6-3. Resources for Providing Accessible Programs and Facilities**

#### **A. Programmatic Resources**

- **ADA Document Portal:** This website (<http://www.adaportal.org/>) provides links to an ADA Collection consisting of more than 7,400 documents on a wide range of topics. The ADA Document Portal is supported by the ten ADA & IT Technical Assistance Centers
- **DisabilityInfo.Gov:** A one-stop interagency portal for information on Federal programs, services, and resources for people with disabilities, their families, employers, service providers, and other community members.
- **California State Parks Accessibility Guidelines:** These guidelines present principles for providing accessibility in park settings. They are intended for practical use in the field and as a reference manual that can accommodate many situations and settings. The guidelines cover all of the “building blocks of an accessible park” including accessible programs such as guided and self-guided programs and tours, audiovisual programs, campfire centers and assembly areas, exhibits, historic sites, trails, visitor information, and special events. This publication is available for downloading from the California State Parks website (<http://parks.ca.gov/>). Further information is available from the Accessibility Section by phone (916.4458949) or by email at [access@parks.ca.gov](mailto:access@parks.ca.gov).
- **American Association of Museums:** Accessible exhibit design publications are

available for purchase from AAM's website (<http://www.aam-us.org>), including Everyone's Welcome (available in a variety of formats), which addresses museum programs and the ADA, The Accessible Museum, which offers model programs of accessibility for older people and people with disabilities, and What Museum Guides Need to Know to provide access to blind and visually impaired visitors.

- **Beneficial Design:** Beneficial Designs works toward universal access through research, design, and education. Beneficial Designs develops assistive and adaptive technology, performs rehabilitation research, contract design, legal consultation, standards development, and serves as a rehabilitation information resource. Contact Beneficial Designs, Inc. at 2240 Meridian Blvd, Suite C, Minden, NV 89423-8628, (775.783.8822), by email at [mail@beneficialdesigns.com](mailto:mail@beneficialdesigns.com) or website ([www.beneficialdesigns.com/](http://www.beneficialdesigns.com/)).
- **Smithsonian Institution:** The Accessibility Program has developed the Smithsonian Guidelines for Accessible Exhibition Design (1996), which are available for downloading from their website (<http://www.si.edu/opa/accessibility/exdesign/start.htm>). Further information is available from the Smithsonian Accessibility Program at the Arts and Industries Building, Room 1239 MRC 426, Washington, D.C. 20560 (202.786.2942).
- **National Center on Accessibility:** The Center (<http://www.ncaonline.org/>) is a cooperative project between the National Park Service and Indiana University to provide information and technical assistance, primarily on recreation access. An example of the research activities of the NCA is the National Trails Surface Study. This study is primarily the result of questions that NCA has, for many years and continues to receive from organizations, agencies and individuals who desire to make their trails accessible; are interested in an unobtrusive surface that blends and is friendly to the environment; and provides a quality trail experience for people with and without disabilities. NCA also publishes "What is an Accessible Trail?" which summarizes the federal guidelines for outdoor developed areas and is available for downloading from its website. The NCA website also has information on campground accessibility, accessible picnic tables, access to beaches, and inclusion of people with disabilities in aquatic venues.
- **National Center on Physical Activity and Disability:** The Center (<http://www.ncpad.org/>) provides information and resources on physical activity to help people with disabilities find ways to become more active and healthier. The Center also provides information on how to provide access to fitness centers, schools, recreation facilities, camps, and health and leisure services.
- **National Park Service:** NPS has many programs that address the issue of providing accessible recreation services to people with disabilities. These

include Wilderness Accessibility for People with Disabilities (available for downloading at <http://planning.nps.gov/wilderness/toolbox3.cfm>) and Director's Order #42, Accessibility, which establishes the purpose and role of the NPS Accessibility Program, lists applicable laws, standards and authorities, implementation strategies, roles and responsibilities. It also addresses National Park Service policies and provides links to additional information sources (available for downloading at [http://www.nps.gov/access/resources\\_online.htm](http://www.nps.gov/access/resources_online.htm)).

- National Center on Accessibility: NCA publishes "What are Alternative Formats?" How Do They Apply to Programs and Services?, which is available for downloading from their website (<http://www.ncaonline.org/>).

### *B. Technical Resources*

- The City should utilize the many disability-related resources available through the Internet. A good place to start is ABLEDATA The National Institute on Disability and Rehabilitation Research of the U.S. Department of Education maintains a national web-based service (<http://www.abledata.com/>), which provides up-to-date links to assistive technologies and disability-related resources. ABLEDATA's mission is to provide objective information on such assistive products as:
  - Architectural elements: Products that make the built environment more accessible, including indoor and outdoor architectural elements, vertical lifts, lighting, and signs.
  - Blind and low vision: Products for people with visual disabilities, including computers, educational aids, information storage, kitchen aids, labeling, magnification, office equipment, orientation and mobility, reading, recreation, sensors, telephones, tools, travel, typing, and writing (Braille).
  - Communication: Products to help people with disabilities related to speech, writing and other methods of communication, including alternative and augmentative communication, signal systems, telephones, typing, and writing.
  - Computers: Products to allow people with disabilities to use desktop and laptop computers and other kinds of information technology including software, hardware, and computer accessories.
  - Controls: Products that provide people with disabilities with the ability to start, stop or adjust electric or electronic devices including environmental controls and control switches.
  - Deaf and hard of hearing: Products for people with hearing disabilities, including amplification, recreational electronics, signal switches, and telephones.

- Deaf Blind: Products for people who are both deaf and blind.
- Education: Products to provide people with disabilities with access to educational materials and instruction in school and in other learning environments including classroom and instructional materials.
- Recreation: Products to assist people with disabilities with their leisure and athletic activities including crafts, electronics, gardening, music, photography, and sports.
- Seating: Products that assist people to sit comfortably and safely including seating systems and therapeutic seats.
- Transportation: Products to enable people with disabilities to drive or ride in cars, vans, trucks and buses including mass transit vehicles and facilities and vehicle accessories.
- Wheeled mobility: Products and accessories that enable people with mobility disabilities to move freely indoors and outdoors including wheelchairs (manual, sport, and powered), wheelchair alternatives (scooters), wheelchair accessories, and carts.
- Workplace: Products to aid people with disabilities at work including agricultural equipment, office equipment, tools, and work stations.
- California Assistive Technology System (CATS): CATS is a statewide project of the California Department of Rehabilitation that promotes access to assistive technologies, related services, and information to enable people with disabilities to be successful, independent, and productive. CATS maintains several directories on their website (<http://www.atnet.org>) including
  - On-site and remote real-time captioning services
  - American Sign Language (ASL) Interpreters
  - Ergonomic office equipment vendors
  - Augmentative and assistive communications manufacturers and vendors
  - Organizations that provide low-cost and donated computers for organizations that provide services to people with disabilities
  - Assistive technology vendors and service providers for:
    - Hard of Hearing/Deaf
    - Learning Disabled
    - Mobility/Physical/Orthopedic
    - Speech/Language
    - Visually impaired/Blind

- International Commission on Technology and Accessibility (ICTA): ICTA initiates, facilitates and provides information regarding technology and accessibility through the World Wide Web. This information is available to people with disabilities, advocates and professionals in the field of disability, researchers, legislative bodies, and the general community. Information and resources are available at the ICTA website (<http://www.ictaglobal.org/>).
- National Center for Accessible Media (NCAM): NCAM is a research and development facility dedicated to the issues of media and information technology for people with disabilities in their homes, schools, workplaces, and communities. Developers of Web- and CD-ROM-based multimedia need an authoring tool for making their materials accessible to persons with disabilities. NCAM has developed two such tools, version 1.0 and 2.01 of the Media Access Generator (MAGpie), for creating captions and audio descriptions for rich media. Media Access Generator (MAGpie) is available for downloading from NCAM's website (<http://ncam.wgbh.org>).
- American Sign Language Interpreters: A pool of on-call American Sign Language interpreters should be developed. This list should be routinely updated to ensure their availability. Some programs may need to have a pool of interpreters who are available on a twenty-four-hour basis to handle emergency procedures.

The required qualifications of these interpreters should be established. Many non-certified interpreters provided by local services may have excellent skills and be qualified to handle most circumstances. However, certain circumstances, such as the provision of emergency medical services, may require interpreters who are approved by the courts and can ensure a level of confidentiality.

- On-line directory of ASL interpreters available at the California Assistive Technology System website (<http://www.atnet.org>).
- DCARA, Deaf Counseling Advocacy and Referral Agency, is located in San Leandro. They Interpreter Referral and Information, provide counseling, job training: <http://www.dcara.org/> .
- Assistive Listening Systems and Devices: Systems and devices to amplify sound for persons with hearing disabilities should be available for public meetings and conferences. Various technologies exist for these devices. Different types of devices are more suitable for different types of hearing disabilities. Devices should be chosen to accommodate the greatest number of individuals.
  - On-line directory of augmentative and assistive communications manufacturers and vendors available at the California Assistive Technology System website (<http://www.atnet.org>).
  - Assistive Listening Systems Technical Bulletins are available on the U.S. Access Board's website (<http://www.access-board.gov/>).

- Closed Caption Machine: To the extent practical, Town Divisions should have access to a device for encoding closed captioning on films and videotapes used for training and other programs.
  - See the on-line directory of On-site and remote real-time captioning services available at the California Assistive Technology System website (<http://www.atnet.org>).
  - TDI: TDI's (formerly known as Telecommunications for the Deaf, Inc.) mission is to promote equal access in telecommunications and media for people who are deaf, hard of hearing, late deafened, or deaf blind. TDI's on- line resources (<http://www.tdi-online.org/>) include information about media access such as captioning, Internet, video, and more.
- Enlarging Printed Materials: A copy machine capable of enlarging printed materials should be available for each site where programs or transaction counter services are provided to the public.
- Optical Readers: Equipment that can translate printed information into an audio format should be available to Divisions.
- Text Telephone (TDD): To the extent necessary, Town Divisions should have access to a text telephone or have access to a telephone transfer service as required by the law and offered by public telephone companies.
  - TDI: TDI's (formerly known as Telecommunications for the Deaf, Inc.) mission is to promote equal access in telecommunications and media for people who are deaf, hard of hearing, late deafened, or deaf blind. TDI's on- line resources (<http://www.tdi-online.org/>) include information about telecommunications access such a TTY, pagers, telephony, VoIP, and more.
  - See the Text Telephones Technical Bulletin available on the U.S. Access Board's website (<http://www.access-board.gov/>).
- Transportation: Divisions who provide transportation for their programs should provide accessible transportation as needed/requested by program participants. The Town should continue to maintain its accessible transportation fleet. The Town should purchase or contract lift-equipped vans or buses to transport individuals who use wheelchairs for programs conducted by the Town and its Divisions. Also see Federal Accessible Transportation Guidelines above.

**6-4. Funding for Projects**

California Department of Transportation facilitates funding opportunities for Local Agency projects using Federal funding, State funding or a combination of the two. Specific funding programs applicable to the Town of Paradise are outlined on the next page.



### A. Active Transportation Program

On September 26, 2013, Governor Brown signed legislation creating the Active Transportation Program (ATP) in the Department of Transportation (Senate Bill 99, Chapter 359 and Assembly Bill 101, Chapter 354). The ATP consolidates existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and State Safe Routes to School (SR2S), into a single program with a focus to make California a national leader in active transportation. The ATP administered by the Division of Local Assistance, Office of Active Transportation and Special Programs.

The purpose of ATP is to encourage increased use of active modes of transportation by achieving the following goals:

- Increase the proportion of trips accomplished by biking and walking,
- Increase safety and mobility for non-motorized users,
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas (GHG) reduction goals,
- Enhance public health,
- Ensure that disadvantaged communities fully share in the benefits of the program, and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

### B. Highway Safety Improvement Program

The Moving Ahead for Progress in the 21st Century Act (MAP-21) was signed into law on July 6, 2012. Under MAP-21, the Highway Safety Improvement Program (HSIP) is a core federal-aid program to States for the purpose of achieving a significant reduction in fatalities and serious injuries on all public roads. The Division of Local Assistance (DLA) manages California's local agency share of HSIP funds. California's Local HSIP focuses on infrastructure projects with nationally recognized crash reduction factors (CRFs). Local HSIP projects must be identified on the basis of crash experience, crash potential, crash rate, or other data-supported means.

### C. Congestion Mitigation Air Quality Program

With passage of the Clean Air Act Amendments of 1990, the Congress made great strides in America's efforts to attain the National Ambient Air Quality Standards (NAAQS). The 1990 amendments required further reduction in the amount of allowable vehicle tailpipe emissions, initiated more stringent control measures in areas that still failed to meet the NAAQS-known as nonattainment areas-and provided for a stronger, more rigorous link between transportation and air quality planning. Further establishing this link, one year later, the Congress passed the Intermodal Surface Transportation Efficiency Act-the ISTEA of 1991. This far-reaching legislation brought transportation

into the multi-modal arena and also set the stage for an unprecedented focus on environmental programs. Part of this approach was the newly authorized Congestion Mitigation and Air Quality Improvement (CMAQ) Program. The CMAQ program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.

Jointly administered by FHWA and the Federal Transit Administration (FTA), the CMAQ program was reauthorized under the Transportation Equity Act for the 21st Century (TEA-21) in 1998, the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005, and most recently, the Moving Ahead for Progress in the 21st Century Act (MAP-21) in July, 2012. Through the close of the SAFETEA-LU period in 2012, the CMAQ program has provided nearly \$30 billion in just under 29,000 transportation-environmental projects to State DOTs, metropolitan planning organizations, and other sponsors across the country. As with its predecessor legislation, the MAP-21 provides funding to areas in nonattainment or maintenance for ozone, carbon monoxide, and/or particulate matter. In addition, those State that have no nonattainment or maintenance areas still receive a minimum apportionment of CMAQ funding for either air quality projects or other elements of flexible spending.

The MAP-21 provides just over \$2.2 billion in CMAQ funding for each year of the authorization-2013 and 2014. While project eligibility remains basically the same, the legislation places considerable emphasis on diesel engine retrofits and other efforts that underscore the priority on reducing fine particle pollution (PM 2.5). See FHWA's MAP-21 website for additional information.

#### D. Community Development Block Grant Program

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to 1209 general units of local government and States.

The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG is an important tool for helping local governments tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the Nation.

The annual CDBG appropriation is allocated between States and local jurisdictions called "non-entitlement" and "entitlement" communities respectively. Entitlement communities are comprised of central cities of Metropolitan Statistical Areas (MSAs); metropolitan cities with populations of at least 50,000; and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities). States distribute CDBG funds to non-entitlement localities not qualified as entitlement communities.

HUD determines the amount of each grant by using a formula comprised of several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas.

Over a 1, 2, or 3-year period, as selected by the grantee, not less than 70 percent of CDBG funds must be used for activities that benefit low- and moderate-income persons. In addition, each activity must meet one of the following national objectives for the program: benefit low- and moderate-income persons, prevention or elimination of slums or blight, or address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

The use of CDBG funds for ADA related improvements in the public right-of-way is an eligible activity under HUD guidelines.



# **ADA Self Evaluation and Transition Plan**

## **Appendix A – Self Evaluation Questionnaire**

# Town of Paradise Programs, Activities & Services Accessibility Survey

The Town of Paradise is preparing an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan. As part of this process, you are requested to complete a self-assessment questionnaire that addresses the availability of programs, services, and activities for the public. Examples of programs, services, and activities include: obtaining a permit, licensing your dog, paying a parking ticket, or attending a public meeting such as a Town Council meeting.

While some of the questions relate to Town of Paradise employee actions and training, the Self Evaluation does not address employee related work issues, which are covered in Title I of the ADA. All questions should be answered as they pertain to programs, services, and activities provided to the public.

Topics addressed in the Programmatic Accessibility Questionnaire include:

- Description of Programs, Services and Activities
- Accessible/Adaptive Equipment
- Customer Service
- Notice Requirements
- Printed Information
- Television and Audiovisual Public Information
- Website
- Public Telephones and Communication Devices
- Training and Staffing
- Program Eligibility Requirements and Admission
- Public Meetings
- Transportation Services
- Tours and Trips
- Use of Consultants
- Emergency Evacuation Procedures
- Facilities
- Special Events and Private Events on Town Properties

**1. Name of Town of Paradise Division**

.....

**2. Name and Title of Person Completing this Form**

.....

**3. Telephone Number**

.....

**4. Email Address**

.....

5. Date of Completion of Form

.....  
Example: December 15, 2012

Page 2

Customer Service

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6. Do you allow members of the public to use electronic equipment such as copying machines, personal computers?

Mark only one oval.

- Yes
- No
- Don't Know
- Not Applicable

7. If Yes to question above, please describe the electronic equipment the public is allowed to use.

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8. Do you ensure that electronic equipment is accessible to and usable by individuals with disabilities? For example, provide an accessible workstation to help someone fill out a form or a clipboard to use as a work surface?

Mark only one oval.

- Yes
- No
- Don't Know
- Not Applicable

9. If Yes to question above, please describe how you ensure that the equipment is accessible.

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10. **Are auxiliary aids (such as tools, access to equipment, moveable light sources, adjustable worktable levels, paper and pen, etc.) provided to assist persons with disabilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

11. **If Yes to question above, please describe**

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## Customer Service

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12. **If any of the division's programs (activities or services) have eligibility requirements for participation, do they contain any of the following?**

For example, your Division offers a volunteer program to the public that would require an individual to meet specific physical fitness standards such as a lifting 40 lbs or walking up and down stairs.

*Check all that apply.*

- There are no eligibility requirements
- Don't Know
- Physical Fitness Standards
- Mental Fitness
- Performance requirements
- Safety Standards
- Other: .....

13. **If Yes to question above, how do you ensure that these policies do not discriminate against people with disabilities?**

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**14. Does your Division make changes to standard operating procedures to include a person with disabilities?**

For example, allowing someone to bring a personal attendant with them to a recreation class or moving an event to an accessible location?

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

**15. Is there a formal procedure for making changes to standard operating procedures?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

**16. If Yes to question above, please describe the procedure.**

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**17. Do you track accessibility requests?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

**18. If Yes to question above, please describe requests received.**

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19. **Does your program (activities or services) charge an additional fee for people with disabilities for modifying programs?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

20. **If Yes to question above, please describe.**

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21. **Does your Division consult or work with any outside organizations or groups that assist people with disabilities such as the a Center for Independent Living or Senior Citizen's advocacy group?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

22. **Does your Division have any policies which exclude service animals, such as service dogs for the blind or signal dogs for the hearing impaired?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

### Page 3

### Notice Requirements

---

23. **Do you have a nondiscrimination statement that includes persons with disabilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

24. **Is a nondiscrimination statement that includes information about how to reach the ADA coordinator posted in all Divisions in a location that maximizes public exposure?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

25. **Do you notify all persons that your meetings, hearings, interviews, and conferences will be held in accessible locations and that adaptive/auxiliary aids (such as assistive listening devices, readers for the blind, pen and paper) will be provided, upon request, to participants with disabilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

26. **Do you know the procedure for filing a disability discrimination complaint?**

*Mark only one oval.*

- Yes
- No
- Don't Know

27. **If Yes to question above, please describe.**

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**28. Do you notify all members of the public how and with whom to file a disability discrimination complaint?**

*Mark only one oval.*

- Yes
- No
- Don't Know

**29. If Yes to question above, please describe.**

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**Page 4**

**Printed Information**

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**30. Does your Division produce printed materials that are made available to the public?**

*Mark only one oval.*

- Yes
- No
- Don't Know

**31. How do you make documents and publications available to individuals with disabilities?**

*Check all that apply.*

- Do not provide any alternative formats on request
- Don't know
- Audiotape
- Braille
- Electronic Copy
- Large Print
- Other: .....

32. **Do you make the content of documents and publications available in simple, easy to understand language for individuals with learning disabilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know

33. **Does your department include images of people with disabilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know

## Page 5

### Television and Audiovisual Information

34. **How do you make audiovisual or televised or online presentations prepared or presented by your department to the public accessible to individuals with disabilities? Please check all that apply.**

*Check all that apply.*

- Captioning
- Transcription
- Do not provide alternative formats upon request
- Other: .....

35. **What type of audiovisual presentations (film, videotape, television) does your department provide?**

.....

36. **If you show people in your audiovisual presentations, do you also portray individuals with disabilities in your audiovisual presentations?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Other: .....

## Page 6

# Website

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37. **Does your division have a website?**

*Mark only one oval.*

- Yes
- No
- 

38. **What information is provided on this site?**

.....

39. **Does your Division ensure that its website is usable by individuals with disabilities, including those who use speaking browsers?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not applicable

40. **If Yes to the question above, please describe the process for testing website accessibility.**

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41. **Are the documents provided on your website for downloading accessible to persons with visual disabilities**

*Mark only one oval.*

- Yes
- No
- Don't Know

42. **Is information regarding your Division's facilities, programs and services created and managed by the Division or by others?**

*Mark only one oval.*

- By others
- By the Department
- Both
- Other: .....

## Page 7

### Public Telephones and Communication Devices

43. **Do you communicate by telephone with individuals with hearing or speech difficulties?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

44. **Do you use Text Telephones (TTY's) or Telecommunication Devices for the Deaf (TDD's)?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

45. **If yes to the question above, list the location, number and organization of TTY/TDD directories in which the TTY/TDD number is listed**

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46. Do any staff members use the California Relay Service (711)?

Mark only one oval.

- Yes
- No
- Don't Know

47. Do you publish your TTY/TDD number or California Relay Service numbers in all materials where a phone number is listed?

Mark only one oval.

- Yes
- No
- Don't Know

48. Do you train your staff in operating TTY/TDD's and in other means of communicating over the telephone with a person with a hearing or speech disability?

Mark only one oval.

- Yes
- No
- Don't Know

## Page 8

### Training and Staffing

---

49. Do any staff members have contact with the public?

Mark only one oval.

- Yes
- No

50. How do you inform staff members who have contact with the public of your department's obligations and policies that enable persons with disabilities to participate in programs or activities?

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51. **Do your staff receive training on interacting with people with disabilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know

52. **Are there staff members in your Division who provide emergency services to the public?**

*Mark only one oval.*

- Yes
- No
- Don't Know

53. **If yes to the question above, have they had training in American Sign Language or other means of communicating in emergency situations with people who have hearing or speech impairments?**

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## Page 9

## Program Eligibility Requirements and Admission

54. **Are there any limitations or ratios for the number of people with disabilities who may participate in or be admitted to any department program?**

For example exams, testing for level of ability, age requirements, etc.

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable



55. **If yes to the question above, please describe the limitations and programs:**

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56. **Does your program use any criteria (for example good health, residency, letters of recommendation) or written and/or oral tests (including level of skill or achievement, or other factor being tested) in the admissions process?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

57. **If yes to the question above, please list the participation requirements**

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58. **Are there any forms required for admission to the program (for example, tests and/or the submission of other admissions criteria such as certificates)?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

59. **Do the forms contain a notice that the Town does not discriminate against people with disabilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

**60. Is an interview required prior to an applicant's entrance into the program?***Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

**Page 10****Public Meetings**

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**61. Does your department hold public meetings?***Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

**62. Do you require that public meetings, hearings, and conferences be held in accessible locations?***Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

**63. Are American Sign Language interpreters, readers, or adaptive equipment provided when requested for meetings, interviews, and conferences?***Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

64. **Do you ensure that all individuals with hearing disabilities who do not read sign language can participate effectively in meetings, conferences, and hearings via assistive listening devices or other means?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

## Page 11

### Transportation Services

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65. **Do you provide transportation to volunteers, program participants, visitors, and others who participate in your programs?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

66. **Do you have procedures to make transportation accessible to persons who have visual disabilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

67. **Do you have procedures to make transportation accessible to persons who have hearing disabilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

68. **Do you have procedures to make transportation accessible to persons who have mobility disabilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

69. **Do you have procedures to make transportation accessible to persons who have learning disabilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

## Page 12

### Consultants

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70. **Do you use consultants to conduct programs on behalf of your division?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

71. **If yes to the question above, please list what consultants**

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72. **Do you ensure that consultants are aware of their obligations to facilitate participation of individuals with disabilities in programs or activities operated on behalf of your Division?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

73. **If yes to the question above, please describe the procedures**

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74. **Do you monitor this obligation?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

## Page 13

## Emergency Evacuation

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75. **Do you notify individuals with visual disabilities of emergencies and evacuation procedures?**

*Mark only one oval.*

- Yes
- No
- Don't Know

76. **If yes to the question above, please describe the procedures**

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77. **Do you notify individuals with hearing disabilities of emergencies and evacuation procedures?**

*Mark only one oval.*

- Yes
- No
- Don't Know

78. **Do you notify individuals with mobility disabilities of emergencies and evacuation procedures?**

*Mark only one oval.*

- Yes
- No
- Don't Know

79. **Do you notify individuals with learning disabilities of emergencies and evacuation procedures?**

*Mark only one oval.*

- Yes
- No
- Don't Know

80. **List all facilities or portions of facilities, used for your Division's programs, services or activities. For each facility, designate the activity for which it is used.**

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81. **Have you had requests for improving accessibility to your Division’s programs or facilities?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

82. **If yes to the question above, please describe how many requests and what the requests were for.**

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## Page 14

### Special Events and Private Events on Public Properties

83. **Does your Division organize special events or do you help facilitate private events on Town property such as a park or Town building?**

*Mark only one oval.*

- Yes
- No
- Don't Know
- Not Applicable

84. **If yes to the question above, please describe briefly the type of event and what types of outside organizations are involved.**

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85. Do you ensure that both private entities and your staff are aware of their obligations to facilitate participation of individuals with disabilities in these special events or private events held on public property?

Mark only one oval.

- Yes
- No
- Don't Know
- Not Applicable

86. If yes to the question above, please describe your department's procedures.

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## Page 15

### Last Question

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87. Do you have any accessibility questions for us? Please use this box below for any other questions or comments

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# ADA Self Evaluation and Transition Plan

## Appendix B – 2003 Facility Reports

[\(Electronic Download\)](#)



# **ADA Self Evaluation and Transition Plan**

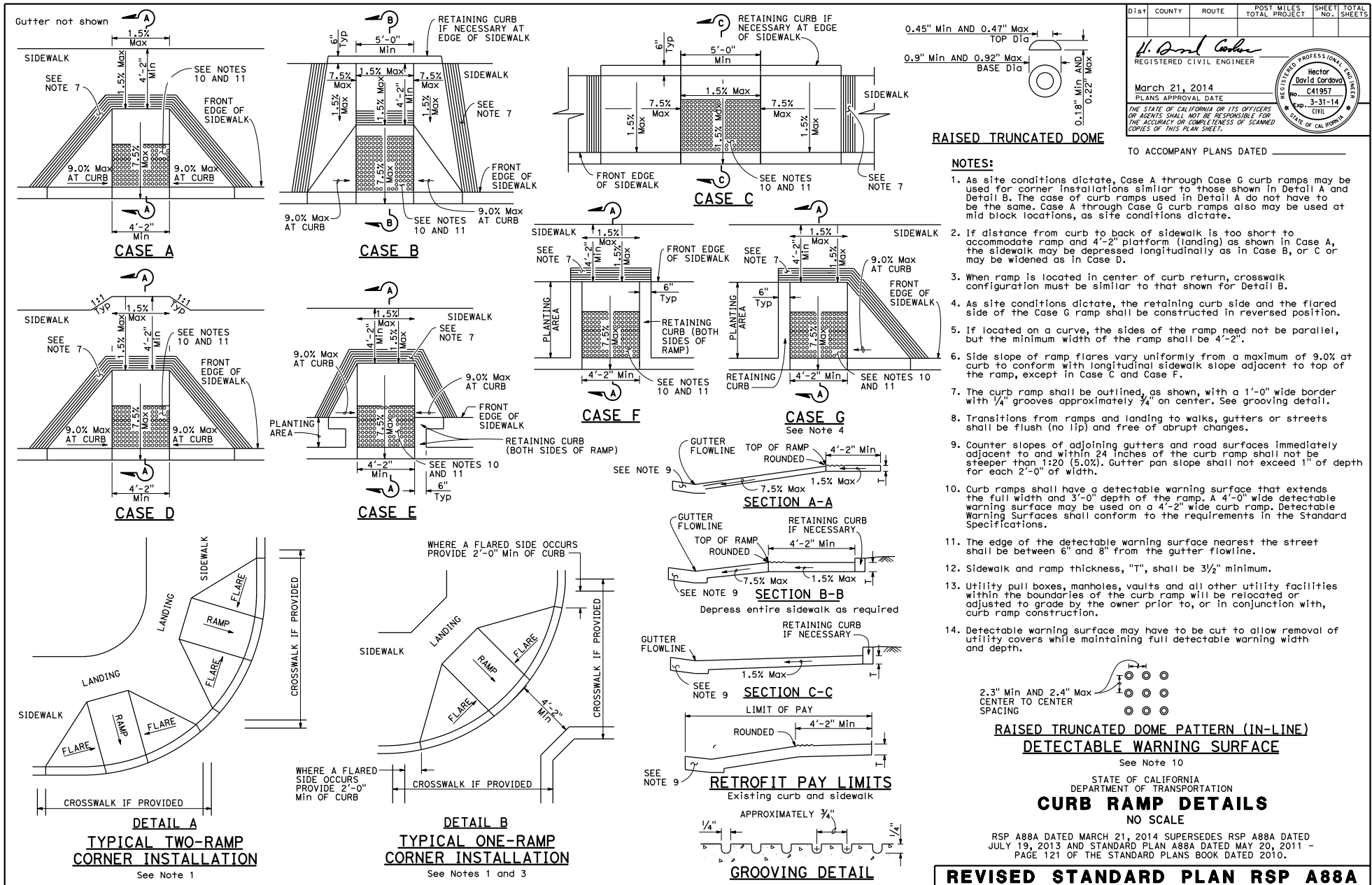
## **Appendix C – Public Right of Way Curb Return Inventory**



# **ADA Self Evaluation and Transition Plan**

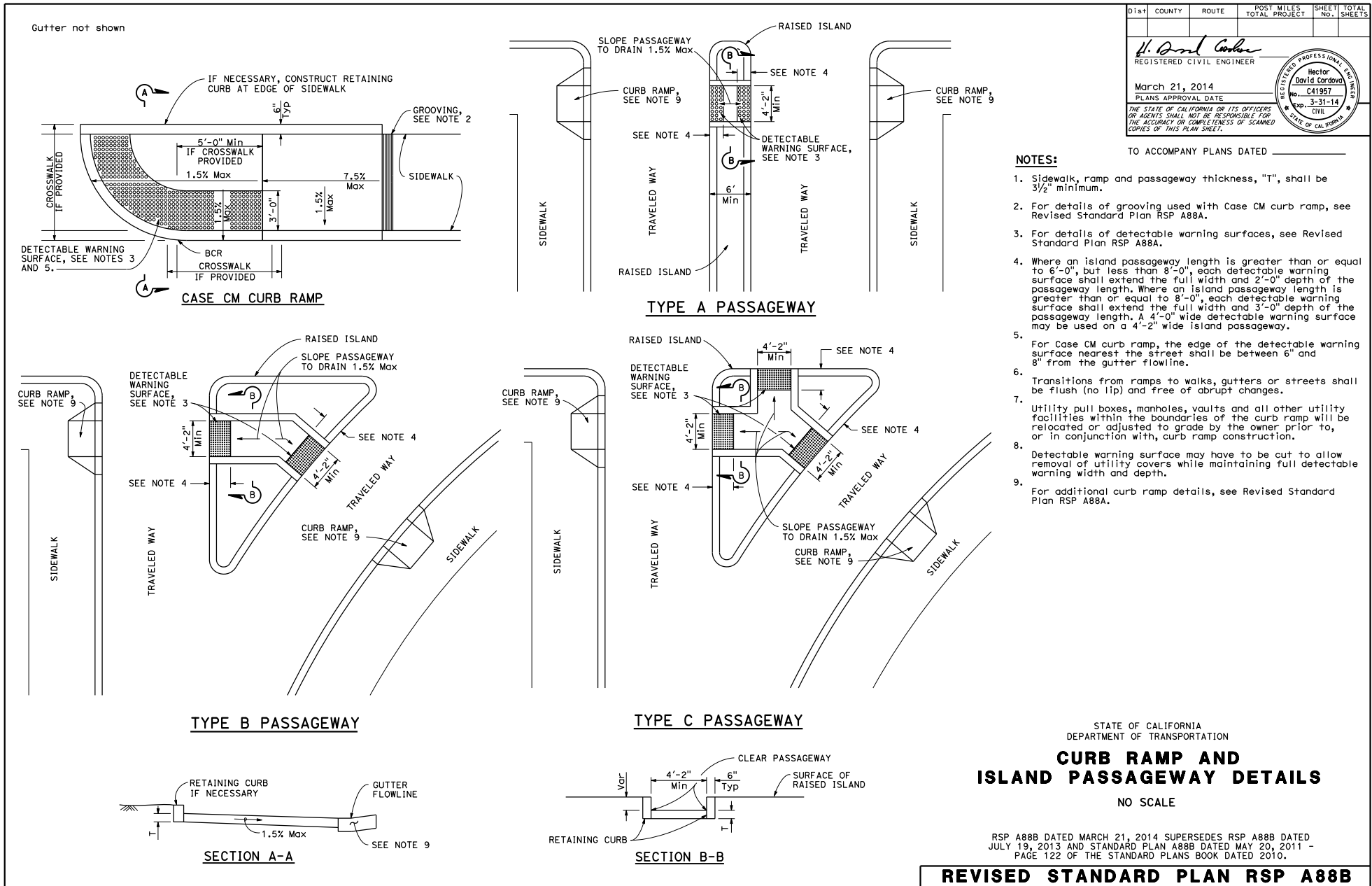
## **Appendix D – CIP Standard Details**

# Appendix D - Standard Details for the Public Right of Way (Caltrans)



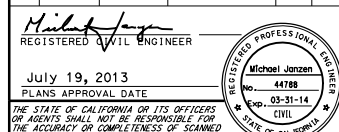
2010 REVISED STANDARD PLAN RSP A88A

# Appendix D - Standard Details for the Public Right of Way (Caltrans)



2010 REVISED STANDARD PLAN RSP A88B

# Appendix D - Standard Details for the Public Right of Way (Caltrans)

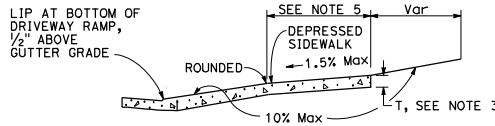
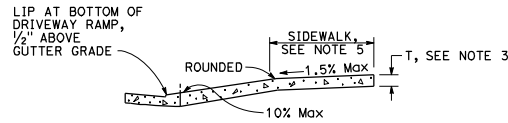
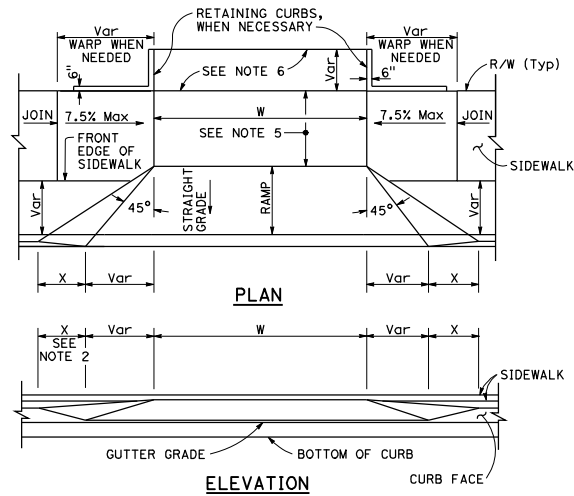
D16+	COUNTY	ROUTE	POST MILES	TOTAL PROJECT	SHEET NO.	TOTAL SHEETS
						
July 19, 2013 PLANS APPROVAL DATE <small>THE STATE OF CALIFORNIA OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.</small>						

TO ACCOMPANY PLANS DATED \_\_\_\_\_

### CURB QUANTITIES

TYPE	CUBIC YARDS PER LINEAR FOOT
A1-6	0.02585
A1-8	0.03084
A2-6	0.05903
A2-8	0.06379
A3-6	0.01036
A3-8	0.01435
B1-4	0.02185
B1-6	0.02930
B2-4	0.05515
B2-6	0.06171
B3-4	0.00641
B3-6	0.01074
B4	0.05709
D-4	0.04083
D-6	0.06804
E	0.06661

2010 REVISED STANDARD PLAN RSP A87A

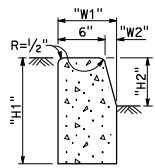


### SECTIONS

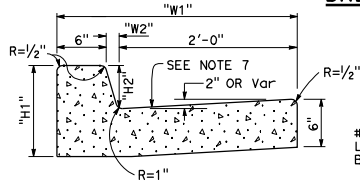
TABLE A

CURB TYPE	DIMENSIONS			
	"H1"	"H2"	"W1"	"W2"
A1-6	1'-2"	6"	7 1/2"	1 1/2"
A1-8	1'-4"	8"	8"	2"
A2-6	1'-0"	6"	2'-7 1/2"	1 1/2"
A2-8	1'-2"	8"	2'-8"	2"
A3-6	6"	5"	7 1/4"	1 1/4"
A3-8	8"	7"	7 3/4"	1 3/4"
B1-4	1'-0"	4"	7 1/2"	2 1/2"
B1-6	1'-2"	6"	9"	4"
B2-4	10"	4"	2'-7 1/2"	2 1/2"
B2-6	1'-0"	6"	2'-9"	4"
B3-4	4"	3"	7"	2"
B3-6	6"	5"	8 1/2"	3 1/2"
D-4	10"	4"	1'-6"	1'-1"
D-6	1'-0"	6"	2'-2"	1'-9"

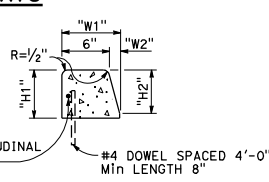
### DRIVEWAYS



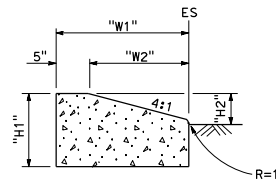
**TYPE A1 CURBS**  
See Table A



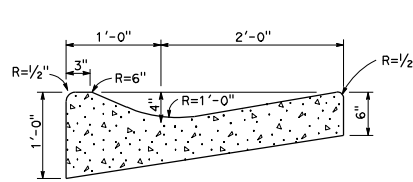
**TYPE A2 CURBS**  
See Table A



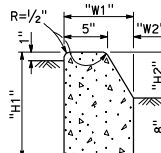
**TYPE A3 CURBS**  
Superimposed on existing pavement  
See Table A



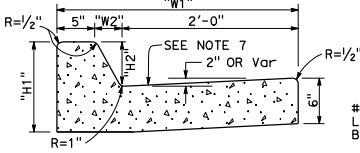
**TYPE D CURBS**  
See Table A



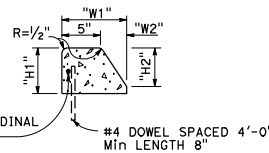
**TYPE E CURB**



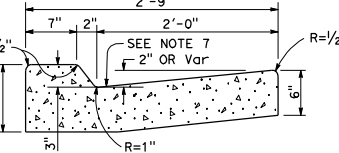
**TYPE B1 CURBS**  
See Table A



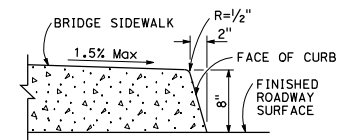
**TYPE B2 CURBS**  
See Table A



**TYPE B3 CURBS**  
Superimposed on existing pavement  
See Table A



**TYPE B4 CURBS**



**TYPE H CURB**  
On Bridges

**NOTES:**

1. Case A driveway section typically applies.
2. X=3'-0" except for curb heights over 10" where 4:1 slopes shall be used on curb slope.
3. Sidewalk and ramp thickness "T" at driveway shall be 4" for residential and 6" for commercial.
4. Difference in slope of the driveway ramp and the slope of a line between the gutter and a point on the roadway 5'-0" from gutter line shall not exceed 15%. Reduce driveway ramp slope, not gutter slope, where required.
5. Minimum width of clear passageway for sidewalk shall be 4'-2".
6. Retaining curbs and acquisition of construction easement may be necessary for narrow sidewalks or curb heights in excess of 6".
7. Across the pedestrian route at curb ramp locations, the gutter pan slope shall not exceed 1" of depth for each 2'-0" of width.

### CURBS

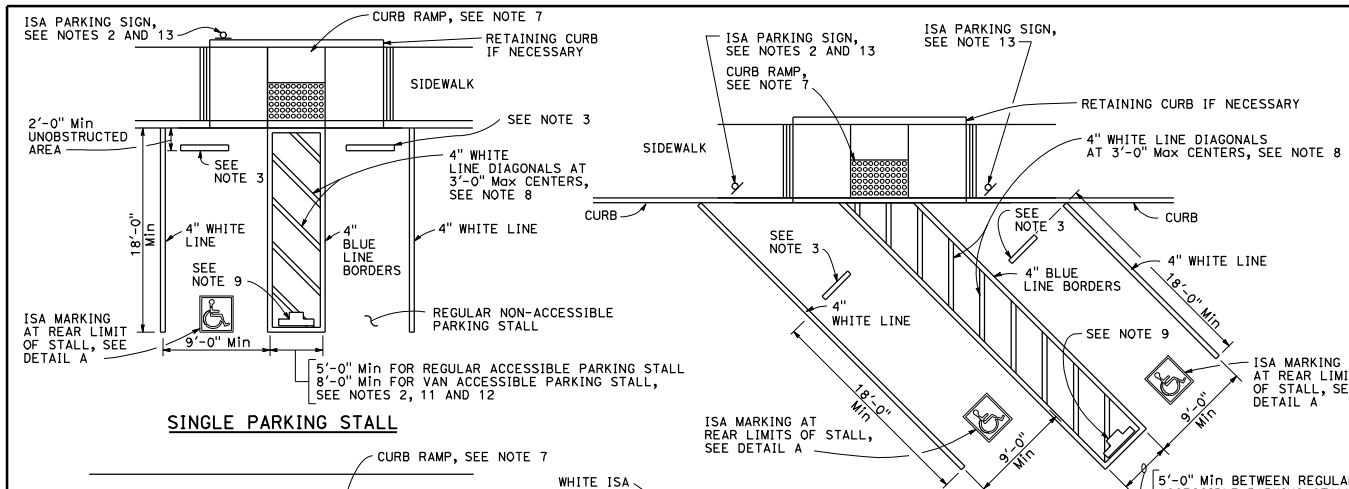
STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

## CURBS AND DRIVEWAYS

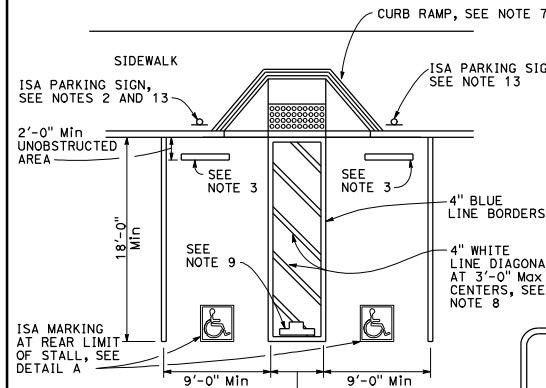
NO SCALE

RSP A87A DATED JULY 19, 2013 SUPERSEDES STANDARD PLAN A87A  
DATED MAY 20, 2011 - PAGE 119 OF THE STANDARD PLANS BOOK DATED 2010.  
**REVISED STANDARD PLAN RSP A87A**

# Appendix D - Standard Details for the Public Right of Way (Caltrans)



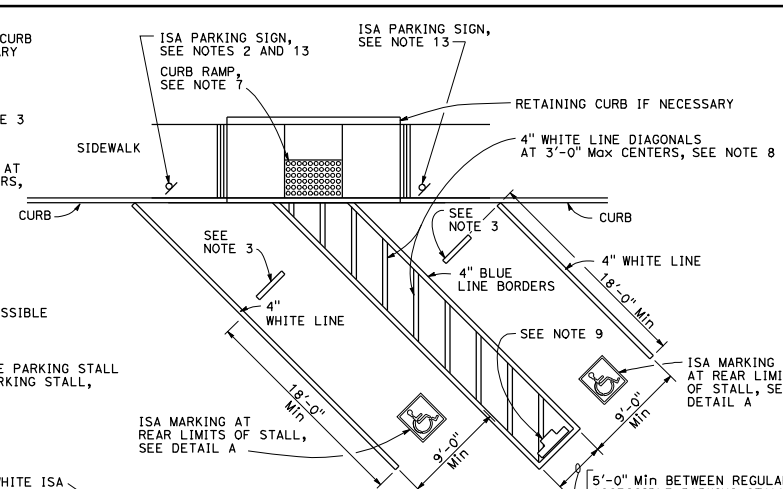
**SINGLE PARKING STALL**



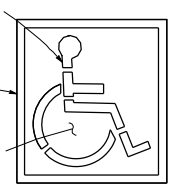
**DOUBLE PARKING STALL**

**TABLE A**

TOTAL NUMBER OF PARKING SPACES PROVIDED IN PARKING FACILITY	MINIMUM NUMBER OF REQUIRED ACCESSIBLE PARKING SPACES
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1000	2 PERCENT OF TOTAL
1001 AND OVER	20 PLUS 1 FOR EACH 100 OR FRACTION THEREOF OVER 1000



**DIAGONAL DOUBLE PARKING STALLS**



**DETAIL A**



SIGN R99 (CA)



SIGN R99C (CA)  
See Note 6



SIGN R100B (CA)  
See Note 10



SIGN R7-8b  
See Notes 2 and 6



PLAQUE R99B (CA)

SIGN R99 (CA) with PLAQUE R99B (CA)  
See Note 6

**OFF-STREET PARKING SIGNS**

(Parking lot or garage)  
See Note 6

D16+	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET TOTAL SHEETS

*H. David Cordova*  
REGISTERED CIVIL ENGINEER

July 19, 2013  
PLANS APPROVAL DATE

Hector David Cordova  
No. C41957  
Exp. 3-31-14  
REGISTERED PROFESSIONAL ENGINEER  
CIVIL  
STATE OF CALIFORNIA

THE STATE OF CALIFORNIA OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.

TO ACCOMPANY PLANS DATED \_\_\_\_\_

**NOTES:**

1. Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance. In parking facilities that do not serve a particular building, accessible parking shall be located on the shortest accessible route of travel to an accessible pedestrian entrance of the parking facility.
2. One in every six accessible off-street parking stalls, but not less than one, shall be served by an accessible aisle of 8'-0" minimum width and shall be signed van accessible. The R7-8b sign shall be mounted below the R99B (CA) plaque or the R99C (CA) sign.
3. In each parking stall, a curb or parking bumper shall be provided if required to prevent encroachment of vehicles over the required width of walkways. Parking stalls shall be so located that persons with disabilities are not compelled to wheel or walk behind parked vehicles other than their own. For more parking bumper requirements, see the Special Provisions.
4. Parking spaces and access aisles shall be level with surface slopes not exceeding 1.5% in all directions.
5. Table A shall be used to determine the required number of accessible parking stalls in each parking lot or garage.
6. Where Plaque R99B (CA), Sign R99C (CA) or Sign R7-8b are installed, the bottom of the sign or plaque panel shall be a minimum of 7'-0" above the surrounding surface.
7. Curb ramps shall conform to the details shown on Revised Standard Plan RSP A88A.
8. Blue paint, instead of white may be used for marking accessibility aisles in areas where snow may cause white markings to not be visible.
9. The words "NO PARKING", shall be painted in white letters no less than 1'-0" high and located so that it is visible to traffic enforcement officials. See Revised Standard Plan RSP A90B for details of the "NO PARKING" pavement marking.
10. A R100B (CA) sign shall be posted in a conspicuous place at each entrance to off-street parking facilities or immediately adjacent to and visible from each stall. The sign shall include the address where the towed vehicle may be reclaimed and the telephone number of the local traffic law enforcement agency.
11. Where a single (non-van) accessible parking space is provided, the loading and unloading access aisle shall be on the passenger side of the vehicle as the vehicle is going forward into the parking space.
12. Where a van accessible parking space is provided, the loading and unloading access aisle shall be 8'-0" wide minimum, and shall be on the passenger side of the vehicle as the vehicle is going forward into the parking space.
13. Accessible Parking Only Sign shall be Sign R99C (CA) or Sign R99 (CA) with Plaque R99B (CA).

**LEGEND**

ISA = International Symbol of Accessibility

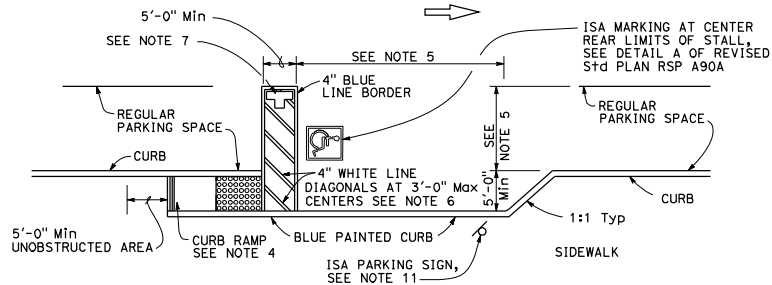
STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

**ACCESSIBLE PARKING OFF-STREET**  
NO SCALE

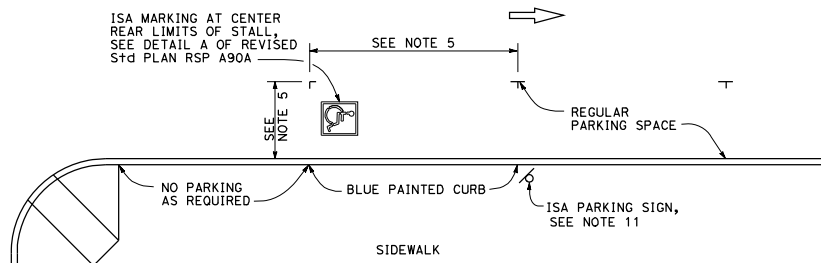
RSP A90A DATED JULY 19, 2013 SUPERSEDES STANDARD PLAN A90A DATED MAY 20, 2011 - PAGE 123 OF THE STANDARD PLANS BOOK DATED 2010.  
**REVISED STANDARD PLAN RSP A90A**

2010 REVISED STANDARD PLAN RSP A90A

# Appendix D - Standard Details for the Public Right of Way (Caltrans)



**CONVENTIONAL**  
(See Note 9)



**RESTRICTED RIGHT OF WAY WIDTH**  
**ON-STREET PARKING**  
(Parallel parking)  
(See Note 10)

**NO  
PARKING**

**PAVEMENT MARKING**  
See Note 7



SIGN R99 (CA)



SIGN R99C (CA)  
See Note 3



PLAQUE R99B (CA)  
SIGN R99 (CA) with PLAQUE R99B (CA)  
See Note 3

**NOTES:**

1. Parking spaces shall be so located that persons with disabilities are not compelled to wheel or walk behind parked vehicles other than their own.
2. Surface slopes of accessible on-street parking spaces shall be the minimum feasible.
3. Where Plaque R99B (CA) or Sign R99C (CA) are installed, the bottom of the sign or plaque panel shall be a minimum of 7'-0" above the surrounding surface.
4. Curb ramps shall conform to the details shown on Revised Standard Plan RSP A88A.
5. Accessible on-street parking spaces shall not be smaller in length or width than that specified by the local jurisdiction for other parking spaces, but not less than 20'-0" in length and not less than 8'-0" in width.
6. Blue paint, instead of white may be used for marking accessibility aisles in areas where snow may cause white markings to not be visible.
7. The words "NO PARKING", shall be painted in white letters no less than 1'-0" high on a contrasting background and located so that it is visible to traffic enforcement officials. See Revised Standard Plan RSP A24E for square foot area for painting the words "NO PARKING".
8. There shall be no obstructions on the sidewalk adjacent to and for the full length of the parking space, except for the ISA parking sign shown.
9. The Conventional detail should be the primary choice of accessible on-street parking. However, if the sidewalk lacks adequate space to construct a standard curb ramp, the Restricted Right of Way detail should be used.
10. If the Restricted Right of Way width detail is selected and it conflicts with a bus stop or other uses, this detail may apply to the other end of the block.
11. Accessible Parking Only Sign shall be Sign R99C (CA) or Sign R99 (CA) with Plaque R99B (CA).

**LEGEND**

ISA = International Symbol of Accessability

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION  
**ACCESSIBLE PARKING  
ON-STREET**

NO SCALE

RSP A90B DATED JULY 19, 2013 SUPERSEDES STANDARD PLAN A90B  
DATED MAY 20, 2011 - PAGE 124 OF THE STANDARD PLANS BOOK DATED 2010.

**REVISED STANDARD PLAN RSP A90B**

D16+	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET NO.	TOTAL SHEETS

*H. David Cordova*  
REGISTERED CIVIL ENGINEER

July 19, 2013  
PLANS APPROVAL DATE

Hector David Cordova  
No. C41957  
Exp. 3-31-14  
CIVIL  
REGISTERED PROFESSIONAL ENGINEER  
STATE OF CALIFORNIA

THE STATE OF CALIFORNIA OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.

TO ACCOMPANY PLANS DATED \_\_\_\_\_

2010 REVISED STANDARD PLAN RSP A90B





# **ADA Self Evaluation and Transition Plan**

## **Appendix E – Grievance Procedure**



## Town of Paradise ADA Grievance Form

**Instructions:** Please fill out this form completely, using black ink or typing. Sign and send it to the address at the bottom of the page. This form is available in alternate formats by requests.

Reporting Individual	
Name and Address	
City, State, Zip code	
Telephone	Home: _____ Business: _____
E-Mail Address	
Service, Program or Facility Alleged to Be Inaccessible	
Service, Program or Facility	
Address	
City, State, Zip code	
Telephone number	
E-Mail Address	
Date	
Describe the way in which the service, program or facility is not accessible. (Please use an attachment as necessary)	
Proposed method of making the service, program or facility accessible. (Please use an attachment as necessary)	
Action Taken (for Office Use)	
<b>Signature of Reporting Individual:</b>	

**Please mail or deliver to: Town Clerk, ADA Coordinator, Town of Paradise  
5555 Skyway, Paradise, CA 95969**

For Office Use:

File No. \_\_\_\_\_

Date Received \_\_\_\_\_

Received By: \_\_\_\_\_



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: July 14, 2015**

**AGENDA NO. 3(d)**

**ORIGINATED BY:** Craig Baker, Community Development Director

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** Resolution of Intention of the Town Council to Set a Public Hearing to Consider Renaming an Existing Private Road (Derrough Lane) Located Within the Town of Paradise to "Sir Court."

**COUNCIL ACTION REQUESTED:**

1. Adopt Resolution No. 15-\_\_\_\_, "A Resolution of Intention of the Town Council of the Town of Paradise to Set a Public Hearing to Consider Renaming an Existing Private Road (Derrough Lane) Located in the Town of Paradise: Petitioner: Oliver Sir, et al"

**ALTERNATIVE ACTIONABLE OPTION(S):**

1. Adopt a motion to continue the matter to a date certain and direct staff to provide any additional desired information pertaining to the requested road name change; **OR**
2. Adopt a motion to deny adoption of Town Resolution No. 15-\_\_\_\_.

**BACKGROUND:** The Development Services Department has received a petition application from property owners requesting that the Town of Paradise formally **rename an existing private road**, Derrough Lane, to a different road name. The petition application has been submitted for processing in accordance with the requirements of Chapter 12.08 of the Paradise Municipal Code (PMC).

Derrough Lane is located in the mid-eastern portion of the Paradise community off of Sawmill Road between Nunneley and Elliott Roads. The entire length of Derrough Lane extending east from Sawmill Road is **privately owned and maintained**. In addition, the property owners have entered into a private road maintenance agreement for the continued maintenance and upkeep of the road easement.

Derrough Lane is comprised of four parcels owned between two land owners, both of whom have signed the petition to rename the road, and therefore there are no other properties subject to the change in the road name.

**DISCUSSION:** The PMC procedural requirements necessitate that a public hearing be conducted by the Town Council concerning the petition application before the Town of Paradise can formally take action on the requested street name change.

A resolution of intention to set a public hearing to consider renaming the existing private road, Derrough Lane, to **“Sir Court”** is attached with this council agenda summary. If the resolution is adopted, copies of it will be posted in three places along the affected road at least ten days before the public hearing date.

In the event that the Town Council decides to officially rename the road, another resolution must be adopted by the Town Council at a future date after the required public hearing is concluded.

**FINANCIAL IMPACT:** There will be no financial impact to the Town for the adoption and posting of the notice of intention.

Attachment

**TOWN OF PARADISE  
RESOLUTION NO. 15-\_\_\_\_\_**

**A RESOLUTION OF INTENTION OF THE TOWN COUNCIL OF THE TOWN OF  
PARADISE TO SET A PUBLIC HEARING TO CONSIDER RENAMING AN EXISTING  
PRIVATE ROAD (DERROUGH LANE) LOCATED IN THE TOWN OF PARADISE:  
PETITIONER: OLIVER SIR, ET AL**

**WHEREAS**, the Town of Paradise has received a petition from property owners (Oliver Sir, et al) requesting that the Town of Paradise officially rename an existing private road, Derrough Lane, to Sir Court; and

**WHEREAS**, Pursuant to the provisions of Section 12.08.080 of the Paradise Municipal Code, the Paradise Town Council shall set a date for public hearing to consider the proposal to change the name of Derrough Lane, a private road.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Paradise, as follows:

1. The Town Council will conduct a public hearing on August 11, 2015, at 6:00 p.m. or as soon thereafter as possible, at the Town Council Chambers, 5555 Skyway, Paradise, California, concerning a petition application request that the Town of Paradise officially rename Derrough Lane, located within the Town of Paradise and described as follows:

A right of way for road and public utility purposes described as follows: commencing at the northwest corner of said Lot 13 and running thence south along the west line of said Lot 13, a distance of 132 feet to the true point of beginning; thence east parallel with the north line of said Lot 13, a distance of 660 feet to the east line thereof; thence south along the east line of said Lot 13 a distance of 30 feet; thence west parallel with the north line of said Lot 13 a distance of 330 feet; thence south parallel with the west line of said Lot 13, a distance of 5 feet; thence west parallel with the north line of said Lot 13 a distance of 330 feet to the west line thereof; thence north long the west line of said Lot 13, a distance of 35 feet to the point of beginning.

2. The Town Council intends to consider renaming the foregoing described private road subject to comment at the scheduled public hearing.
3. The road name change proceedings are being conducted pursuant to the requirements of Chapter 12.08 (Street naming and numbering—Addresses) of the Paradise Municipal Code.

**TOWN OF PARADISE  
RESOLUTION NO. 15-\_\_\_\_\_**

**A RESOLUTION OF INTENTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE TO SET A PUBLIC HEARING TO CONSIDER RENAMING AN EXISTING PRIVATE ROAD (DERROUGH LANE) LOCATED IN THE TOWN OF PARADISE:  
PETITIONER: OLIVER SIR, ET AL**

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise this 14<sup>TH</sup> day of July, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**NOT VOTING:**

\_\_\_\_\_  
Greg Bolin, Mayor

**ATTEST:**

\_\_\_\_\_  
Joanna Gutierrez, Town Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Dwight L. Moore, Town Attorney



**TOWN OF PARADISE  
Council Agenda Summary  
Date: July 14, 2015**

**Agenda No. 7(a)**

**ORIGINATED BY:** Marc Mattox, Town Engineer  
**REVIEWED BY:** Lauren Gill, Town Manager  
**SUBJECT:** Stormwater Post-Construction Standards Plan

**COUNCIL ACTION REQUESTED:**

1. Adopt the Post-Construction Standards Plan as required by the State Regional Water Quality Control Board / Town of Paradise Small SM4 Phase II Permit.

**Background:**

The Town of Paradise maintains a stormwater conveyance system which collects all water from storm events (stormwater) and drains to Butte Creek and Lake Oroville. This system is comprised of various streams, channels, open culverts, drainage curbs, inlets and underground pipes.

The Environmental Protection Agency, under amendments to the 1987 Clean Water Act, imposed regulations that mandate local government to control and reduce stormwater pollutant runoff into receiving waters. Under the authority of the Porter-Cologne Water Quality Act, the State Water Resources Control Board (SWRCB) has delegated authority to its regional boards to invoke permitting requirements.

Under adoption of Order 2013-0001-DWQ by the SWRCB, the Town of Paradise is subject to a new State permit as a Small Municipal Separate Storm Sewer System (Small MS4) traditional permittee. Provisions of this permit require the Town to possess the necessary legal authority and implement appropriate procedures, to regulate the entry of pollutants and non-stormwater discharges into the Town stormwater conveyance system.

In September 2014, Town Council adopted the Stormwater Quality Management Ordinance which provides the legal authority to enforce stormwater standards, illegal discharges and illicit connections.

As a component of the "Year 2" Small MS4 Permit action items, the Town of Paradise is required to adopt a Post-Construction Standards Plan.

**Analysis:**

The Town of Paradise, in collaboration with 24 other Small MS4 Permittees, partnered with WGR to prepare the Post-Construction Standards Plan base document. The plan has been further customized and catered to the minimum permit requirements and processes of the Town.

The plan replaces drainage guidelines which the Town of Paradise has been utilizing since 1998. These guidelines were difficult to follow, unclear for various project types, and sometimes required mitigations that were too stringent for certain project types.

The purpose of this document is to provide project proponents and municipal plan checkers with information on how to meet the State Water Board's requirements for mitigating the negative impact of increases in storm water runoff caused by new development and redevelopment. This

document accomplishes this goal through the incorporation of Low Impact Development standards and hydromodification management techniques. Low Impact Development (LID) mitigates excessive runoff by the use of control measures that utilize evapo-transpiration, infiltration, capture / reuse, and biotreatment to mimic the runoff of a natural environment. Hydromodification techniques are used to design development sites so that post-construction runoff flow rates do not exceed those of the pre-construction conditions.

Using this document, project proponents will be equipped to provide a submittal package to the municipality as a part of its permitting or plan check process to adequately demonstrate how the project will meet the LID and hydromodification requirements.

Plan checkers will be able to use this document to objectively and sufficiently condition discretionary projects with the required post-construction storm water design requirements.

### **Project Requirements by Size and Type**

In regards to the Post-Construction Standards Plan, all projects fall into one of three possible categories: small, regulated, or not applicable. If a project does not qualify under either of the two following sections, the Post Construction Standards Plan does not apply to it.

#### *SMALL PROJECTS*

Small projects are defined as those that create and/or replace between 2,500 ft<sup>2</sup> and 5,000 ft<sup>2</sup> of impervious surface. This includes projects that have no net increase in the impervious footprint. Single family homes that create and / or replace 2,500 ft<sup>2</sup> or more of impervious surface and are not part of a larger plan of development are considered to be applicable small projects. Small projects would include, but not limited to, the following:

- New construction that creates between 2,500ft<sup>2</sup> and 5,000 ft<sup>2</sup> of impervious surface;
- A demolition of a small project site and the redevelopment of that site if more than 2,500ft<sup>2</sup> of impervious surface is replaced or created;
- The replacement of 2,500ft<sup>2</sup> or more of a parking lot;
- The construction of a new parking lot that is less than 5,000ft<sup>2</sup>; and
- A roadway or sidewalk project that is creating or replacing between 2,500ft<sup>2</sup> and 5,000ft<sup>2</sup> of impervious surface.

Small projects have a relatively simple 3-step process towards approval, listed below:

1. Select Site Design Measures. Small projects must include general site design measures/features. The most appropriate site design feature for project proponents will be to select “Tree Planting and Preservation” as this feature is already required through the Town’s existing ordinances and development requirements.
2. Quantify the Runoff Reduction. The project proponent must next quantify the runoff reduction achieved through the site design measures. There are no minimum runoff requirements. The State requires this calculation be performed using their Post-Construction Calculator, available to download as an excel file at

[http://www.swrcb.ca.gov/water\\_issues/programs/stormwater/phase\\_ii\\_municipal.shtml](http://www.swrcb.ca.gov/water_issues/programs/stormwater/phase_ii_municipal.shtml)

3. Prepare the Submittal. Finally, project proponents must submit their “Small Project” package which includes the following:
  - a. Completed Post-Construction Worksheet (Included in Plan as Appendix 8)
  - b. Site plans showing the site design measures
  - c. Printout of the results page from the State’s Post-Construction Calculator



## REGULATED PROJECTS

For the purposes of this Post-Construction Standards Plan, a “Regulated Project” is one that will create and / or replace 5,000ft<sup>2</sup> or more of impervious surface. Regulated Projects include new and redevelopment projects on public or private land that fall under the planning and permitting authority of the municipality. Redevelopment is defined as any land-disturbing activity that results in the creation, addition, or replacement of exterior impervious surface areas on a site on which some past development has occurred.

Regulated Projects have a more intensive process to study, document, and design. This is outlined in the six steps listed below:

1. Specify Drainage Management Areas. Regulated Projects are required to provide a map or diagram that divides the development into discrete Drainage Management Areas (DMAs). These are areas of the project where the nature of the development is distinct from the other portions of the development and, therefore, require a unique approach to mitigating storm water runoff.
2. Identify Applicable Source Controls. The project proponent is required to identify potential sources of pollutants and to include into the design appropriate Best Management Practices / Source Controls.
3. Incorporate Low Impact Development Design Standards. The project proponent must demonstrate how each DMA has been designed to accomplish nine low impact development standards, listed below.
  - a. Define the development envelope and protected areas, identifying areas that are most suitable for development and areas to be left undisturbed.
  - b. Concentrate development on portions of the site with less permeable soils preserve areas that can promote infiltration.
  - c. Limit overall impervious coverage of the site with paving and roofs.
  - d. Set back development from creeks, wetlands, and riparian habitats.
  - e. Preserve significant trees.
  - f. Conform the site layout along natural landforms.
  - g. Avoid excessive grading and disturbance of vegetation and soils.
  - h. Replicate the site's natural drainage patterns.
  - i. Detain and retain runoff throughout the site.
4. Select and Size the Design and Treatment Control Measures. As with small projects, Regulated Projects must also select one or more Site Design Measures that infiltrate, evapo-transpire, harvest and reuse, or biotreat storm water runoff. Regulated Projects are required to reduce the amount of runoff by sizing each Site Design or Treatment Control Measure to either volumetric or flow-based criteria.
5. Incorporate Hydromodification Management Measures. Storm water runoff that is not addressed with Site Design Measures must be treated with Treatment Control Measures (both of which are identified on Table 3) designed to infiltrate, evapo-transpire, and/or bioretain runoff. In other words, if the DMA is utilizing trees and a storm water capture, collection, and reuse system, only the net runoff, after factoring in the credit for the trees and for the amount captured / recycled, is subject to being included in the treatment control requirements. Treatment “facilities” must comply design parameters.
6. Prepare the Submittal. Finally, project proponents must submit their “Regulated Project” package which includes the following:
  - a. Completed Post-Construction Worksheet (Included in Plan as Appendix 8)
  - b. Separate Site Plan for each DMA
  - c. Design drawings for the proposed Treatment Control Measures showing a plan view, elevation view, and subsurface cross-sections
  - d. A print out of the results page from the MS Excel™ Volumetric BMP Sizing Tool for each DMA and control measure that requires the volumetric sizing criteria is required to be submitted.

- e. Calculations stamped by the appropriate licensed individual (as described above) for each DMA and control measure that requires flow-based sizing criteria must be included with the submittal.
- f. An Operation and Maintenance Plan and signed Statement of Responsibility for the proposed treatment control measures must accompany the submittal

It should be noted that many of the requirements for projects creating/replacing over 5,000 ft<sup>2</sup> of impervious area are not new to the Town of Paradise. Since 1998, the Town has been enforcing interim drainage guidelines and requiring a full drainage analysis for projects greater than 5,000 ft<sup>2</sup>. These guidelines were troublesome to enforce as they were not specific enough for various project types and the drainage analysis detail/quality could vary from project to project. With the new Post-Construction Standards Plan, the project proponent is equipped with clear, up-front expectations on needs and tools of how to accomplish this process to meet the bare minimum State Permit requirements.

The Town of Paradise is partnering with the City of Chico, a collaborative agency also adopting this Plan, to host a complete Post-Construction Stormwater Standards Plan training for project developers and engineers in early August.

**Financial Impact:**

There is no direct financial impact to the Town by adopting these post-construction standards. However, the requirement to implement these standards will further add to the duties of limited staff available to review projects.

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# POST- CONSTRUCTION STANDARDS PLAN

A GUIDANCE DOCUMENT ON STORM WATER  
POST-CONSTRUCTION DESIGN MEASURES FOR  
DEVELOPERS AND PLAN CHECKERS

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# INTRODUCTION AND REGULATORY REQUIREMENTS

## 1 Introduction and Regulatory Requirements

This Post-Construction Standards Plan was prepared for the Town of Paradise to guide project proponents and municipal plan checkers through the various site design requirements of the Phase II Municipal Separate Storm Water Sewer System (MS4) Permit. This opening section describes the purpose of the plan; a background summary of the Federal and State regulations; the regional collaborative approach taken by many Central Valley municipalities; an overview of the post-construction site design requirements; and, finally, the roles and responsibilities of the plan checker and project proponent.

### 1.1 PURPOSE OF THE PLAN

According to the California State Water Resource Control Board (Water Board), urban storm water runoff is listed as the primary source of impairment for ten percent of all rivers, lakes and reservoirs, and seventeen percent of all estuaries in California.<sup>1</sup> While these numbers may not seem significantly large, considering that urban areas cover only six percent of the land mass of California<sup>2</sup>, the impact that runoff from urban areas have on California's surface waters is disproportionately large. When the Water Board uses the term "urbanization", it is referring to the development of land through which the imperviousness percentage increases; meaning that buildings and hardscapes prevent water from infiltrating into the ground, thereby, causing it to flow off of the property. Increased urbanization through new development and redevelopment has been shown to cause more frequent storm water discharge events, higher peak flow velocities, and larger volumes of storm water runoff. These conditions, if not properly managed, can



**Figure 1 - Channels, streams, and drainage ways are over taxed by increases in runoff caused by increased development and impervious surfaces.**

affect water quality by mobilizing greater and more frequent loads of pollutants such as sediment, organic material, trash, nutrients, pathogens, heavy metals, and other toxic substances. These conditions also over tax existing natural and man-made drainage systems, causing accelerated erosion of channels and deposition of sediment and pollutants in estuaries, deltas, and basins. Conditions such as these could cause flooding and deterioration of waterways that, at one time, may have been adequate to handle expected runoff. This has a direct impact on municipalities by causing them to perform more maintenance on existing systems and to develop new drainage systems with higher capacities. Urbanization and the resulting runoff can also impact

the State's ability to realize the full potential of the beneficial uses of its surface waters.

<sup>1</sup> Fact Sheet of the Phase II MS4 Permit, Order No. 2013-0001-DWQ, p. 33 - 34

<sup>2</sup> U.S. Department of Agriculture, 2009

# INTRODUCTION AND REGULATORY REQUIREMENTS

**Low Impact Development** – A sustainable practice that benefits water supply and contributes to water quality protection. Unlike traditional storm water management, which collects and conveys storm water runoff through storm drains, pipes, or other conveyances to a centralized storm water facility, Low Impact Development (LID) takes a different approach by using site design and storm water management to maintain the site's pre-development runoff rates and volumes. The goal of LID is to mimic a site's predevelopment hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to the source of rainfall. LID has been a proven approach in other parts of the country and is seen in California as an alternative to conventional storm water management.

*Source: Phase II MS4 Permit Glossary*

The purpose of this document is to provide developers and municipal plan checkers with information on how to meet the State Water Board's requirements for mitigating the negative impact of increases in storm water runoff caused by new development and redevelopment. This document accomplishes this goal through the incorporation of Low Impact Development standards and hydromodification management techniques. Low Impact Development (LID) mitigates excessive runoff by the use of control measures that utilize evapo-transpiration, infiltration, capture / reuse, and biotreatment to mimic the runoff of a natural environment. Hydromodification techniques are used to design development sites so that post-construction runoff flow rates do not exceed those of the pre-construction conditions.

Using this document, developers will be equipped to provide a submittal package to the municipality as a part of its permitting or plan check process to adequately demonstrate how the project will meet the LID and hydromodification requirements.

Plan checkers will be able to use this document to objectively and sufficiently condition discretionary projects with the required post-construction storm water design requirements.

## 1.2 FEDERAL AND STATE REGULATORY REQUIREMENTS

The Federal Clean Water Act is the impetus behind all of these regulations to manage storm water discharges from new development and redevelopment projects. The Clean Water Act delegates authority to the States to issue National Pollutant Discharge Elimination System (NPDES) permits for discharges of storm water from construction, industrial, and municipal entities to Waters of the United States. Large and medium size municipalities were issued individual municipal NPDES permits in the first phase (Phase I) of the process. Subsequently, small municipalities identified by the State of California were required to obtain permit coverage under the Phase II General NPDES Permit for Municipal Separate Storm Water Sewer Systems (MS4). These Phase II MS4s (municipalities) are required to implement various storm water management programs, one of which is to require certain new development and applicable redevelopment projects to incorporate post-construction storm water control measures into their design that include LID and hydromodification techniques. The Town of Paradise is one of the municipalities specified in the current Phase II MS4 Permit that must comply with these post-construction requirements, which are contained in Section E. 12 of Order No. 2013-0001-DWQ. (Refer to [Appendix 3](#) for copy of Section E.12 of the Phase II MS4 Permit.)



# INTRODUCTION AND REGULATORY REQUIREMENTS

## 1.3 REGIONAL APPROACH AND MUNICIPAL COLLABORATION

The post-construction requirements are not new with this version of the Phase II MS4 Permit. The previous version of the permit also contained LID and post-construction requirements. For many years now, Phase I MS4s have been requiring development and redevelopment projects to include post-construction design measures into site designs. Even projects outside of an MS4 now have to incorporate post-construction and LID measures into their designs as required by the State's Construction General Permit. However, as this area of storm water management has grown to maturity, post-construction requirements and programs have changed significantly over the years to where there can be dramatic differences between the control measures required in two neighboring municipalities. This, obviously, can cause confusion for developers. With the roll out of the current Phase II MS4 Permit and the requirement for municipalities to, for the most part, completely overhaul their post-construction requirements to meet the Section E.12 requirements, an opportunity arose for many Phase II MS4s to work together and develop a consistent Post-Construction Storm Water Standards Plan. Collaboration on this task not only shares the cost of development with other MS4s, but also provides a standardized plan that developers will encounter in 17 different Central Valley municipalities. Another benefit is that it allows for regional training of plan checkers on this common plan, saving more cost and time for each municipality. Refer to [Appendix 10](#) for a list of the collaborating Central Valley municipalities.

## 1.4 OVERVIEW OF THE POST-CONSTRUCTION REQUIREMENTS

The Phase II MS4 Permit requires the Town of Paradise to condition certain small projects with implementing one or more **Site Design Measures** that “treat” storm water runoff using methods to evapo-transpire, infiltrate, harvest and reuse, or biotreat. After proponents of small projects select the Site Design Measure(s), they are required to quantify the runoff reduction achieved through the implementation of those measures. This is done using the State Water Board's Post-Construction Calculator (which can be downloaded following the information provided in [Appendix 5](#)).

Proponents of larger projects are required to implement into their design and on-going activities specific **Source Control Measures** to minimize the impact of pollutant-generating activities. For example, if the project includes a permanent trash enclosure in its design, it will be required to be designed following the California Storm Water Quality Association's (CASQA) design standard SD-32; meaning, that among other requirements, the trash enclosure will need to have a wall or screen around it and a rain proof covering or container lids. This larger project will also need to incorporate into its design specific **Low Impact Development (LID) Standards** such as concentrating development on portions of the site with less permeable soils and

**Hydromodification** - Modification of hydrologic pathways (precipitation, surface runoff, infiltration, groundwater flow, return flow, surface-water storage, groundwater storage, evaporation and transpiration) that results in negative impacts to watershed health and functions.

**Source Control** - Land use or site planning practices, or structural or nonstructural measures, that aim to prevent runoff pollution by reducing the potential for contact with rainfall runoff at the source of pollution. Source control BMPs minimize the contact between pollutants and urban runoff.

*Source: Phase II MS4 Permit Glossary*

# INTRODUCTION AND REGULATORY REQUIREMENTS

preserving areas that can promote infiltration. As with the smaller project, the larger project will need to implement one or more **Site Design Measures** to “treat” storm water, such as with permeable pavement or a green roof. But in the case of a larger project, the Site Design Measure(s) will have to be sized following one of two specified hydraulic sizing criteria. In addition, the project will be required to be designed to incorporate into it **Hydromodification Management Measures** that slow and minimize the amount of runoff so that, ideally, and where possible, there is no net-increase of the post-construction runoff flow rate compared to the pre-construction value for a 2-year, 24-hour storm event. The project proponent or subsequent property owner is required to maintain these storm water control measures in an effective condition for perpetuity.

## 1.5 ROLE OF THE MUNICIPAL PLAN CHECKER

The Phase II MS4 Permit states that the municipality “shall require these post-construction standards to be applied on applicable new and redevelopment regulated projects, both private development requiring municipal permits and public projects, to the extent allowable by applicable law.” Therefore, the role of the municipal plan checker is to verify that applicable projects have been properly conditioned with the post-construction standards. The plan checker will be responsible for performing the following tasks:

- Since LID is integral with the design, communication of post-construction submittal requirements shall be included in land use permits or conditions of approval.
- Perform an initial review of the submitted post-construction package including the completed Post-Construction Project Worksheet (included in [Appendix 8](#)) and the Operation and Maintenance Plan and Certificate of Responsibility ([Appendix 9](#)).
- Transmit the package to the municipality’s in-house or contracted engineering staff for review of design and calculations.
- Communicate to the project proponent any required changes or modifications and request a re-submittal of information.
- Review the adequacy of the submitted Operation and Maintenance Plan for the proposed post-construction design measures and make sure that the signed Certificate of Responsibility has been received.
- Condition the project with the proposed and approved post-construction design measures.
- Maintain records of all submitted post-construction design information and plans for a minimum of 5 years.
- Entered into a database or spreadsheet information about Regulated Projects so that they can be tracked by the municipality for annual verification that the storm water treatment measures and hydromodification measures are being maintained in an effective condition.

# INTRODUCTION AND REGULATORY REQUIREMENTS

## 1.6 ROLE OF THE PROJECT PROPONENT

The Phase II MS4 Permit and the Town of Paradise require project proponents to incorporate into its design and completed development post-construction measures that reduce the volume of runoff and mitigate pollutants in runoff. The role of the project proponent is to select design measures that are appropriate for the project and will adequately meet the goals of this Post-Construction Standards Plan. The project proponent will be responsible for performing the following tasks:

- Selecting, sizing, and engineering site design measures, source control measures, and hydromodification management techniques that are adequate in meeting the requirements of this plan.
- Providing to the municipal plan checker the required submittal package, supporting information, maps, drawings, and calculations; including plans and calculations that have been stamped by a certified and / or licensed professional.
- Providing an Operation and Maintenance Plan and a signed Certificate of Responsibility to the plan checker for the on-going maintenance of the constructed post-construction design measures.
- Providing any additional requested information to the plan checker.
- Verifying that approved site design measures and source control measures are constructed as specified on the approved plans.

# APPLICABILITY

## 2 Applicability

In regards to the Post-Construction Standards Plan, all projects fall into one of three possible categories: small, regulated, or not applicable. If a project does not qualify under either of the two following sections, the Post Construction Standards Plan does not apply to it.

### 2.1 SMALL PROJECTS 2,500 TO 5,000 FT<sup>2</sup>

Small projects are defined as those that create and/or replace between 2,500 ft<sup>2</sup> and 5,000 ft<sup>2</sup> of impervious surface. This includes projects that have no net increase in the impervious footprint. Single family homes that create and / or replace 2,500 ft<sup>2</sup> or more of impervious surface and are not part of a larger plan of development are considered to be applicable small projects. Small projects would include, but not limited to, the following:

- New construction that creates between 2,500 ft<sup>2</sup> and 5,000 ft<sup>2</sup> of impervious surface;
- A demolition of a small project site and the redevelopment of that site if more than 2,500 ft<sup>2</sup> of impervious surface is replaced or created;
- The replacement of 2,500 ft<sup>2</sup> or more of a parking lot;
- The construction of a new parking lot that is less than 5,000 ft<sup>2</sup>; and
- A roadway or sidewalk project that is creating or replacing between 2,500 ft<sup>2</sup> and 5,000 ft<sup>2</sup> of impervious surface.

Linear utility projects (LUPs) are not subject to the small project Site Design Measure requirements.

### 2.2 REGULATED PROJECTS >5,000 FT<sup>2</sup>

For the purposes of this Post-Construction Standards Plan, a “Regulated Project” is one that will create and / or replace 5,000 ft<sup>2</sup> or more of impervious surface. Regulated Projects include new and redevelopment projects on public or private land that fall under the planning and permitting authority of the municipality. Redevelopment is defined as any land-disturbing activity that results in the creation, addition, or replacement of exterior impervious surface areas on a site



Figure 2 - A single family home that creates and / or replaces 2,500 ft<sup>2</sup> or more is a small project.

**Impervious Surface** - A surface covering or pavement of a developed parcel of land that prevents the land's natural ability to absorb and infiltrate rainfall/storm water. Impervious surfaces include, but are not limited to; roof tops, walkways, patios, driveways, parking lots, storage areas, impervious concrete and asphalt, and any other continuous watertight pavement or covering. Landscaped soil and pervious pavement, including pavers with pervious openings and seams, underlain with pervious soil or pervious storage material, such as a gravel layer sufficient to hold the specified volume of rainfall runoff are not impervious surfaces.

*Source: Phase II MS4 Permit Glossary*

# APPLICABILITY

on which some past development has occurred. Redevelopment projects do not include pavement grinding and resurfacing of existing roadways; construction of new sidewalks, pedestrian ramps, or bike lanes on existing roadways; or routine replacement of damaged pavement for short, non-contiguous sections of roadway.

Regulated Projects do not include the following:

- Detached single family homes that are not a part of a larger plan of development (they are considered to be a “small project” even if they exceed 5,000 ft<sup>2</sup> of impervious surface);
- Projects that are exclusively interior remodels;
- Routine maintenance or repair such as exterior wall surface replacement, pavement grinding and resurfacing within the existing footprint, and roofing replacement or repair;
- Projects consisting solely of sidewalks or bicycle lanes built as part of new streets or roads and built to direct storm water runoff to adjacent vegetated areas;
- Projects consisting solely of impervious trails built to direct storm water to adjacent non-erodible permeable areas;
- Projects consisting solely of sidewalks, bicycle lanes, or trails constructed with permeable surfaces;
- Replacement of damaged pavement or the replacement of short, non-contiguous sections of roadways; and
- Trenching, excavation, and resurfacing associated with Linear Utility Projects (LUPs) unless it has a discrete location that has 5,000 ft<sup>2</sup> or more of newly constructed contiguous impervious surface such as a pump station or maintenance facility. In such cases, only the discrete location is subject to this Post-Construction Standards Plan.

Please note that some of the above-listed projects may still be considered “small projects” even if they are exempted from being a Regulated Project.

## 2.2.1 The 50% Rule

If a redevelopment project results in an increase of ***more than*** 50 percent of the impervious surface of a previously existing development, runoff from the entire project, consisting of all existing, new, and / or replaced impervious surfaces, must be included in the selection and sizing of site design measures, LID design standards, and hydromodification management measures to the extent feasible. However, if the redevelopment project results in an increase of ***less than*** 50 percent of the impervious surface, only runoff from the new and /or replaced impervious surface must be included in the selection and sizing of site design measures, LID design standards, and hydromodification management measures.



**Figure 3 - Capital improvement projects such as roadways must include post-construction design measures and be appropriately sized.**

# APPLICABILITY

For street and road widening projects that include additional traffic lanes, where the addition of traffic lanes results in an alteration of ***more than*** 50 percent of the impervious surface, runoff from the entire project must be included in the selection and sizing of site design measures, LID design standards, and hydromodification management measures. However, if the addition of traffic lanes results in an alteration of ***less than*** 50 percent of the impervious surface, only the runoff from the new and / or replaced impervious surface is required to be included in the selection and sizing of site design measures, LID design standards, and hydromodification management measures.

## **2.2.2 Effective Date of Applicability**

This Post-Construction Standards Plan becomes effective on July 14, 2015. Until that date, projects are still subject to the 1998 Interim Drainage Design Guidelines. There are no other storm water design requirements because the Town of Paradise was not required by the previous permit to implement such standards. On July 14, 2015, this Post-Construction Standards Plan will apply to all applicable public and private new and redevelopment “Small” and “Regulated Projects”. Any discretionary projects that have been deemed complete prior to July 14, 2015 and have unexpired vesting tentative maps will only need to comply with the municipality’s post-construction requirements that were in effect at the time of the map approval. Capital improvement projects or municipal-owned projects, for which their governing body or designee approved the initiation of the project design prior to July 14, 2015 will need only to comply with the post-construction requirements that were in place at that time.

Approved Tentative Maps and Signed Improvement Plans are completed once a discretionary project has a tentative map application that is deemed complete by the Town of Paradise. Approval of development applications is a discretionary action taken by the Town of Paradise once a discretionary project has a development application deemed complete. If the discretionary project has a tentative map application or development application that was deemed complete prior to July 14, 2015, it is not subject to the Post Construction Standards of the Small MS4 Permit.

## 3 The Submittal and Review Process

Projects applicable to this Post-Construction Standards Plan may originate from different sources. They may be private non-discretionary or discretionary projects, or they may be municipal-owned projects. The following sections describe how applicable projects are detected by the municipality and appropriately conditioned with post-construction design requirements. This section also summarizes the submittal requirements for each type of project.

### 3.1 MINISTERIAL (NON-DISCRETIONARY BUILDING PERMIT) PROJECTS

Projects that are ministerial or non-discretionary projects are those that are not required to pass through the plan check process and can be issued a building permit over the counter. Typically, these projects will either not be applicable to this Post-Construction Standards Plan or be considered “small” projects as defined in [Section 2.1](#). Specific submittal requirements for small projects are identified in [Section 4](#) of this plan. In general, proponents of non-discretionary small projects, will need to submit, at the permit counter, information about the project, the selected design measures, and a printout copy of the State Water Board’s Post-Construction Calculator.

If a ministerial project is found to be a “Regulated Project” as defined in [Section 2.2](#), the requirement for the project to include site design measures, source control measures, LID design standards, and hydromodification management techniques will necessitate that it pass through the plan check process and, thus, will make it become a discretionary project, with respect to this Post-Construction Standards Plan.

### 3.2 DISCRETIONARY (PLAN CHECK) PROJECTS

Discretionary projects are those that are required to pass through the plan check process and be conditioned with site-specific requirements. Discretionary projects have the potential to be classified as “small”, “regulated”, or not applicable to this Post-Construction Standards Plan. In general, proponents of discretionary projects must submit to the plan checker information about the project, which may include: the project’s applicability status to the Post-Construction Standards Plan, site design plans and specifications, a completed Post-Construction Project Worksheet form, and an O&M Plan and signed Certificate of Responsibility. The plan checker will review the post-construction submittal package for completeness and will direct it to the engineering reviewers. Once comments are received from the engineering reviewers, the project proponent will be notified by the plan checker of any required modifications or of the approval of the proposed post-construction design measures. Regulated Projects will be entered into a database or spreadsheet to be tracked by the municipality for annual verification that the storm water treatment measures and hydromodification measures are being maintained in an effective condition.

# THE SUBMITTAL AND REVIEW PROCESS

## 3.3 CAPITAL IMPROVEMENT / MUNICIPAL-OWNED PROJECTS

Public projects, capital improvement projects (CIPs), or other municipal-owned projects typically do not pass through the plan check process, but must also be reviewed for applicability of the post-construction requirements. As both CIPs and stormwater management are roles of the Public Works Department, the following process will be implemented by the Town of Paradise in conditioning and reviewing projects for the post-construction requirements of the municipality's Phase II MS4 Permit.

1. The Public Works Department will review and evaluate the CIPs applicability to the post-construction requirements and make a determination as to whether the proposed project is a “small” project as defined in [Section 2.1](#), a “regulated” project as defined in [Section 2.2](#), or is exempt from the post-construction requirements.
2. The Public Works Department will file a partially completed Post-Construction Project Worksheet (included in [Appendix 8](#)) which will identify information about the project and the selection of the required post-construction design measures. The Town Engineer, their designee, or an engineering contractor, will provide the sizing and design criteria for the selected site design measures, source control measures, LID design standards, and hydromodification management techniques.
3. The Town Engineer, their designee, or an engineer contractor will develop an operation and maintenance plan for the post-construction treatment and hydromodification measures.
4. The municipality will maintain records of all project-related post-construction design information and plans for a minimum of 5 years.
5. Regulated Projects will be entered into a database or spreadsheet to be tracked by the municipality for annual verification that the storm water treatment measures and hydromodification measures are being maintained in an effective condition.



# REQUIREMENTS FOR SMALL PROJECTS (2,500 TO 5,000 FT<sup>2</sup>)

## 4 Requirements for Small Projects (2,500 to 5,000 ft<sup>2</sup>)

The following is a 3-step process required by the Town of Paradise for small projects as defined in [Section 2.1](#).

### 4.1 SELECT SITE DESIGN MEASURES

The first step is for the project proponent to select and implement into the project's design one or more of the following **Site Design Measures**:



**Stream Setbacks and Buffers** – are vegetated areas (including trees, shrubs, riparian habitat, or herbaceous vegetation) that exist or are established to protect a stream system, lake, reservoir, or estuary. These areas provide a buffer between the development and the water body to filter out pollutants carried by storm water, provide stabilization of erodible banks and opportunities to infiltrate water prior to discharging, and help slow peak flows. The *California Storm Water Quality Association's (CASQA) Best Management Handbook (BMP) for New Development and Redevelopment* has a specification sheet (TC-31) for Vegetated Buffer Strips that contains useful information applicable to stream setbacks and buffers. It can be downloaded at:

[www.casqa.org/sites/default/files/BMPHandbooks/tc-31\\_from\\_newdevelopmentredevelopment\\_handbook.pdf](http://www.casqa.org/sites/default/files/BMPHandbooks/tc-31_from_newdevelopmentredevelopment_handbook.pdf)

Contra Costa County has compiled a list of Northern California and other U.S. counties who have stream buffer requirements. This list can be accessed at the following website and utilized as guidance for sizing buffer widths:

[www.acgov.org/pwa/documents/Contra%20Costa%20County%20HCP%20Table%206-4%20Setbacks.pdf](http://www.acgov.org/pwa/documents/Contra%20Costa%20County%20HCP%20Table%206-4%20Setbacks.pdf)



**Soil Quality Improvement and Maintenance** – is accomplished through the addition of soil amendments and the creation of a healthy microbial community. Soils with higher organic content are less likely to erode and also provide nutrients needed to maintain healthy plants. This, in turn, means that landscaping will require less fertilizers and pesticides. Soils with more organic content or covered with a compost layer will retain moister, requiring them to be irrigated less often. Engineered soils allow water to infiltrate and be stored below grade providing LID and hydromodification benefits. The United States Department of Agriculture's Natural Resources Conservation Service (NRCS) has a

# REQUIREMENTS FOR SMALL PROJECTS (2,500 TO 5,000 FT<sup>2</sup>)

publication called the *Urban Soil Primer* which is an excellent resource in helping developers understand how healthy soils improve water quality. This resource can be downloaded at:

[www.nrcs.usda.gov/Internet/FSE\\_DOCUMENTS/nrcs142p2\\_052835.pdf](http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs142p2_052835.pdf)



**Tree Planting and Preservation** – includes the preservation of existing trees and the establishment of new ones. Both evergreens and deciduous trees can be utilized. Trees are beneficial to water quality in that they help stabilize erodible soil, dissipate energy of falling rain, and help slow peak flow rates.



**Rooftop and Impervious Area Disconnection** – is where roof drains and hardscapes do not discharge directly to a storm drain inlet but are directed to permeable areas or rain water collection and harvesting mechanisms. Water, in excess of the permeable area's infiltration capacity or the capacity of the collection / harvesting system, can be directed to a drainage system. CASQA has a BMP specification sheet (SD-11) that provides information about designing roof runoff controls. It can be downloaded at:

[www.casqa.org/sites/default/files/BMPHandbooks/sd-11.pdf](http://www.casqa.org/sites/default/files/BMPHandbooks/sd-11.pdf)



**Porous Pavement** – is pavement that allows runoff to pass through it and infiltrate into the underlying soils. Porous pavement systems are typically designed with a subsurface drainage and storage system that consists of a bed of rock and piped collection system below the porous pavement. Where soils have high infiltration rates, water is allowed to dissipate directly into the soil. Where infiltration rates are less than desirable, a sub-grade gravity collection system conveys excess water to a storm water outfall or storm water sewer system. Porous pavement includes porous asphalt and concrete, porous pavers and bricks, cobbles, reinforced grass pavement, and gravel covered surfaces.



**Green Roofs** – is an engineered vegetative layer grown on a roof that allows a certain amount of runoff reduction by infiltration, storage, and

# REQUIREMENTS FOR SMALL PROJECTS (2,500 TO 5,000 FT<sup>2</sup>)

evapo-transpiration. In 2010, the United States Environmental Protection Agency (USEPA) published a document titled: *Design Guidelines and Maintenance Manual for Green Roofs in the Semi-Arid and Arid West*. This guidance document can be downloaded at:

<http://www2.epa.gov/sites/production/files/documents/GreenRoofsSemiAridAridWest.pdf>



**Vegetated Swales** – are a vegetated, open-channel management practice designed specifically to treat and attenuate storm water runoff through infiltration, biotreatment, and evapo-transpiration. If they are designed with engineered soils, storage and greater infiltration can be achieved. CASQA has a BMP specification sheet (TC-30) that provides information about designing vegetated swales. It can be downloaded at:

[www.casqa.org/sites/default/files/BMPHandbooks/TC-30.pdf](http://www.casqa.org/sites/default/files/BMPHandbooks/TC-30.pdf)



**Rain Barrels and Cisterns** – is a system that collects and stores storm water runoff from a roof or other impervious surfaces. Collected water is saved and reused for irrigation or other purposes. In 2008, the USEPA published a document titled: *Managing Wet Weather with Green Infrastructure Municipal Handbook: Rainwater Harvesting Policies*. This guidance document can be downloaded at:

[http://water.epa.gov/infrastructure/greeninfrastructure/upload/gi\\_munichandbook\\_harvesting.pdf](http://water.epa.gov/infrastructure/greeninfrastructure/upload/gi_munichandbook_harvesting.pdf)

The City of San Diego published a Rain Water Harvesting Guide, which can be downloaded at:

<http://www.sandiego.gov/water/pdf/conservation/rainwaterguide.pdf>

# REQUIREMENTS FOR SMALL PROJECTS (2,500 TO 5,000 FT<sup>2</sup>)

## 4.2 QUANTIFY THE RUNOFF REDUCTION

The second step for small projects is for the project proponent to quantify the runoff reduction resulting from the implementation of the selected Site Design Measure(s). The Phase II MS4 Permit does not set any goals or minimum amounts of runoff reduction. Therefore, this step is only informational. To accomplish this quantification of runoff reduction, the project proponent is required to utilize the State Water Board's Post-Construction Calculator which is available on the Water Board's SMARTS website or can be accomplished through the State's Microsoft Excel™ version of the calculator. The Water Board has created an instructional video on how to populate and use the Post-Construction Calculator. Information about how to access the calculator is included in [Appendix 5](#) of this document.

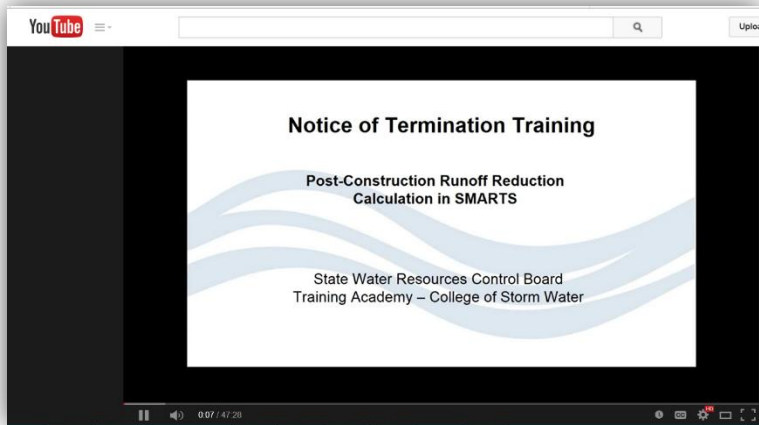


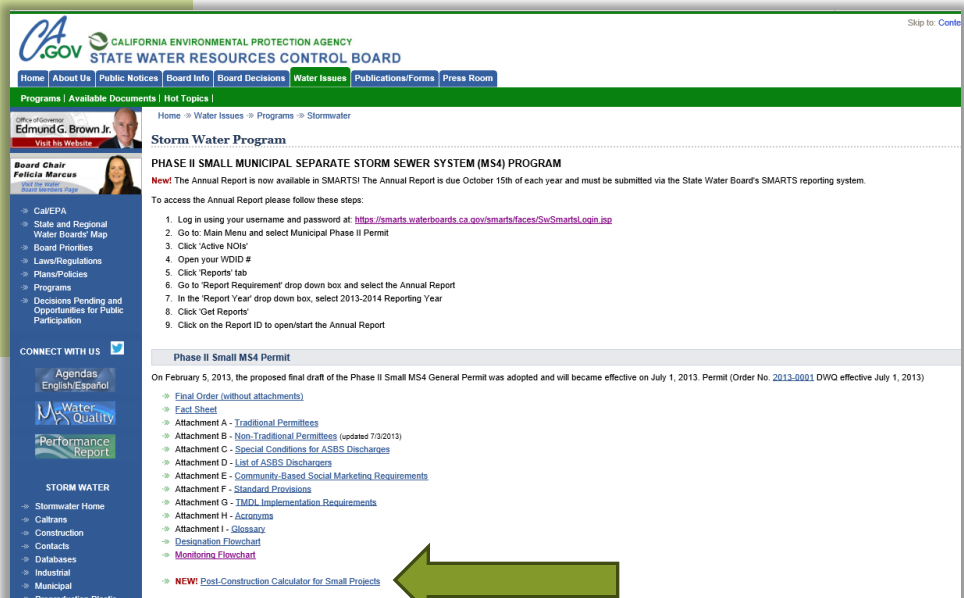
Figure 4 - The Water Board created this 47-minute video that describes how to use the Post-Construction Calculator on SMARTS. It will also help with the Excel version. Although the video was created for the Construction General Permit, it also applies to the Post-Construction Standards Plan. It can be accessed at:

<https://www.youtube.com/watch?v=W3nj4pj8WHY&feature=youtu.be>

### Post-Construction Calculator for Small Projects

The Water Board has created a Microsoft Excel version of the calculator that can now be downloaded from the State Water Board's website at the following link:

[http://www.swrcb.ca.gov/water\\_issues/programs/stormwater/phase\\_ii\\_municipal.shtml](http://www.swrcb.ca.gov/water_issues/programs/stormwater/phase_ii_municipal.shtml)



# REQUIREMENTS FOR SMALL PROJECTS (2,500 TO 5,000 FT<sup>2</sup>)

## 4.3 PREPARE THE SUBMITTAL

The third and final step for the “small” project proponent is to compile the information required to be submitted to the plan checker. This includes the following items:

- A completed Post-Construction Worksheet (obtained from [Appendix 8](#)).
- Site plans showing the selected Site Design Measure(s) (identified in [Section 4.1](#)). The plans must be stamped by a California Civil Professional Engineer if any of the following Site Design Measures were selected: rooftop and impervious area disconnection, porous pavement, or rain cisterns. The plans must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The plans must be stamped by a California Licensed Landscape Architect if any of the following Site Design Measures were selected: stream setbacks and buffers, soil quality improvement, or vegetated swales. The Site Design Measure(s) must be clearly called out on the submitted plans.
- A printout of the results page from the Water Board’s SMARTS or Microsoft Excel™ Post-Construction Calculator.

INPUT FOR WATERSHED: Enter watershed details and click on the Compute & Save button.

I.a. Name:   
 I.b. County:   
 I.c. Closest Location:   
 I.d. Size(acres):

Pre-Construction INPUT

I.e. Dominant Soil Type:   
 I.f. Existing Dominant Non-built Land Use Type:   
 I.g. Existing rooftop impervious area(acres):   
 I.h. Existing non-rooftop impervious area(acres):

Post-Construction INPUT

I.i. Proposed Dominant Non-built Land Use Type:   
 I.j. Proposed rooftop impervious area(acres):   
 I.k. Proposed non-rooftop impervious area(acres):

OUTPUT:

O.a. Existing Runoff Curve Number:	<input type="text" value="89"/>	O.d. Proposed Runoff Curve Number:	<input type="text" value="89.494"/>
O.b. Design Storm(Inches):	<input type="text" value="0.49"/>	O.e. Net Credit of Volume Credits:(Cubic feet)	<input type="text" value="3130.471"/>
O.c. Pre-project Runoff Volume(Cubic Feet):	<input type="text" value="497.85"/>	O.f. Post-project Runoff Volume(Cubic Feet):	<input type="text" value="569.14"/>
O.g. Post-project Runoff Volume minus Volume Credits(Cubic Feet):	<input type="text" value="-2,561.34"/>		

\*\*\*Post-project Runoff Volume minus Volume Credits <- Pre-project Runoff Volume. No further calculation is necessary!

Volume Credit Calculator Worksheets:

Formula	Credit(Cubic Feet)
<a href="#">A. Porous Pavement</a>	<input type="text" value="0"/>
<a href="#">B. Tree Planting</a>	<input type="text" value="223.772"/>
<a href="#">C. Downspout Disconnection</a>	<input type="text"/>
<a href="#">D. Impervious Area Disconnection</a>	<input type="text"/>
<a href="#">E. Green Roof</a>	<input type="text"/>
<a href="#">F. Stream Buffer</a>	<input type="text"/>
<a href="#">G. Vegetative Swale</a>	<input type="text"/>
<a href="#">H. Rain Barrels/Cisterns</a>	<input type="text"/>
<a href="#">I. Soil Quality</a>	<input type="text" value="2906.699"/>

Select Site Design Measures here.

Figure 5 - The results summary from the Post-Construction Calculator is required to be provided with the submittal to the municipal plan checker. It is important to note that there is no requirement to meet any specific volume reduction, but only to quantify the reduction of the selected Site Design Measure(s). The calculator may state that the runoff volume credit has not been met; but, disregard any such message.

# REQUIREMENTS FOR REGULATED PROJECTS

## 5 Requirements for Regulated Projects

The following is a 6-step process required by the Town of Paradise for Regulated Projects as defined in [Section 2.2](#).

### 5.1 SPECIFY DRAINAGE MANAGEMENT AREAS

Regulated Projects are required to provide a map or diagram that divides the development into discrete Drainage Management Areas (DMAs). These are areas of the project where the nature of the development is distinct from the other portions of the development and, therefore, require a unique approach to mitigating storm water runoff. A separate DMA would also be necessary for portions of the project where post-construction design measures are dedicated to that portion and operate independently from the other DMAs. Some projects will have multiple DMAs while other projects may have only one single DMA.

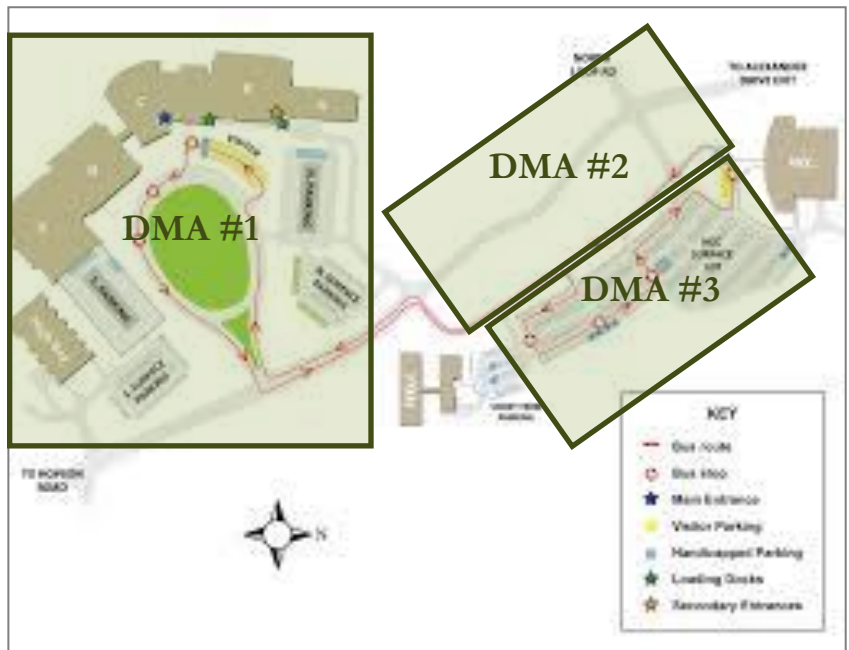


Figure 6 - Regulated Projects must submit a map with the boundaries of the various DMAs depicted.

### 5.2 IDENTIFY APPLICABLE SOURCE CONTROLS

The project proponent is required to identify potential sources of pollutants and to include into the design appropriate Best Management Practices / Source Controls. If a proposed Regulated Project has any of the potential pollutant-generating activities or sources identified in [Table 1](#), it must be designed and operated consistent with the recommendations provided in the CASQA Storm Water BMP Handbooks. A link is provided in [Table 1](#) to each BMP specification. The CASQA Handbooks can be accessed in their entirety at [www.CASQA.org](http://www.CASQA.org). There is an annual subscription to access the Commercial / Industrial Handbook and the Construction Handbook. At the date of this edition of the Post-Construction Standards Plan, CASQA was still offering free access to their BMP Handbooks for Municipal Operations and New Development and Redevelopment.

# REQUIREMENTS FOR REGULATED PROJECTS

TABLE 1 – LIST OF SOURCE CONTROLS

Activity / Pollutant Source	CASQA BMP Handbook Link	Activity or Design-based Control Measure
Accidental spills or leaks	<a href="#">SC-11</a>	Activity
Interior floor drains	<a href="#">SC-10</a>	Activity and Design (connection of interior floor drains to the storm drainage system is prohibited)
Parking / storage areas and maintenance	<a href="#">SC-43</a>	Activity
Indoor and structural pest control	<a href="#">SC-35</a>	Activity
Landscape / outdoor pesticide use	<a href="#">SD-10</a> <a href="#">BG-40</a>	Activity
Pools, spas, ponds, decorative fountains, and other water features	<a href="#">BG-63</a> <a href="#">SC-72</a>	Activity and Design
Restaurants, grocery stores, and other food service operations	<a href="#">BG-30</a>	Activity
Refuse areas	<a href="#">SC-34</a> <a href="#">SD-32</a>	Activity and Design
Industrial processes	<a href="#">SD-35</a> <a href="#">SD-36</a>	Design
Outdoor storage of equipment or materials	<a href="#">SC-32</a> <a href="#">SD-34</a>	Activity and Design
Vehicle and equipment cleaning	<a href="#">SC-21</a> <a href="#">SD-33</a> <a href="#">BG-65</a>	Activity and Design
Vehicle and equipment repair and maintenance	<a href="#">SC-22</a> <a href="#">BG-21</a>	Activity
Fuel dispensing areas	<a href="#">SC-20</a> <a href="#">SD-30</a> <a href="#">BG-22</a>	Activity and Design
Loading docks	<a href="#">SC-30</a> <a href="#">SD-31</a>	Activity and Design
Fire sprinkler test water	<a href="#">SC-41</a>	Activity
Drain or wash water from boiler drain lines, condensate drain lines, rooftop equipment, drainage sumps, and other sources	<a href="#">SC-10</a> <a href="#">SC-41</a>	Activity
Unauthorized non-storm water discharges	<a href="#">SC-10</a>	Activity
Building and grounds maintenance	<a href="#">SC-41</a>	Activity

# REQUIREMENTS FOR REGULATED PROJECTS

## 5.3 INCORPORATE LOW IMPACT DEVELOPMENT DESIGN STANDARDS

The project proponent must demonstrate how each DMA has been designed to accomplish the LID Standards listed in [Table 2](#).

TABLE 2 – LID STANDARDS

1. **Define the development envelope and protected areas, identifying areas that are most suitable for development and areas to be left undisturbed.**
2. **Concentrate development on portions of the site with less permeable soils and preserve areas that can promote infiltration.**
3. **Limit overall impervious coverage of the site with paving and roofs.**
4. **Set back development from creeks, wetlands, and riparian habitats.**
5. **Preserve significant trees.**
6. **Conform the site layout along natural landforms.**
7. **Avoid excessive grading and disturbance of vegetation and soils.**
8. **Replicate the site's natural drainage patterns.**
9. **Detain and retain runoff throughout the site.**

In completing Post-Construction Project Worksheet (included in [Appendix 8](#)), the project proponent will be required to demonstrate for each DMA how it is accomplishing the nine LID Standards listed in [Table 2](#). This demonstration can be done through narrative description, calculations, supporting information, and / or site plans and diagrams. The municipal plan checker will review the project proponent's response to each of the nine LID Standards and may challenge unsubstantiated statements, request additional information, or request that more be done to meet the objective of one or more of these LID Standards.

## 5.4 SELECT AND SIZE SITE DESIGN AND TREATMENT CONTROL MEASURES

As with small projects, Regulated Projects must also select one or more Site Design Measures (also called "facilities" in the Phase II MS4 Permit) that infiltrate, evapo-transpire, harvest and reuse, or biotreat storm water runoff. Regulated Projects are required to reduce the amount of runoff by sizing each "facility" (Site Design or Treatment Control Measure) to one of two hydraulic design criteria specified in the Phase II MS4 Permit. This section of the plan discusses how project proponents select, size, and configure Site Design and Treatment Control Measures.

### 5.4.1 List of Site Design Measures and Associated Sizing Criteria

Many of the Site Design Measures are described in [Section 4.1](#) of this Post-Construction Standards Plan. [Table 3](#) lists these Site Design Measures along with other possible Treatment Control Measures that infiltrate, evapo-transpire, harvest and reuse, or biotreat storm water runoff. The project proponent will need to select one or more of these control measures for each DMA. For each measure listed in [Table 3](#), the appropriate hydraulic sizing criteria and specification reference is also provided.



# REQUIREMENTS FOR REGULATED PROJECTS

TABLE 3 – SITE DESIGN AND TREATMENT CONTROL MEASURES

Site Design or Treatment Control Measure	Description	CASQA Specification	Sizing Criteria
<b>Stream setbacks and vegetated buffers</b> (Site Design Measure)	Preservation of a green strip or vegetated buffer between the development and the discharge point through which storm water runoff passes.	<u>TC-10</u>	Flow
<b>Soil quality improvement</b> (Site Design Measure)	Commonly used in conjunction with landscaping, bioretention, or storm water gardens. Also known as “engineered soils”, through which storm water can infiltrate. This provides additional on-site storage and reduces peak flow rates.	<u>TC-40</u>	Volume
<b>Tree planting and preservation</b> (Site Design Measure)	Incorporated into the site’s landscaping. Trees reduce the energy of falling rain and help to reduce peak flow rates.	<u>SD-10</u>	SMARTS Calculator
<b>Porous pavement</b> (Site Design Measure)	Porous asphalt, concrete, or pavers; cobbles or rock covered surfaces; typically with at least 18” of drainage rock below the porous surface covering to store and infiltrate storm water.	<u>SD-20</u>	Volume
<b>Green roofs</b> (Site Design Measure)	Plants and growing media permanently installed on a rooftop to allow a certain amount of storm water infiltration and storage.	<u>TC-40</u>	Volume
<b>Vegetated swales</b> (Site Design Measure)	Storm water conveyance swales that are vegetated to stabilize the swale and prevent erosion. Vegetated swales improve water quality by providing filtration and bio-uptake of pollutants and by promoting sedimentation of suspended particles. Often, vegetative swales are used in conjunction with “soil quality improvement” to provide greater infiltration and / or with retention or detention basins.	<u>TC-30</u>	Flow
<b>Rain harvesting and reuse</b> (Site Design Measure)	Large scale or small scale capture, collection and re-use of storm water runoff. Includes rain barrels used at downspouts and large cisterns and collection systems.	<u>TC-12</u>	Volume
<b>Bioretention and rain gardens</b> (Treatment Control Measure)	Depressed landscaped areas to which storm water runoff flows. These rain gardens are designed with engineered soils so that they facilitate infiltration and storage of storm water.	<u>TC-32</u>	Volume
<b>Infiltration trench, Flow-through Planter, or Tree Wells</b> (Treatment Control Measure)	Similar in concept to a French drain or a leach field, in which storm water runoff is able to drain to a trench or pit that has been filled with rock. It provides underground storage of the water until it can infiltrate into the soils.	<u>TC-10</u>	Volume and Flow
<b>Retention and detention basins</b> (Treatment Control Measure)	Aboveground storage of storm water runoff in a basin that allows it to infiltrate into soils and / or be stored and released at a slower flow rate. Impounded water must be infiltrated or discharged within 72 hours to avoid vector breeding problems.	<u>TC-11</u> <u>TC-12</u> <u>TC-22</u> <u>TC-40</u>	Volume

A single control measure or a combination of two or more of the control measures specified in [Table 3](#) can be used to meet the hydraulic sizing criteria for each DMA. An example of a control measure combination would be a site using engineered soils below a vegetated swale and using a rain harvesting /

# REQUIREMENTS FOR REGULATED PROJECTS

collection system for roof drains that are in the same DMA. Information for on-line publicly available design references and guidance to many of the above-listed control measures are provided in [Appendix 7](#).

## 5.4.2 Volumetric Criteria

The Phase II MS4 Permit requires the municipality to condition applicable new development and redevelopment projects to require “facilities” designed to evapo-transpire, infiltrate, harvest/use, and biotreat storm water **and that are designated on Table 3 as a volume-based control measure** to meet at least one of the following volumetric hydraulic sizing design criteria:

- The maximized capture storm water volume for the tributary area, on the basis of historical rainfall records, determined using the formula and volume capture coefficients in the *Urban Runoff Quality Management, WEF Manual of Practice No. 23/ASCE Manual of Practice No. 87 (1998)* pages 175-178 (that is, approximately the 85<sup>th</sup> percentile 24-hour storm runoff event); **or**
- The volume of annual runoff required to achieve 80 percent or more capture, determined in accordance with the methodology in Section 5 of *CASQA’s Stormwater Best Management Practice Handbook, New Development and Redevelopment (2003)*, using local rainfall data.

As a part of this Post-Construction Standards Plan, the Town of Paradise is providing the project proponent with a Microsoft Excel™ worksheet that calculates the volumetric criteria. (Refer to [Appendix 6](#) for information on how to download and use the worksheet). In this worksheet, capture volumes can be calculated using both of the above-referenced volumetric criteria methods. Both methods are described in Section 5 of the *2003 Edition of the CASQA Stormwater Best Management Practice Handbook for New Development and Redevelopment*. Section 5 of the handbook can be accessed and downloaded at the following web link:

[www.casqa.org/sites/default/files/BMPHandbooks/BMP\\_NewDevRedev\\_Section\\_5.pdf](http://www.casqa.org/sites/default/files/BMPHandbooks/BMP_NewDevRedev_Section_5.pdf)

The project proponent can select either method to size the Site Design and Treatment Control Measures that require volumetric sizing as specified in [Table 3](#). **To satisfy the plan check requirements one or more of these control measures must be used for each DMA and sized for the total runoff area of the DMA.**

The State Water Board’s Post-Construction Calculator (refer to [Appendix 5](#)) provides a discharge credit for trees by allowing an area of 218 ft<sup>2</sup> for each evergreen tree and 109 ft<sup>2</sup> for each deciduous tree. If trees are included within the DMA boundary, the project proponent may take the total area within the DMA (number of trees multiplied by the allowed area credit) multiplied by the “P” value (converted from inches to feet) as shown on Volumetric Sizing Tool in [Appendix 6](#). This will provide a volume reduction in cubic feet which may be used in meeting the overall volumetric criteria for the DMA and has been built into the Volumetric Sizing Tool.

## 5.4.3 Flow-Based Criteria

The Phase II MS4 Permit requires the municipality to condition applicable new development and redevelopment projects to require “facilities” designed to evapo-transpire, infiltrate, harvest/use, and

# REQUIREMENTS FOR REGULATED PROJECTS

bioretain storm water ***and that are designated on Table 3 as a flow-based control measure*** to meet at least one of the following flow-based hydraulic sizing design criteria:

- The flow of runoff produced from a rain event equal to at least 0.2 inches per hour intensity; ***or***
- The flow of runoff produced from a rain event equal to at least 2 times the 85<sup>th</sup> percentile hourly rainfall intensity as determined from local rainfall records. Local rainfall records are provided in Appendix D of the *CASQA Stormwater Best Management Practice Handbook for New Development and Redevelopment* for Fresno, Sacramento, and Redding, California.<sup>3</sup> Table 4 below provides the 85<sup>th</sup> percentile hourly rainfall intensities for these Central Valley locations as reported in the CASAQ BMP Handbook.

TABLE 4 - RAINFALL INTENSITIES AND FLOW-BASED DESIGN VALUES

Central Valley Weather Station	85 <sup>th</sup> Percentile Rainfall Intensity (inches/hour)	Flow-Based Design Value (2 x 85 <sup>th</sup> Percentile Intensity in inches/hour)
Fresno – Yosemite International Airport (3257)	0.090	0.180
Sacramento – 5 ESE (7633)	0.093	0.186
Redding – Municipal Airport (7304)	0.130	0.260

The project proponent can select either method to size the Site Design and Treatment Control Measures that require flow-based sizing as specified in Table 3. ***To satisfy the plan check requirements one or more of these control measures must be used for each DMA and sized for the total runoff area of the DMA.***

#### 5.4.4 Allowed Variations and Exceptions

Site Design and Treatment Control Measures that infiltrate or bioretain storm water into the subsurface may be altered in their design as specified on Table 5.

<sup>3</sup> [www.casqa.org/sites/default/files/BMPHandbooks/BMP\\_NewDevRedev\\_Appendix\\_D.pdf](http://www.casqa.org/sites/default/files/BMPHandbooks/BMP_NewDevRedev_Appendix_D.pdf)

# REQUIREMENTS FOR REGULATED PROJECTS

TABLE 5 – ALLOWED DESIGN VARIATIONS

Condition	Allowed Variation
<b>Facilities located within 10 feet of structures or other potential geotechnical hazards established by the geotechnical expert for the project</b>	May incorporate an impervious cutoff wall between the bioretention / infiltration facility and the structure or other geotechnical hazard
<b>Facilities with documented high concentrations of pollutants in underlying soil or groundwater; facilities located where infiltration could contribute to a geotechnical hazard; and facilities located on elevated plazas or other structures</b>	May incorporate an impervious liner and may locate the underdrain discharge at the bottom of the subsurface drainage/storage layer (this configuration is commonly known as a “flow-through planter”)
<b>Facilities located in areas of high groundwater, highly infiltrative soils or where connection of underdrain to a surface drain or to a subsurface storm drain are infeasible</b>	May omit the underdrain
<b>Facilities serving high-risk areas such as fueling stations, truck stops, auto repairs, and heavy industrial sites</b>	Are required to provide additional treatment to address pollutants of concern prior to the flow reaching the infiltration facility

If the project proponent demonstrates that the use of bioretention or infiltration control measures are infeasible at the site, other types of treatment such as tree-box biofilters, compost filters, or in-vault media filters may be utilized for the following types of projects:

1. Projects creating or replacing an acre or less of impervious area, and located in a designated pedestrian-oriented commercial district (i.e., smart growth projects), and having at least 85% of the entire project site covered by permanent structures;
2. Facilities receiving runoff solely from existing (pre-project) impervious areas; and
3. Historic sites, structures or landscapes that cannot alter their original configuration in order to maintain their historic integrity.

If any of these alternate non-infiltrating treatment control measures are utilized, they must meet the following performance criteria:

- Sized to treat the volumetric criteria specified in [Section 5.4.2](#) or the flow-based criteria in [Section 5.4.3](#) as appropriate to the type of treatment control measure selected.
- Selected to effectively remove pollutants of concern associated with the new development.

The project proponent is required to support the demonstration of infeasibility of using bioretention or infiltration control measures at the project site and the selection of the alternate non-infiltration treatment control measure(s) through the opinion of a qualified expert such as a California licensed Professional Civil Engineer, a California licensed Professional Geologist, a California licensed Geotechnical Engineer,

# REQUIREMENTS FOR REGULATED PROJECTS

and/or an EnviroCert International, Inc. Certified Professional in Storm Water Quality (CPSWQ). If an alternate non-infiltrating treatment control measure(s) is proposed by the project proponent, a technical report, stamped and signed by any of the above-referenced experts, demonstrating infeasibility of bioretention or infiltration and the selection and sizing of the alternate treatment control measure must be submitted with the Post-Construction Project Worksheet ([Appendix 8](#)).

## 5.5 INCORPORATE HYDROMODIFICATION MANAGEMENT MEASURES

Storm water runoff that is not addressed with Site Design Measures must be treated with Treatment Control Measures (both of which are identified on [Table 3](#)) designed to infiltrate, evapo-transpire, and/or bioretain runoff. In other words, if the DMA is utilizing trees and a storm water capture, collection, and reuse system, **only the net runoff**, after factoring in the credit for the trees and for the amount captured / recycled, is subject to being included in the treatment control requirements. Treatment “facilities” must comply with the following design parameters:

1. Sized to treat the volumetric criteria specified in [Section 5.4.2](#) or the flow-based criteria in [Section 5.4.3](#) as appropriate to the type of treatment control measure selected;
2. Maximum surface loading rate of the infiltration facility of 5 inches per hour, based on the runoff rates calculated for the DMA;
3. Minimum surface reservoir volume equal to surface area of the infiltration facility times a depth of 6 inches;
4. Minimum planting medium depth of 18 inches. The planting medium must sustain a minimum infiltration rate of 5 inches per hour throughout the life of the project and must maximize runoff retention and pollutant removal. A mixture of sand (60%-70%) meeting the specifications of American Society for Testing and Materials (ASTM) C33 and compost (30%-40%) may be used.
5. Subsurface drainage/storage layer (typically gravel) with an area equal to the surface area and having a minimum depth of 12 inches;
6. Underdrain with discharge elevation at top of the gravel layer;
7. No compaction of soils beneath the treatment control “facility”; or if the soils had previously been compacted, they must be ripped and loosened;
8. No liners or other barriers interfering with infiltration; and
9. Appropriate plant palette for the specified soil mix and maximum available water use.

Alternatives to the above-listed nine design parameters for treatment “facilities” is allowed if **all** of the following equivalent effectiveness features are demonstrated:

- Equal or greater amount of runoff infiltrated or evapo-transpired;
- Equal or lower pollutant concentrations in runoff that is discharged after biotreatment / infiltration;
- Equal or greater protection against shock loadings and spills; and

# REQUIREMENTS FOR REGULATED PROJECTS

- Equal or greater accessibility and ease of inspection and maintenance.

Regulated projects that create and/or replace one acre or more of impervious surface must have incorporated Site Design and Treatment Control Measures (from [Table 3](#)) that prevent the post-project runoff from exceeding the pre-project flow rate for a 2-year, 24-hour storm event. This does not include projects that do not increase impervious surface area over the pre-project conditions. The 2-year, 24-hour values for a few selected Butte County locations are shown in [Table 6](#). The 2-year, 24-hour storm event volumes for all of Northern California are included on an isopluvial map included on the last tab of the Volumetric Post-Construction BMP Sizing Tool (which can be downloaded following the instructions in [Appendix 6](#)).

**TABLE 6 – 2-YEAR, 24-HOUR STORM TOTALS FOR SELECTED LOCATIONS**

Location	2-Year 24-Hour Design Value
Town of Paradise	5.0 inches
Magalia	5.8 inches
City of Chico	2.8 inches
City of Oroville	2.8 inches

## 5.6 PREPARE THE SUBMITTAL

The sixth and final step for Regulated Projects is to compile the information required to be submitted to the plan checker. This includes the following items:

- A completed Post-Construction Worksheet is required (obtained from [Appendix 8](#)).
- A separate site plan for each DMA must be submitted. If there are multiple DMAs, a key map showing the location of the DMAs in relationship to one another and the entire site is required to be submitted. Each DMA site plan is required to show the following information:
  - ✓ DMA name and boundary;
  - ✓ The selected Site Design and Treatment Control Measures (identified in [Table 3](#));
  - ✓ The total drainage area in square feet of the DMA;
  - ✓ The pre-development peak flow rate at the point(s) of discharge;
  - ✓ The predicted post-development peak flow rate at the point(s) of discharge;
  - ✓ Areas of existing impervious surfaces (pre-development);
  - ✓ Proposed areas of impervious surfaces (post-development);
  - ✓ Setbacks from creeks, wetlands, and riparian habitats;
  - ✓ Existing topography and drainage patterns (pre-development);
  - ✓ Proposed topography and drainage patterns (post-development);

# REQUIREMENTS FOR REGULATED PROJECTS

- ✓ Soil types, soil type boundaries within the DMA, and their Hydrologic Soil Group Classification rating (A, B, C, or D); and
- ✓ Trees, vegetation, and sensitive environmental areas to be protected and preserved.

Each plan must be stamped by a qualified licensed professional. The plans must be stamped by a California Civil Professional Engineer if any of the following control measures were selected: rooftop and impervious area disconnection, porous pavement, rain cisterns, bioretention or rain gardens, infiltration trench, or retention or detention basins. The plans must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The plans must be stamped by a California licensed Landscape Architect if any of the following Site Design Measures were selected: stream setbacks and buffers, soil quality improvement, vegetated swales, bioretention and rain gardens. The selected Site Design and Treatment Control Measure(s) must be clearly called out on the submitted plans.

- Design drawings for the proposed Treatment Control Measures showing a plan view, elevation view, and subsurface cross-sections must be submitted. Sufficient detail and specifications should be included in these drawings to provide for adequate plan check review and for the construction of the treatment “facility”. The drawings must be stamped by a California Civil Professional Engineer if any of the following control measures were selected: rooftop and impervious area disconnection, porous pavement, rain cisterns, bioretention or rain gardens, infiltration trench, or retention or detention basins. The drawings must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The drawings must be stamped by a California licensed Landscape Architect if any of the following Site Design Measures were selected: stream setbacks and buffers, soil quality improvement, vegetated swales, bioretention and rain gardens.
- A print out of the results page from the MS Excel™ Volumetric BMP Sizing Tool for each DMA and control measure that requires the volumetric sizing criteria is required to be submitted. (Refer to [Appendix 6](#) for information on how to download the tool.)
- Calculations stamped by the appropriate licensed individual (as described above) for each DMA and control measure that requires flow-based sizing criteria must be included with the submittal.
- An Operation and Maintenance Plan and signed Statement of Responsibility for the proposed treatment control measures must accompany the submittal (refer to [Section 6](#)).

Soil types and Hydrologic Soil Groups (HSGs) can be identified using the USDA's online Web Soil Survey. The online tool uses aerial maps to select the area of interest. To access this online reference, go to:

<http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>

**TABLE 7 – HYDROLOGIC SOIL GROUPS**

Group A	Low runoff potential, high infiltration rates
Group B	Moderately low runoff potential, good infiltration rates
Group C	Moderately high runoff potential, low infiltration rates
Group D	High runoff potential, poor infiltration

For more information on the HSG classifications, go to:

<http://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=17757.wba>

# OPERATION AND MAINTENANCE OF POST-CONSTRUCTION MEASURES

## 6 Operation and Maintenance of Post-Construction Measures

Owners of the projects where post-construction treatment control measures (as identified on [Table 3](#)) were installed are required to maintain the control measures so that they operate effectively and as designed. To that effect, the project proponent during the plan check process must submit an Operation & Maintenance (O&M) Plan and a Statement of Responsibility.

### 6.1 LONG TERM PLAN FOR CONDUCTING REGULAR MAINTENANCE OF CONTROL MEASURES

The owner of the project where any post-construction treatment control measures were installed is required to prepare a written plan for conducting regular inspections and maintenance of the installed treatment facilities. The proposed O&M activities should be commensurate with the maintenance measures identified in the CASQA BMP specifications. (Refer to the hyperlinked references in [Table 3](#).) The O&M Plan is required to identify the following information:

- Property name and address;
- Name of the DMA(s) and Treatment Control Measure(s);
- Property owner's contact information including name, mailing address, telephone number, and email address;
- Contact information for any contracted or delegated inspectors and maintenance personnel;
- Minimum inspection frequency by the property owner or their designee;
- Conditions that require maintenance or repair of the Treatment Control Measure; and
- Preventative maintenance tasks, their frequency, and who will perform them.

The project proponent is required to use the form provided in [Appendix 9](#) for the O&M Plan submittal.

### 6.2 STATEMENT OF RESPONSIBILITY

On the O&M Plan form (included in Appendix 9) is a Statement of Responsibility that must be accepted and signed by the property owner or the owner's duly authorized representative. The completed and signed form must be submitted during the plan check process. The statement indicates the current property owner's acceptance of responsibility for the on-going operation, inspection, and maintenance of the treatment control measures until the property and / or responsibility is legally transferred to another entity (such as the new property owner or a maintenance district). It is the responsibility of the current owner to notify the new owner or responsible party of their on-going O&M obligations. The storm water municipal code for the Town of Paradise provides the municipality with the legal authority to require any property owner to properly maintain installed storm water treatment control measures.



# OPERATION AND MAINTENANCE OF POST-CONSTRUCTION MEASURES

## 6.3 SELF-CERTIFICATION ANNUAL REPORTS

Each year the Town of Paradise will mail to owners of installed Treatment Control Measures an O&M self-certification form. This form is required to be completed annually by the owner of the property to certify that the O&M program (described in [Section 6.1](#)) is being implemented and that the Treatment Control Measure(s) is in an effective operational condition. The property owner will have up to 60 days to complete and return the annual O&M self-certification form. If reports are not received within the 60-day period, the Town of Paradise will perform the inspection and assessment; and the property owner will be invoiced for it as described in the municipal code.

## 7 Municipal-Specific Information

### 7.1 CONTACT INFORMATION

The Town of Paradise is subject to the State Water Board's Phase II MS4 Permit and is required to condition applicable new development and redevelopment projects with the requirements contained in this Post-Construction Standards Plan. This plan was prepared as a part of a collaborative effort with other California Central Valley municipalities which are listed in [Appendix 10](#). Although the plan is similar in content with these collaborating municipalities, it has been customized by the Town of Paradise to meet hydrologic, topographic, and geophysical conditions; local zoning and building standards; and organizational requirements specific to this municipality.

For more information on the requirements of this plan or to obtain additional guidance on how to meet the conditions of this plan, please contact:

Public Works Department  
Town of Paradise  
5555 Skyway  
Paradise, CA 95969  
(530) 872-6291

For more information about the Town of Paradise's storm water program or to download a copy of this Post-Construction Standards Plan or related-forms and tools, go to:

[www.townofparadise.com/stormwater](http://www.townofparadise.com/stormwater)

# APPENDIX 1 - GLOSSARY

## Glossary for the Post-Construction Standards Plan<sup>4</sup>

**Capital Improvement Project (CIP)** – A public project that is owned by the municipality. It is not subject to the plan check process but is subject to the Post-Construction Standards Plan and Section E.12 of the Phase II MS4 Permit. (Definition provided by the document publisher.)

**Detached Single-family Home Project** - The building of one single new house or the addition and/or replacement of impervious surface associated with one single existing house, which is not part of a larger plan of development.

**Discretionary Project** – A project that is subject to the municipal plan check process and discretionary review and conditioning.

**Facility** – For the purpose of this Post-Construction Development Standards Plan, facility refers to a Site Design Control or Treatment Control Measure and does not refer to a property, parcel, industrial plant, or place of business. (Definition provided by the document publisher.)

**Hydromodification** - Modification of hydrologic pathways (precipitation, surface runoff, infiltration, groundwater flow, return flow, surface-water storage, groundwater storage, evaporation and transpiration) that results in negative impacts to watershed health and functions.

**Impervious Surface** - A surface covering or pavement of a developed parcel of land that prevents the land's natural ability to absorb and infiltrate rainfall/storm water. Impervious surfaces include, but are not limited to; roof tops, walkways, patios, driveways, parking lots, storage areas, impervious concrete and asphalt, and any other continuous watertight pavement or covering. Landscaped soil and pervious pavement, including pavers with pervious openings and seams, underlain with pervious soil or pervious storage material, such as a gravel layer sufficient to hold the specified volume of rainfall runoff are not impervious surfaces.

**Linear Underground/Overhead Projects (LUPs)** - Include, but are not limited to, any conveyance, pipe, or pipeline for the transportation of any gaseous, liquid (including water and wastewater for domestic municipal services), liquescent, or slurry substance; any cable line or wire for the transmission of electrical energy; any cable line or wire for communications (e.g., telephone, telegraph, radio, or television messages); and associated ancillary facilities. Construction activities associated with LUPs include, but are not limited to, (a) those activities necessary for the installation of underground and overhead linear facilities (e.g., conduits, substructures, pipelines, towers, poles, cables, wires, connectors, switching, regulating and transforming equipment, and associated ancillary facilities); and include, but are not limited to, (b) underground utility mark-out, potholing, concrete and asphalt cutting and removal, trenching, excavation, boring and drilling, access road and pole/tower pad and cable/wire pull station, substation construction, substructure installation, construction of tower footings and/or foundations, pole and tower installations, pipeline installations, welding, concrete and/ or pavement repair or replacement, and stockpile/borrow locations.

**Low Impact Development** – A sustainable practice that benefits water supply and contributes to water quality protection. Unlike traditional storm water management, which collects and conveys storm water runoff through storm drains, pipes, or other conveyances to a centralized storm water facility, Low Impact

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<sup>4</sup> Definitions (unless otherwise specified) are from the Phase II MS4 NPDES General Permit, Order No. 2013-0001-DWQ, Attachment I; [www.swrcb.ca.gov/water\\_issues/programs/stormwater/docs/phsii2012\\_5th/att\\_i\\_glossary\\_final.pdf](http://www.swrcb.ca.gov/water_issues/programs/stormwater/docs/phsii2012_5th/att_i_glossary_final.pdf)

Development (LID) takes a different approach by using site design and storm water management to maintain the site's pre-development runoff rates and volumes. The goal of LID is to mimic a site's predevelopment hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to the source of rainfall. LID has been a proven approach in other parts of the country and is seen in California as an alternative to conventional storm water management.

**Ministerial Project** – A project that is non-discretionary and consists of a grading or building permit that is pulled “over-the-counter” without a plan check review process. (Definition provided by the document publisher.)

**Municipal Separate Storm Sewer System (MS4)** - The regulatory definition of an MS4 (40 CFR 122.26(b)(8)) is "a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains): (i) Owned or operated by a state, city, town, borough, county, parish, district, association, or other public body (created to or pursuant to state law) including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the Clean Water Act that discharges into waters of the United States. (ii) Designed or used for collecting or conveying storm water; (iii) Which is not a combined sewer; and (iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2." In practical terms, operators of MS4s can include municipalities and local sewer districts, state and federal departments of transportation, public universities, public hospitals, military bases, and correctional facilities. The Storm water Phase II Rule added federal systems, such as military bases and correctional facilities by including them in the definition of small MS4s.

**National Pollutant Discharge Elimination System (NPDES)** - A national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the CWA.

**New Development** - New Development means land disturbing activities; structural development, including construction or installation of a building or structure, creation of impervious surfaces; and land subdivision on an area that has not been previously developed.

**Non-Discretionary Project** – A project that is not subject to the municipal plan check process; also known as a ministerial project. (Definition provided by the document publisher.)

**Pervious Pavement** - Pavement that stores and infiltrates rainfall at a rate that exceeds conventional pavement.

**Pollutants of Concern** - Pollutants of concern found in urban runoff include sediments, non-sediment solids, nutrients, pathogens, oxygen-demanding substances, petroleum hydrocarbons, heavy metals, floatables, polycyclic aromatic hydrocarbons (PAHs), trash, and pesticides and herbicides.

**Redevelopment** - Land-disturbing activity that results in the creation, addition, or replacement of exterior impervious surface area on a site on which some past development has occurred. Redevelopment does not include trenching, excavation and resurfacing associated with LUPs; pavement grinding and resurfacing of existing roadways; construction of new sidewalks, pedestrian ramps, or bike lanes on existing roadways; or

routine replacement of damaged pavement such as pothole repair or replacement of short, non-contiguous sections of roadway.

**Regulated Project** – Refers to projects subject to the new and redevelopment standards in Section E.12c. of the Phase II MS4 Permit and includes projects that create and / or replace 5,000 ft<sup>2</sup> or more of impervious surface.

**Residential Housing Subdivision** - Any property development of multiple single-family homes or of dwelling units intended for multiple families/households (e.g., apartments, condominiums, and town homes).

**Riparian Areas** – Plant communities contiguous to and affected by surface and subsurface hydrologic features of perennial or intermittent water bodies. Riparian areas have one or both of the following characteristics: 1) distinctively different vegetative species than adjacent areas, and 2) species similar to adjacent areas but exhibiting more vigorous or robust growth forms. Riparian areas are usually transitional between wetland and upland.

**Small Project** – Projects that create and / or replace between 2,500 and 5,000 ft<sup>2</sup> of impervious surface and detached single family home projects that create and / or replace more than 2,500 ft<sup>2</sup> and that are not part of a larger common plan. (Definition provided by the document publisher.)

**Smart Growth Projects** – Projects that produce multiple-benefits such as economic, social and environmental benefits. Smart growth projects commonly include high density development projects that result in a reduction of runoff volume per capita as a result of reduced impervious surface.

**Source Control** - Land use or site planning practices, or structural or nonstructural measures, that aim to prevent runoff pollution by reducing the potential for contact with rainfall runoff at the source of pollution. Source control BMPs minimize the contact between pollutants and urban runoff.

**Surface Drainage** - Any above-ground runoff (sheet, shallow concentrated, and open channel) that flows into the storm drain system.

**Storm Drain System** - The basic infrastructure in a municipal separate storm sewer system that collects and conveys storm water runoff to a treatment facility or receiving water body.

**Storm Water** – Storm water is generated when precipitation from rain and snowmelt events flows over land or impervious surfaces and does not percolate into the ground. As storm water flows over the land or impervious surfaces, it accumulates debris, chemicals, sediment or other pollutants that could adversely affect water quality if the storm water is discharged untreated.

**Storm Water Treatment System** - Any engineered system designed to remove pollutants from storm water runoff by settling, filtration, biological degradation, plant uptake, media absorption/adsorption or other physical, biological, or chemical process. This includes landscape-based systems such as grassy swales and bioretention units as well as proprietary systems.

**Structural Controls** - Any structural facility designed and constructed to mitigate the adverse impacts of storm water and urban runoff pollution.

**Treatment** - Any method, technique, or process designed to remove pollutants and/or solids from polluted storm water runoff, wastewater, or effluent.

## APPENDIX 2 - ACRONYMS

## Acronyms of the Post-Construction Standards Plan

ASTM	American Society for Testing and Materials
BMP	Best Management Practice
CASQA	California Storm Water Quality Association ( <a href="http://www.CASQA.org">www.CASQA.org</a> )
CPSWQ	Certified Professional in Storm Water Quality
CIP	Capital Improvement Project
CWA	Clean Water Act
DMA	Drainage Management Area
HSG	Hydrologic Soil Group
LID	Low Impact Development
LUPs	Linear Utility Projects
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
NRCS	Natural Resources Conservation Service
O&M	Operation and Maintenance
PE	Professional Engineer
SMARTS	Storm Water Multi-Application, Reporting, and Tracking System ( <a href="https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp">https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp</a> )
USDA	United States Department of Agriculture
USEPA	United States Environmental Protection Agency



# APPENDIX 3 – SECTION E.12 OF THE PHASE II MS4 PERMIT

[Insert pdf pages of Section E.12 from the Phase II MS4 Permit here.]

## E.12 POST CONSTRUCTION STORM WATER MANAGEMENT PROGRAM

### E.12.a. Post-Construction Measures

Permittees shall regulate development to comply with the following Sections:

- E.12.b Site Design Measures
- E.12.c. Regulated Projects
- E.12.d. Source Control Measures
- E.12.e. Low Impact Development (LID) Design Standards
- E.12.f. Hydromodification Measures
- E.12.g. Enforceable Mechanisms
- E.12.h. Operation and Maintenance of Storm Water Control Measures
- E.12.i. Post-Construction Best Management Practice Condition Assessment
- E.12.j. Planning and Development Review Process
- E.12.k. Post-Construction Storm Water Management Requirements Based on Assessment and Maintenance of Watershed Processes
- E.12.l. Alternative Post-Construction Storm Water Management Program

### E.12.b. Site Design Measures

- (i) **Task Description** – Within the **second year** of the effective date of the permit, the Permittee shall **require implementation of site design measures** for all projects that create and/or replace (including projects with no net increase in impervious footprint) between 2,500 square feet and 5,000 square feet of impervious surface, including detached single family homes that create and/or replace 2,500 square feet or more of impervious surface and are not part of a larger plan of development. Site design measures as specified in this section are not applicable to linear underground/overhead projects (LUPs).
- (ii) **Implementation Level** - Projects shall implement one or more of the following **site design measures** to reduce project site runoff:
  - (a) **Stream Setbacks and Buffers** - a vegetated area including trees, shrubs, and herbaceous vegetation, that exists or is established to protect a stream system, lake reservoir, or coastal estuarine area;
  - (b) **Soil Quality Improvement and Maintenance** - improvement and maintenance soil through soil amendments and creation of microbial community;
  - (c) **Tree Planting and Preservation** - planting and preservation of healthy, established trees that include both evergreens and deciduous, as applicable;
  - (d) **Rooftop and Impervious Area Disconnection** - rerouting of rooftop drainage pipes to drain rainwater to rain barrels, cisterns, or permeable areas instead of the storm sewer;
  - (e) **Porous Pavement** - pavement that allows runoff to pass through it, thereby reducing the runoff from a site and surrounding areas and filtering pollutants;
  - (f) **Green Roofs** - a vegetative layer grown on a roof (rooftop garden);
  - (g) **Vegetated Swales** - a vegetated, open-channel management practice designed specifically to treat and attenuate storm water runoff;
  - (h) **Rain Barrels and Cisterns** - system that collects and stores storm water runoff from a roof or other impervious surface.

Project proponents shall use the State Water Board SMARTS Post-Construction Calculator<sup>21</sup>, or equivalent to quantify the runoff reduction resulting from implementation of site design measures.

- (iii) **Reporting** - The Permittee shall use State Water Board SMARTS to submit a summary of the past year activities and certify compliance with all requirements of this program element. The summary shall also address the relationship between the program element activities and the Permittee's Program Effectiveness Assessment and Improvement Plan that tracks annual and long-term effectiveness of the storm water program. If a Permittee is unable to certify compliance with a requirement in this program element see Section E.16.a.for compliance directions.

### E.12.c. Regulated Projects

- (i) **Task Description** – Within the **second year** of the effective date of the permit, the Permittee shall implement standards to effectively reduce runoff and pollutants associated with runoff from Regulated Projects as defined below.
- (ii) **Implementation Level** - The Permittee shall regulate all projects that create and/or replace 5,000 square feet or more of impervious surface (Regulated Projects). The Permittee shall require these Regulated Projects to implement measures for site design, source control, runoff reduction, storm water treatment and baseline hydromodification management as defined in this Order.

Regulated Projects do not include:

- Detached single family home projects that are not part of a larger plan of development;
- Interior remodels;

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<sup>21</sup> The State Water Board SMARTS Post-Construction Calculator can be found at: <https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp>

- Routine maintenance or repair such as: exterior wall surface replacement, pavement resurfacing within the existing footprint.
- LUPs - Unless the LUP has a discrete location that has 5,000 square feet or more of newly constructed contiguous impervious surface. When the LUP has a discrete location that has 5,000 sq-ft or more of new contiguous impervious surface, only that specific discrete location is subject to Section E.12.c.

Regulated Projects include development projects. Development includes new and redevelopment projects on public or private land that fall under the planning and permitting authority of a Permittee. Redevelopment is any land-disturbing activity that results in the creation, addition, or replacement of exterior impervious surface area on a site on which some past development has occurred. Redevelopment does not include trenching, excavation and resurfacing associated with LUPs; pavement grinding and resurfacing of existing roadways; construction of new sidewalks, pedestrian ramps, or bike lanes on existing roadways; or routine replacement of damaged pavement such as pothole repair or replacement of short, non-contiguous sections of roadway. The following (a-c) describe specific Regulated Project requirements for redevelopment, road projects and LUPs:

- (a) Where a redevelopment project results in an increase of more than 50 percent of the impervious surface of a previously existing development, runoff from the entire project, consisting of all existing, new, and/or replaced impervious surfaces, must be included to the extent feasible.
- (b) Where a redevelopment project results in an increase of less than 50 percent of the impervious surface of a previously existing development, only runoff from the new and/or replaced impervious surface of the project must be included.
- (c) Road Projects and LUPs - Any of the following types of road projects and LUPs that create 5,000 square feet or more of newly constructed contiguous impervious surface and that are public road projects and/or fall under the building and planning authority of a Permittee shall comply with Section E.12.e. Low Impact Development Standards except that treatment of runoff of the 85<sup>th</sup> percentile that cannot be infiltrated onsite shall follow U.S. EPA guidance regarding green infrastructure to the extent feasible. Types of projects include:
  - 1) Construction of new streets or roads, including sidewalks and bicycle lanes built as part of the new streets or roads.
  - 2) Widening of existing streets or roads with additional traffic lanes.
    - a) Where the addition of traffic lanes results in an alteration of more than 50 percent of the impervious surface of an existing street or road, runoff from the entire project, consisting of all existing, new, and/or replaced impervious surfaces, must be included in the treatment system design.
    - b) Where the addition of traffic lanes results in an alteration of less than 50 percent (but 5,000 square feet or more) of the impervious surface

of an existing street or road, only the runoff from new and/or replaced impervious surface of the project must be included in the treatment system design.

- 3) Construction of linear underground/overhead projects (LUPs)
- 4) Specific exclusions are:
  - a) Sidewalks built as part of new streets or roads and built to direct storm water runoff to adjacent vegetated areas.
  - b) Bicycle lanes that are built as part of new streets or roads that direct storm water runoff to adjacent vegetated areas.
  - c) Impervious trails built to direct storm water runoff to adjacent vegetated areas, or other non-erodible permeable areas, preferably away from creeks or towards the outboard side of levees.
  - d) Sidewalks, bicycle lanes, or trails constructed with permeable surfaces.
  - e) Trenching, excavation and resurfacing associated with LUPs; pavement grinding and resurfacing of existing roadways and parking lots; construction of new sidewalks, pedestrian ramps, or bike lanes on existing roadways; or routine replacement of damaged pavement such as pothole repair or replacement of short, non-contiguous sections of roadway.

Effective Date for Applicability of Low Impact Development Runoff Standards to Regulated Projects: By the **second year** of the effective date of the permit, **the Permittee shall require these Post-Construction Standards be applied on applicable new and redevelopment Regulated Projects**, both private development requiring municipal permits and public projects, to the extent allowable by applicable law. **These include discretionary permit projects that have not been deemed complete for processing and discretionary permit projects without vesting tentative maps that have not requested and received an extension of previously granted approvals. Discretionary projects that have been deemed complete prior to the second year of the effective date of this Order are not subject to the Post-Construction Standards herein.** For the Permittee's Regulated Projects, the effective date shall be the date their governing body or designee approves initiation of the project design.

Permittee's Development Projects - The Permittee shall develop and implement an equivalent approach, to the approach used for private development projects, to apply the most current version of the low impact development runoff standards to applicable public development projects, to the extent allowable by applicable law.

#### **E.12.d. Source Control Measures**

- (i) **Task Description** – Regulated Projects with pollutant-generating activities and sources shall be **required to implement standard permanent and/or operation source control measures as applicable.**
- (ii) **Implementation Level** - **Measures for the following pollutant generating activities and sources shall be designed consistent with recommendations from the CASQA**

Stormwater BMP Handbook for New Development and Redevelopment or equivalent manual, and include:

- (a) Accidental spills or leaks
- (b) Interior floor drains
- (c) Parking/storage areas and maintenance
- (d) Indoor and structural pest control
- (e) Landscape/outdoor pesticide use
- (f) Pools, spas, ponds, decorative fountains, and other water features
- (g) Restaurants, grocery stores, and other food service operations
- (h) Refuse areas
- (i) Industrial processes
- (j) Outdoor storage of equipment or materials
- (k) Vehicle and equipment cleaning
- (l) Vehicle and equipment repair and maintenance
- (m) Fuel dispensing areas
- (n) Loading docks
- (o) Fire sprinkler test water
- (p) Drain or wash water from boiler drain lines, condensate drain lines, rooftop equipment, drainage sumps, and other sources
- (q) Unauthorized non-storm water discharges
- (r) Building and grounds maintenance

#### E.12.e. Low Impact Development (LID) Design Standards

- (i) **Task Description** – The Permittee shall require all Regulated Projects to implement low impact development (LID) standards designed to reduce runoff, treat storm water, and provide baseline hydromodification management to the extent feasible, to meet the Numeric Sizing Criteria for Storm Water Retention and Treatment under Section E.12.e(ii)(c).
- (ii) **Implementation Level** – The Permittee shall adopt and implement requirements and standards to ensure design and construction of development projects achieve *the following LID Design Standards*.
  - (a) **Site Assessment**

At the earliest planning stages, the Permittee shall require Regulated Projects to assess and evaluate how site conditions, such as soils, vegetation, and flow paths, will influence the placement of buildings and paved surfaces. The evaluation will be used to meet the goals of capturing and treating runoff and assuring these goals are incorporated into the project design. The Permittee may adopt or reference an existing LID site assessment methodology<sup>22</sup> Permittees shall require Regulated Projects to consider optimizing the site layout through the following methods:

- 1) Define the development envelope and protected areas, identifying areas that are most suitable for development and areas to be left undisturbed.

<sup>22</sup> Low Impact Development Manual for Southern California (Low Impact Development Center – See CASQA's LID website at: <http://www.casqa.org/LID/tabid/240/Default.aspx>).

- 2) Concentrate development on portions of the site with less permeable soils and preserve areas that can promote infiltration.
- 3) Limit overall impervious coverage of the site with paving and roofs.
- 4) Set back development from creeks, wetlands, and riparian habitats.
- 5) Preserve significant trees.
- 6) Conform the site layout along natural landforms.
- 7) Avoid excessive grading and disturbance of vegetation and soils.
- 8) Replicate the site's natural drainage patterns.
- 9) Detain and retain runoff throughout the site.

**(b) Drainage Management Areas**

The Permittee shall require each Regulated Project to provide a map or diagram dividing the developed portions of the project site into discrete Drainage Management Areas (DMAs), and to manage runoff from each DMA using Site Design Measures, Source Controls and/or Storm Water Treatment and Baseline Hydromodification Measures.

**(c) Numeric Sizing Criteria for Storm Water Retention and Treatment**

The Permittees shall require facilities designed to *evapotranspire, infiltrate, harvest/use, and biotreat* storm water to meet at least one of the following hydraulic sizing design criteria:

1) Volumetric Criteria:

- a) The maximized capture storm water volume for the tributary area, on the basis of historical rainfall records, determined using the formula and volume capture coefficients in Urban Runoff Quality Management, WEF Manual of Practice No. 23/ASCE Manual of Practice No. 87 (1998) pages 175-178 (that is, approximately the 85th percentile 24-hour storm runoff event); or
- b) The volume of annual runoff required to achieve 80 percent or more capture, determined in accordance with the methodology in Section 5 of the CASQA's Stormwater Best Management Practice Handbook, New Development and Redevelopment (2003), using local rainfall data.

2) Flow-based Criteria:

- a) The flow of runoff produced from a rain event equal to at least 0.2 inches per hour intensity; or
- b) The flow of runoff produced from a rain event equal to at least 2 times the 85th percentile hourly rainfall intensity as determined from local rainfall records.



(d) **Site Design Measures**

The Permittee shall implement **Site Design Measures** (as defined in Section E.12.b. Site Design Measures and Section E.12.e(ii)(a) Site Assessment), site layout and design measures, based on the objective of achieving infiltration, evapotranspiration and/or harvesting/reuse of the 85th percentile 24-hour storm runoff event. Site design measures shall be used to reduce the amount of runoff, to the extent technically feasible, for which retention and runoff is required. *Any remaining runoff from impervious DMAs may then be directed to one or more bioretention facilities as specified in Section E.12.e.(ii)(f), below.*

(e) **Source Controls**

The Permittee shall implement Source Controls as defined in Section E.12.d. Source Control Measures.

(f) **Storm Water Treatment Measures and Baseline Hydromodification Management Measures**

**After** implementation of **Site Design Measures**, remaining runoff from impervious DMAs *must be directed* to one or more facilities designed to infiltrate, evapotranspire, and/or bioretain the amount of runoff specified in Section E.12.e(ii)(c) Numeric Sizing Criteria for Storm Water Retention and Treatment. *The facilities must be demonstrated to be at least as effective as a bioretention system with the following design parameters:*

- 1) Maximum surface loading rate of 5 inches per hour, based on the flow rates calculated. A sizing factor of 4% of tributary impervious area may be used.
- 2) Minimum surface reservoir volume equal to surface area times a depth of 6 inches.
- 3) Minimum planting medium depth of 18 inches. The planting medium must sustain a minimum infiltration rate of 5 inches per hour throughout the life of the project and must maximize runoff retention and pollutant removal. A mixture of sand (60%-70%) meeting the specifications of American Society for Testing and Materials (ASTM) C33 and compost (30%-40%) may be used.
- 4) Subsurface drainage/storage (gravel) layer with an area equal to the surface area and having a minimum depth of 12 inches.
- 5) Underdrain with discharge elevation at top of gravel layer.
- 6) No compaction of soils beneath the facility, or ripping/loosening of soils if compacted.
- 7) No liners or other barriers interfering with infiltration.
- 8) Appropriate plant palette for the specified soil mix and maximum available water use.

(g) **Alternative Designs** — Facilities, or a combination of facilities, of a different design than in Section E.12.e.(ii)(f) may be permitted if all of the following

measures of equivalent effectiveness are demonstrated:

- 1) Equal or greater amount of runoff infiltrated or evapotranspired;
- 2) Equal or lower pollutant concentrations in runoff that is discharged after biotreatment;
- 3) Equal or greater protection against shock loadings and spills;
- 4) Equal or greater accessibility and ease of inspection and maintenance.

(h) **Allowed Variations for Special Site Conditions** - The bioretention system design parameters in Section E.12.e.(ii)(f) may be adjusted for the following special site conditions:

- 1) Facilities located within 10 feet of structures or other potential geotechnical hazards established by the geotechnical expert for the project *may incorporate an impervious cutoff wall between the bioretention facility and the structure or other geotechnical hazard.*
- 2) Facilities with documented high concentrations of pollutants in underlying soil or groundwater, facilities located where infiltration could contribute to a geotechnical hazard, and facilities located on elevated plazas or other structures *may incorporate an impervious liner and may locate the underdrain discharge at the bottom of the subsurface drainage/storage layer* (this configuration is commonly known as a “flow-through planter”).
- 3) Facilities located in areas of high groundwater, highly infiltrative soils or where connection of underdrain to a surface drain or to a subsurface storm drain are infeasible, *may omit the underdrain.*
- 4) Facilities serving high-risk areas such as fueling stations, truck stops, auto repairs, and heavy industrial sites *may be required to provide additional treatment to address pollutants of concern unless these high-risk areas are isolated from storm water runoff or bioretention areas with little chance of spill migration.*

(i) **Exceptions to Requirements for Bioretention Facilities** - Contingent on a demonstration that use of bioretention or a facility of equivalent effectiveness is infeasible, *other types of biotreatment or media filters (such as tree-box-type biofilters or in-vault media filters)* may be used for the following categories of Regulated Projects:

- 1) Projects creating or replacing an acre or less of impervious area, and located in a designated pedestrian-oriented commercial district (i.e., smart growth projects), and having at least 85% of the entire project site covered by permanent structures;
- 2) Facilities receiving runoff solely from existing (pre-project) impervious areas; and
- 3) Historic sites, structures or landscapes that cannot alter their original configuration in order to maintain their historic integrity.

By the second year of the effective date of the permit, each Permittee shall adopt or reference appropriate performance criteria for such biotreatment and media filters.

- (iii) **Reporting** – The Permittee shall use State Water Board SMARTS to submit a summary of the past year activities and certify compliance with all requirements of this program element. The summary shall also address the relationship between the program element activities and the Permittee's Program Effectiveness Assessment and Improvement Plan that tracks annual and long-term effectiveness of the storm water program. If a Permittee is unable to certify compliance with a requirement in this program element see Section E.16.a.for compliance directions.

#### E.12.f. Hydromodification Management

- (i) **Task Description** – Within the **third year** of the effective date of the permit, the Permittee shall develop and implement Hydromodification Management procedures. **Hydromodification management projects are Regulated Projects that create and/or replace one acre or more of impervious surface.** A project that does not increase impervious surface area over the pre-project condition is not a hydromodification management project.

- (ii) **Implementation Level** - The Permittee shall implement the following Hydromodification Standard:

- (a) **Post-project runoff shall not exceed estimated pre-project flow rate for the 2-year, 24-hour storm in the following geomorphic provinces (Figure 1):**

- Coast Ranges
- Klamath Mountains
- Cascade Range
- Modoc Plateau
- Basin and Range
- Sierra Nevada
- **Great Valley**

- (b) Post-project runoff shall not exceed estimated pre-project flow rate for the 10-year, 24-hour storm in the following geomorphic provinces (Figure 1):

- Transverse Ranges
- Peninsular Ranges
- Mojave Desert
- Colorado Desert



Figure 1. California Geomorphic Provinces

Alternatively, the Permittee may use a geomorphically based hydromodification standard or set of standards and analysis procedures designed to ensure that Regulated Projects do not cause a decrease in lateral (bank) and vertical (channel bed) stability in receiving stream channels. The alternative hydromodification standard or set of standards and analysis procedures must be reviewed and approved by the Regional Board Executive Officer.

- (iii) **Reporting** –The Permittee shall use State Water Board SMARTS to submit a summary of the past year activities and certify compliance with all requirements of this program element. The summary shall also address the relationship between the program element activities and the Permittee's Program Effectiveness Assessment and Improvement Plan that tracks annual and long-term effectiveness of the storm water program. If a Permittee is unable to certify compliance with a requirement in this program element see Section E.16.a.for compliance directions.

### E.12.g. Enforceable Mechanisms

- (i) **Task Description** - Within the **third year** of the effective date of the permit, the Permittee shall develop and/or modify enforceable mechanisms that will effectively implement the requirements in Section E.12.b through f (if necessary).
- (ii) **Implementation Level** - The Permittee shall develop and/or modify enforceable mechanisms that will effectively implement the requirements in Section E.12.b through E.12.f and may include municipal codes, regulations, standards, and specifications. The Permittee shall:
  - (a) *Conduct an analysis* of all applicable codes, regulations, standards, and/or specifications *to identify modifications and/or additions necessary to fill gaps and remove impediments to effective implementation of project-scale development requirements.*
  - (b) *Approve new and/or modified enforceable mechanisms that effectively resolve regulatory conflicts and implement the requirements* in Sections E.12.b through E.12.f (if necessary)
  - (c) *Apply new and/or modified enforceable mechanisms to all applicable new and redevelopment projects. **Develop and make available specific guidance for LID BMP design***
  - (d) Complete a Tracking Report indicating the Permittee's accomplishments in education and outreach supporting implementation of LID requirements for new and redevelopment projects.

### E.12.h. Operation and Maintenance of Post-Construction Storm Water Management Measures

- (i) **Task Description** –Within the **second year** of the effective date of the permit, the Permittee shall implement an **O&M Verification Program** for storm water treatment and baseline hydromodification management structural control measures defined in Section E.12.e(ii)(f). Storm Water Treatment Measures and Baseline Hydromodification Management Measures on all Regulated Projects.
- (ii) **Implementation Level** – At a minimum, the O&M Verification Program shall include the following elements:
  - (a) All Regulated Projects shall at a minimum, require *at least one of the following* from all project proponents and their successors in control of the Project or successors in fee title:
    - 1) The project proponent's signed statement accepting responsibility for the O&M of structural control measure(s) until such responsibility is legally transferred to another entity;
    - 2) Written conditions in the sales or lease agreements or deed for the project that requires the buyer or lessee to assume responsibility for the O&M of the installed treatment system(s) and hydromodification control(s) (if any) until such responsibility is legally transferred to another entity;

- 3) Written text in project deeds, or conditions, covenants and restrictions for multi-unit residential projects that require the homeowners association or, if there is no association, each individual owner to assume responsibility for the O&M of the installed treatment system(s) and hydromodification control(s) (if any) until such responsibility is legally transferred to another entity; or
  - 4) Any other legally enforceable agreement or mechanism, such as recordation in the property deed, that assigns the O&M responsibility for the installed treatment system(s) and hydromodification control(s) (if any) to the project owner(s) or the Permittee.
- (b) Coordination with the appropriate mosquito<sup>23</sup> and vector control agency with jurisdiction to establish a protocol for notification of installed treatment systems and hydromodification management controls. *On an annual basis, before the wet season, prepare a list of newly installed (installed within the reporting period) storm water treatment systems and hydromodification management controls to the local mosquito and vector control agency and the appropriate Regional Water Board.* The Permittee may submit the list of Regulated Projects as described in Section E.12.h.(ii)(e). This list shall include the facility locations and a description of the storm water treatment measures and hydromodification management controls installed.
  - (c) Conditions of approval or other legally enforceable agreements or mechanisms for all Regulated Projects that require the granting of site access to all representatives of the Permittee for the sole purpose of performing O&M inspections of the installed treatment system(s) and hydromodification control(s) (if any).
  - (d) A **written** implementation plan that describes O&M (including inspection) of all Regional Projects and regional controls that are Permittee-owned and/or operated.
  - (e) **A database or equivalent tabular format of all Regulated Projects** (public and private) that have installed treatment systems. This database or equivalent tabular format shall include the following information for each Regulated Project:
    - 1) Name and address of the Regulated Project;
    - 2) Specific description of the location (or a map showing the location) of the installed treatment system(s) and hydromodification control(s) (if any);
    - 3) Date(s) that the treatment system(s) and hydromodification controls (if any) is/are installed;
    - 4) Description of the type and size of the treatment system(s) and hydromodification control(s) (if any) installed;
    - 5) Responsible operator(s) of each treatment system and hydromodification control (if any);
    - 6) Dates and findings of inspections (routine and follow-up) of the treatment system(s) and hydromodification control(s) (if any) by the Permittee; and
    - 7) Any problems and corrective or enforcement actions taken.

<sup>23</sup> California Department of Public Health. (2012). Best Management Practices for Mosquito Control in California. Retrieved on July 20, 2012 from <http://www.westnile.ca.gov/resources.php>

- 8) Maintenance Approvals: The Permittee shall ensure that systems and hydromodification controls installed at Regulated Projects are properly operated and maintained for the life of the projects. In cases where the responsible party for a treatment system or hydromodification control has worked diligently and in good faith with the appropriate state and federal agencies and the Permittee to obtain approvals necessary to complete maintenance activities for the treatment system or hydromodification management control, but these approvals are not granted, the Permittee shall be deemed to be in compliance with this Provision.
- (iii) **Reporting** – The Permittee shall use State Water Board SMARTS to submit a summary of the past year activities and certify compliance with all requirements of this program element. The summary shall also address the relationship between the program element activities and the Permittee's Program Effectiveness Assessment and Improvement Plan that tracks annual and long-term effectiveness of the storm water program. If a Permittee is unable to certify compliance with a requirement in this program element see Section E.16.a.for compliance directions.

#### **E.12.i. Post-Construction Best Management Practice Condition Assessment**

- (i) **Task Description** – Within the **third year** of the effective date of the permit, the Permittee shall inventory and assess the maintenance condition of structural post-construction BMPs (including BMPs used for flood control) within the Permittee's jurisdiction.
- (ii) **Implementation Level** – *The Permittee shall develop and implement a plan to inventory, map, and determine the relative maintenance condition of structural post-construction BMPs. Maintenance condition shall be determined through a self-certification program where Permittees require annual reports from authorized parties demonstrating proper maintenance and operations.* The plan shall include:
  - (a) An inventory and map of existing structural post-construction BMPs, in GIS if available.
  - (b) Assessments of the self-certification program annual reports. Assessment shall include a ranking of structural BMPs and verification that BMPs are operating to remove pollutants as designed. Regional BMPs should receive higher priority than lot-scale BMPs, and BMPs designed to remove pollutants for which receiving water is impaired should receive priority attention over other BMPs.
  - (c) Appropriate escalating enforcement based on the Permittee Enforcement Response Plan to ensure proper maintenance of BMPs and submittal of self-certification annual reports.
  - (d) Self-Certification Annual Reports. At a minimum, the self-certification annual reports shall include:
    - 1) Field observations to determine the effectiveness of the structural post construction BMPs in removing pollutants of concern from storm water runoff and/or reducing hydromodification impacts as designed.

- 2) Long-term plan for conducting regular maintenance of BMPs, including the frequency of such maintenance.
- (iii) **Reporting** – The Permittee shall use State Water Board SMARTS to submit a summary of the past year activities and certify compliance with all requirements of this program element. The summary shall also address the relationship between the program element activities and the Permittee's Program Effectiveness Assessment and Improvement Plan that tracks annual and long-term effectiveness of the storm water program. If a Permittee is unable to certify compliance with a requirement in this program element see Section E.16.a. for compliance directions.

### E.12.j. Planning and Development Review Process

- (i) **Task Description** – The Permittee shall review their planning and permitting process to assess any gaps or impediments impacting effective implementation of these post-construction requirements specified in Section E.12, and where these are found to exist, seek solutions to promote implementation of these requirements within the context of public safety and community goals for land use. The Permittee shall prioritize review of the landscape code (code detailing landscaping requirements and considerations which should be implemented to protect environmental quality) to correct gaps and impediments impacting effective implementation of post-construction requirements.
- (ii) **Implementation Level** – During years 1 – 3, the Permittee shall conduct the review using an existing guide or template already developed for MS4s (such as the Municipal Regulatory Update Assistance Program (MRUAP)<sup>24</sup> conducted by AHBL, Inc. for the Low Impact Development Initiative (LIDI) on the Central Coast). By the fourth year of the effective date of the permit, any changes to the planning and permitting process will be completed to effectively administer these provisions. Priority shall be placed on review of the landscape code, with the following implementation level.
  - (a) Within the first year of the effective date of this permit, the Permittee shall conduct an analysis of the landscape code to correct gaps and impediments impacting effective implementation of post-construction requirements.
  - (b) Within the second year of the effective date of the permit, the Permittee shall complete any changes to the landscape code to effectively administer post-construction requirements.
- (iii) **Reporting** – By the second year Annual Report and annually thereafter, complete and have available a summary of the review process, and any proposed or completed changes to the Permittee's program.

<sup>24</sup> <http://www.casqa.org/LIDDemo/LIDTraining/tabid/246/Default.aspx>



#### **E.12.k. Post-Construction Storm Water Management Requirements Based on Assessment and Maintenance of Watershed Processes**

Small MS4s subject to Section E of this Order, *in place of complying with the requirements set forth in Section E.12*, except for Sections E.12.j. Planning and Development Review Process and E.12.e(ii)(e) Source Control Requirements, *shall comply* with post-construction storm water management requirements based on a watershed-process approach developed by Regional Water Board that include the following:

- Completion of a comprehensive assessment of dominant watershed processes affected by urban storm water
- LID site design and runoff reduction measures, numeric runoff treatment and retention controls, and hydromodification controls that will maintain watershed processes and protect water quality and beneficial uses.
- A process by which Regional Board staff will actively engage Permittees to adaptively manage requirements as determined by the assessment of watershed processes.
- An annual reporting program that involves Regional Board staff and State Board staff to inform statewide watershed process based criteria.

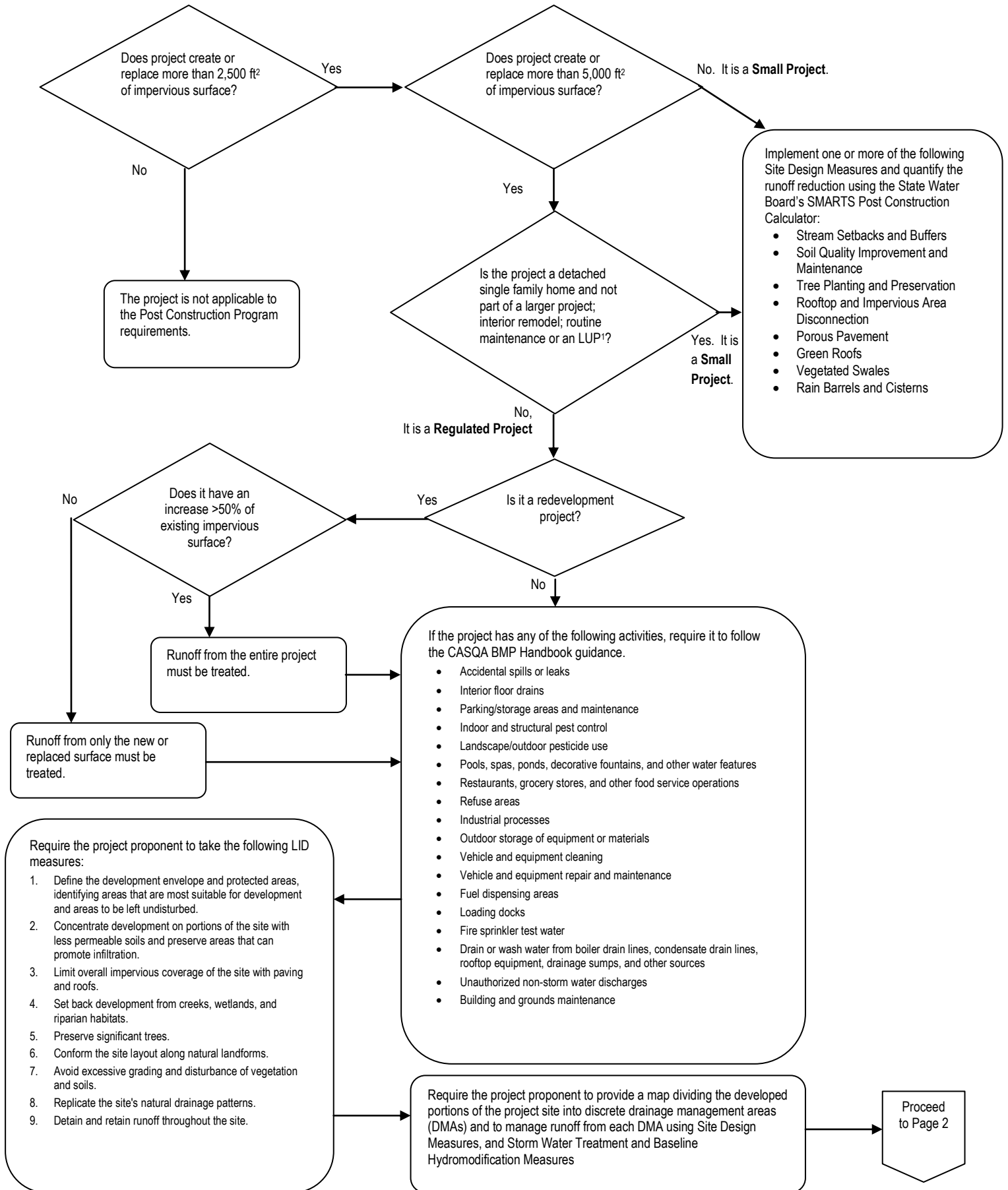
The regional watershed-process based approach must be approved by the Regional Water Board following a public process.

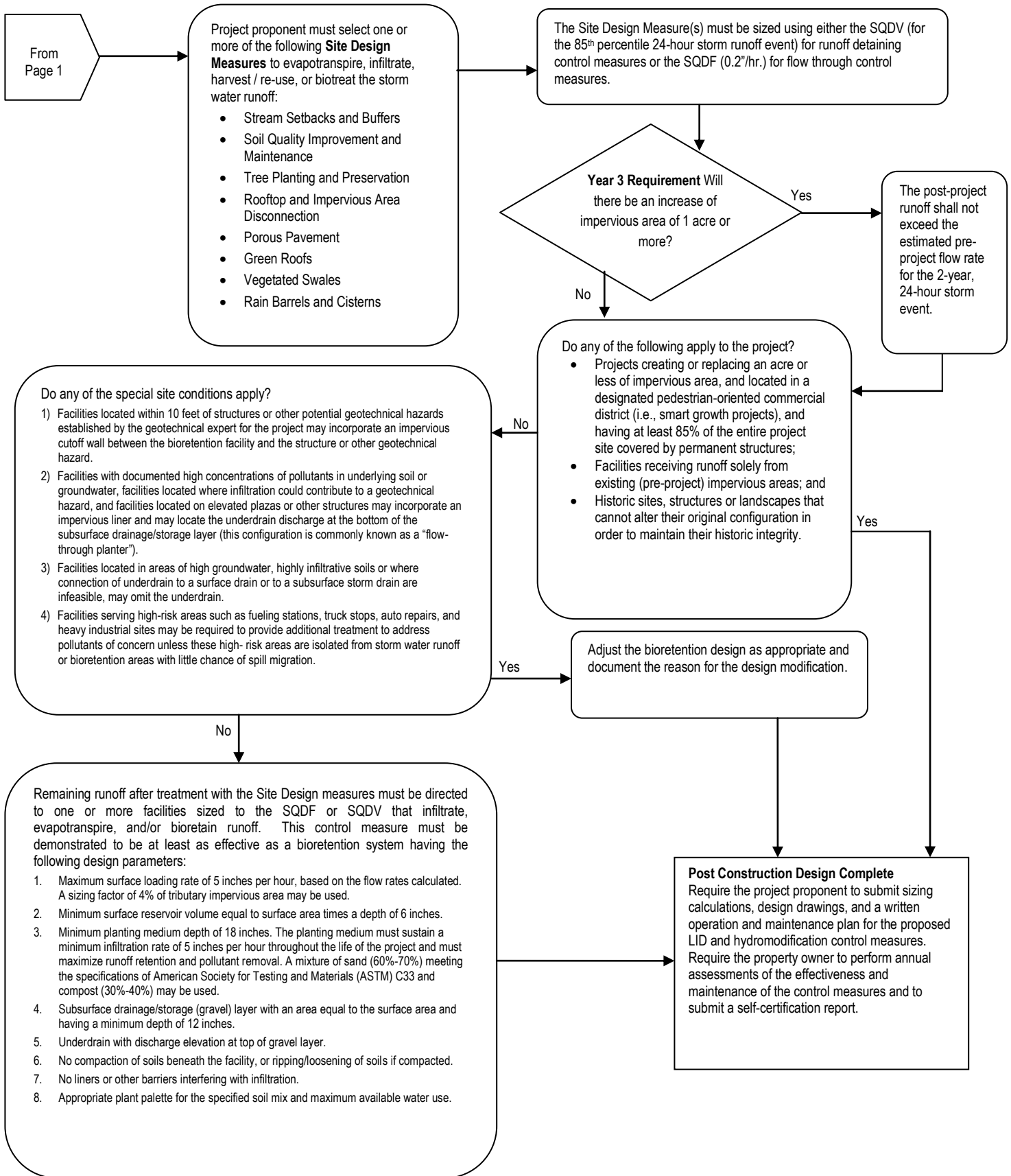
#### **E.12.i. Alternative Post-Construction Storm Water Management Program**

A Permittee may propose alternative post-construction measures *in lieu of some or all of Section E.12. requirements* for multiple benefit projects. Multiple-benefit projects include projects that may address any of the following, in addition to water quality: water supply, flood control, habitat enhancement, open space preservation, recreation, climate change. Multiple-benefit projects may be applied at various scales including project site, municipal or sub-watershed level. Multiple-benefit projects may include, but are not limited to, projects developed under Watershed Improvement Plans (Water Code §16100 et seq.), IRWMP implementation and green infrastructure projects. Multiple benefit projects must be equally or more protective of water quality than Section E.12. requirements.

The Regional Water Board or the Executive Officer, may approve alternative post-construction measures for multiple-benefit projects, as described above, after an opportunity for public comment, if the Regional Water Board or Executive Officer finds that the alternative measures are consistent with the MEP standard.

# APPENDIX 4 – POST-CONSTRUCTION MANAGEMENT FLOW CHART

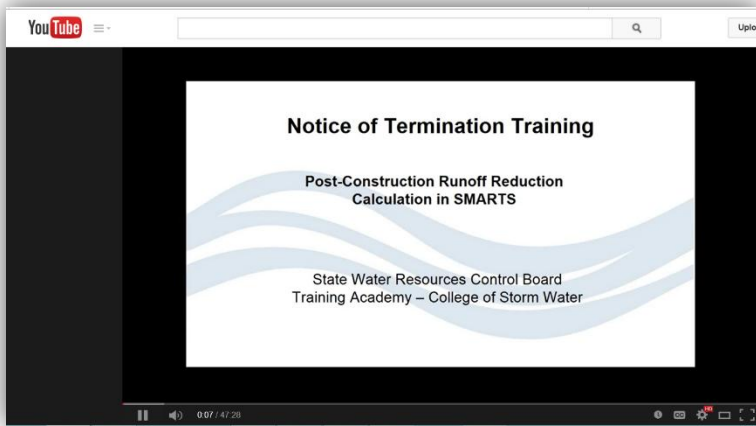




# APPENDIX 5 – STATE OF CALIFORNIA POST-CONSTRUCTION CALCULATOR

# Instructions on the Download and Use of the State of California's Post-Construction Calculator

Post-Construction Calculator which is available on the Water Board's SMARTS website or can be accomplished through the State's Microsoft Excel™ version of the calculator. The Water Board has created an instructional video on how to populate and use the Post-Construction Calculator.



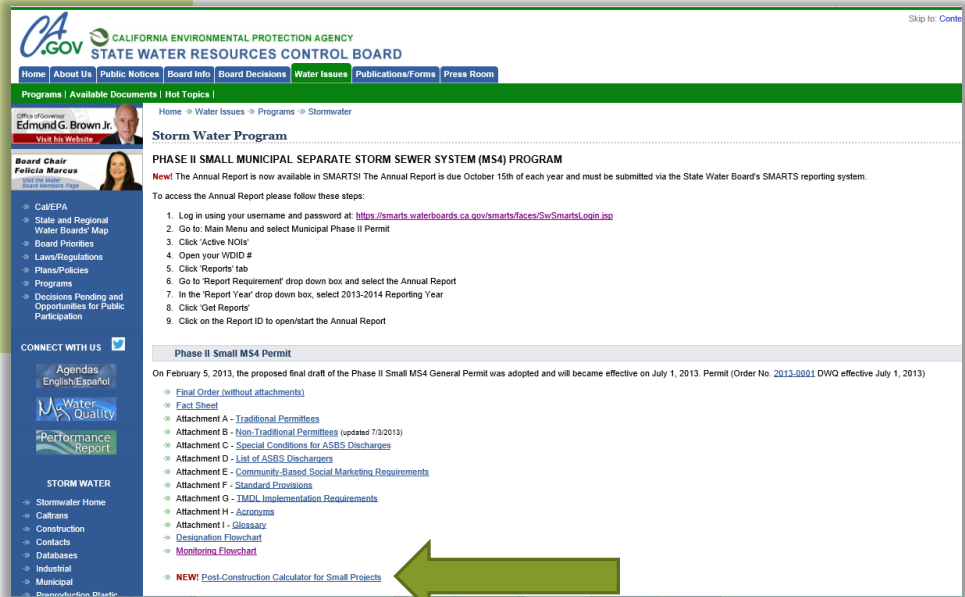
The Water Board created this 47-minute video that describes how to use the Post-Construction Calculator on SMARTS. It will also help with the Excel version. Although the video was created for the Construction General Permit, it also applies to the Post-Construction Standards Plan. It can be accessed at:

<https://www.youtube.com/watch?v=W3nj4pj8WHY&feature=youtu.be>

## Post-Construction Calculator for Small Projects

The Water Board has created a Microsoft Excel version of the calculator that can now be downloaded from the State Water Board's website at the following link:

[http://www.swrcb.ca.gov/water\\_issues/programs/stormwater/phase\\_ii\\_municipal.shtml](http://www.swrcb.ca.gov/water_issues/programs/stormwater/phase_ii_municipal.shtml)



## APPENDIX 6 – VOLUMETRIC SIZING TOOL FOR TREATMENT CONTROLS

## Instructions on the Download and Use of the Volumetric Sizing Tool for Treatment Control Measures

The Phase II MS4 Permit requires the municipality to condition applicable new development and redevelopment projects to require facilities designed to *evapo-transpire, infiltrate, harvest/use, and biotreat* storm water to meet at least one of the following hydraulic sizing design criteria:

### Volumetric Criteria:

- The maximized capture storm water volume for the tributary area, on the basis of historical rainfall records, determined using the formula and volume capture coefficients in Urban Runoff Quality Management, WEF Manual of Practice No. 23/ASCE Manual of Practice No. 87 (1998) pages 175-178 (that is, approximately the 85th percentile 24-hour storm runoff event); or
- The volume of annual runoff required to achieve 80 percent or more capture, determined in accordance with the methodology in Section 5 of the CASQA's Stormwater Best Management Practice Handbook, New Development and Redevelopment (2003), using local rainfall data.

A Microsoft Excel™ worksheet has been created to assist the project proponent to calculate the capture volumes using both of these volumetric criteria methods. Both methods are described in Section 5 of the 2003 edition of the *CASQA Stormwater Best Management Practice Handbook for New Development and Redevelopment*. Section 5 of the handbook can be accessed and downloaded for free at the following web link:

[www.casqa.org/sites/default/files/BMPHandbooks/BMP\\_NewDevRedev\\_Section\\_5.pdf](http://www.casqa.org/sites/default/files/BMPHandbooks/BMP_NewDevRedev_Section_5.pdf)

The Volumetric Sizing Tool Worksheet can be downloaded from:

[Stormwater Volumetric Sizing Tool Worksheet](#)

### Instructions:

1. Start by entering the data on the “Volume Calculation” tab in the white boxes. It may be necessary to split up the project site into discrete drainage management areas (DMAs) where different “treatment” methods will be used. An example of this would be for a medical complex development where runoff from the parking lot is infiltrated through porous pavement and bioswales; runoff from the building roofs are infiltrated into rain gardens built into the landscaping; and a large undeveloped vegetated area has been graded to act as a retention area. In this case, it would be appropriate to have at least three different DMAs. Provide a name for each DMA and, in Step 1, enter the total area (in square feet) for the DMA.
2. Calculate the percentage of the DMA for completed project that will be impervious to storm water (i.e. hardscape such as building, asphalt, concrete, etc.) and enter it into the white box in Step 2. Also enter the number of existing and planned trees in the DMA, distinguishing between the number of evergreen and the number of deciduous varieties.
3. In Step 3, using Google Earth and the map on the worksheet’s “State Map” tab, determine the distance along the blue line from the Sacramento weather station. Indicate if the project is relatively north or south of Sacramento. If the project is due east or west of the blue line, measure the distance from the perpendicular intercept of the blue line and the Sacramento



weather station. If the project is immediately east or west of the Sacramento weather station, the distance would be zero. This does not have to be exact and is a rough determination of the position of the project relative to the latitude of the Sacramento weather station and the other available weather stations. Rain amounts are relatively higher north of Sacramento and relatively lower south of Sacramento. The CASQA volumetric determination method (referenced above) only includes three relevant weather stations in the Central Valley, which are Redding, Sacramento, and Fresno.

4. Using the information presented under the “Runoff Coefficients” worksheet tab, determine the average runoff coefficient for the DMA and enter it into the white box in Step 4. Document how the average coefficient was determined.
5. In Step 5, the capture volumes using both methods allowed by the Phase II MS4 Permit are presented. The project proponent has the option of using either one. Select the one that will be used.
6. Please note that this sizing tool is only valid for projects located within the California Central Valley from Shasta County in the north to Fresno County in the south. Projects located in the Sierras, Bay Area, coastal mountains, or along the coast cannot use this tool. Projects south of Fresno County cannot use this tool without it being altered.
7. For assistance with this tool, contact John Teravskis of WGR Southwest, Inc. at [jteravskis@wgr-sw.com](mailto:jteravskis@wgr-sw.com) or at (209) 334-5363 x.110.

## APPENDIX 7 – DESIGN STANDARD REFERENCES

The following are some online design references for Design Standards and Treatment Controls:

### Porous Pavement:

- Caltrans Pervious Pavement Design Guidance, August 2014  
[www.dot.ca.gov/hq/oppd/stormwtr/bmp/DG-Pervious-Pvm\\_082114.pdf](http://www.dot.ca.gov/hq/oppd/stormwtr/bmp/DG-Pervious-Pvm_082114.pdf)
- Caltrans Pervious Pavement Specifications and Design Tool:  
[www.dot.ca.gov/hq/oppd/stormwtr/pervious.htm](http://www.dot.ca.gov/hq/oppd/stormwtr/pervious.htm)
- USEPA Guidance Website on Porous Asphalt Pavement:  
<http://water.epa.gov/polwaste/npdes/swbmp/Porous-Asphalt-Pavement.cfm>
- Pennsylvania Storm Water Best Management Practices Manual on Pervious Pavement:  
[www.stormwaterpa.org/assets/media/BMP\\_manual/chapter\\_6/Chapter\\_6-4-1.pdf](http://www.stormwaterpa.org/assets/media/BMP_manual/chapter_6/Chapter_6-4-1.pdf)
- University of New Hampshire Stormwater Center: Design Specifications for Porous Asphalt Pavement and Infiltration Beds:  
[www.unh.edu/unhsc/sites/unh.edu.unhsc/files/pubs\\_specs\\_info/unhsc\\_pa\\_spec\\_10\\_09.pdf](http://www.unh.edu/unhsc/sites/unh.edu.unhsc/files/pubs_specs_info/unhsc_pa_spec_10_09.pdf)
- National Asphalt Pavement Association's Porous Asphalt Pavements for Storm Water Management Guide Book (Downloadable – cost \$30)  
<http://store.asphaltpavement.org/index.php?productID=759>
- Bay Area Stormwater Management Agencies Association and City of Berkeley: Pervious Pavement - Storm Water Control for Small Projects  
[www.ci.berkeley.ca.us/uploadedFiles/Online\\_Service\\_Center/Planning/Stormwater%20Fact%20Sheet\\_BASMAA\\_Pervious\\_Paving.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Online_Service_Center/Planning/Stormwater%20Fact%20Sheet_BASMAA_Pervious_Paving.pdf)
- Santa Clara Valley Urban Runoff Pollution Prevention Program: Chapter 6 Technical Guidance for Stormwater Treatment and Site Design Measures  
[www.scvurppp-w2k.com/permit\\_c3\\_docs/c3\\_handbook\\_2012/Chapter\\_6-Tech\\_Guidance\\_Stormwater\\_Treatment\\_Site\\_Design\\_Measures\\_2012.pdf](http://www.scvurppp-w2k.com/permit_c3_docs/c3_handbook_2012/Chapter_6-Tech_Guidance_Stormwater_Treatment_Site_Design_Measures_2012.pdf)



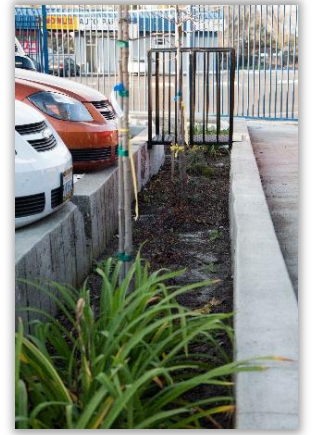
### Rain Gardens:

- Bay Area Stormwater Management Agencies Association and Alameda County: Rain Gardens - Storm Water Control for Small Projects  
[http://alamedaca.gov/sites/default/files/department-files/2013-04-29/11\\_-\\_rain\\_garden\\_fact\\_sheet.pdf](http://alamedaca.gov/sites/default/files/department-files/2013-04-29/11_-_rain_garden_fact_sheet.pdf)
- Low Impact Development Center  
([www.lowimpactdevelopment.org/](http://www.lowimpactdevelopment.org/))  
Links for Guidance on the Design and Construction of a Rain Garden:  
[www.lowimpactdevelopment.org/raingarden\\_design/links.htm#top](http://www.lowimpactdevelopment.org/raingarden_design/links.htm#top)  
Reference and Guidance Downloads:  
[www.lowimpactdevelopment.org/raingarden\\_design/download.htm](http://www.lowimpactdevelopment.org/raingarden_design/download.htm)



### Flow-through Planters:

- San Mateo Countywide Water Pollution Prevention Program: C.3 Technical Guidance, 6.2 Flow-Through Planter  
[www.flowstobay.org/files/newdevelopment/C3techguide/12sec6.2Flowthru.pdf](http://www.flowstobay.org/files/newdevelopment/C3techguide/12sec6.2Flowthru.pdf)
  - Stormwater Planters (draft version), Derek C. Godwin, Marissa Sowles, and Desiree Tullos, Oregon Sea Grant Extension; Maria Cahill, Green Girl Land Development Solutions.  
[http://extension.oregonstate.edu/watershed/sites/default/files/stormwater\\_planters.pdf](http://extension.oregonstate.edu/watershed/sites/default/files/stormwater_planters.pdf)
- Santa Clara Valley Urban Runoff Pollution Prevention Program: Chapter 6 Technical Guidance for Stormwater Treatment and Site Design Measures  
[www.scvurppp-w2k.com/permit\\_c3\\_docs/c3\\_handbook\\_2012/Chapter\\_6-Tech\\_Guidance\\_Stormwater\\_Treatment\\_Site\\_Design\\_Measures\\_2012.pdf](http://www.scvurppp-w2k.com/permit_c3_docs/c3_handbook_2012/Chapter_6-Tech_Guidance_Stormwater_Treatment_Site_Design_Measures_2012.pdf)



### Infiltration Trenches and Tree Wells:

- USEPA Storm Water Technology Fact Sheet: Infiltration Trench (EPA 832-F-99-019, September 1999)  
[http://water.epa.gov/scitech/wastetech/upload/2002\\_06\\_28\\_mtb\\_infltrenc.pdf](http://water.epa.gov/scitech/wastetech/upload/2002_06_28_mtb_infltrenc.pdf)
- Santa Clara Valley Urban Runoff Pollution Prevention Program: Chapter 6 Technical Guidance for Stormwater Treatment and Site Design Measures  
[www.scvurppp-w2k.com/permit\\_c3\\_docs/c3\\_handbook\\_2012/Chapter\\_6-Tech\\_Guidance\\_Stormwater\\_Treatment\\_Site\\_Design\\_Measures\\_2012.pdf](http://www.scvurppp-w2k.com/permit_c3_docs/c3_handbook_2012/Chapter_6-Tech_Guidance_Stormwater_Treatment_Site_Design_Measures_2012.pdf)
- Minnesota Urban Small Sites BMP Manual: Infiltration Trenches  
<http://www.sccd.org/Infiltration%20Trenches.pdf>
- USEPA Stormwater to Street Trees: Engineering Urban Forests for Stormwater Management; (EPA 841-B-13-001, September 2013)  
<http://water.epa.gov/polwaste/green/upload/stormwater2streettrees.pdf>



### Bioswales, Vegetated Buffers & Swales:

- Caltrans Biofiltration Swale Design Guidance; California Department of Transportation; CTSW-TM-07-172-05, January 2009  
[www.dot.ca.gov/hq/LandArch/ec/stormwater/guidance/DG-BioSwale-Final02-011309.pdf](http://www.dot.ca.gov/hq/LandArch/ec/stormwater/guidance/DG-BioSwale-Final02-011309.pdf) &  
[www.dot.ca.gov/hq/LandArch/ec/stormwater/biofiltration\\_swales.htm](http://www.dot.ca.gov/hq/LandArch/ec/stormwater/biofiltration_swales.htm)
- Biofilters (Bioswales, Vegetative Buffers, & Constructed Wetlands) for Storm Water Discharge Pollution Removal; State of Oregon, Department of Environmental Quality, Dennis Jurries, PE; January 2003



[www.deq.state.or.us/wq/stormwater/docs/nwr/biofilters.pdf](http://www.deq.state.or.us/wq/stormwater/docs/nwr/biofilters.pdf)

- Design Manual: Biological Filtration Canal (Bioswale); Dayna Yocum, Bren School of Environmental Science and Management, University of California, Santa Barbara  
[http://fiesta.bren.ucsb.edu/~chiapas2/Water%20Management\\_files/Bioswales-1.pdf](http://fiesta.bren.ucsb.edu/~chiapas2/Water%20Management_files/Bioswales-1.pdf)
- Santa Clara Valley Urban Runoff Pollution Prevention Program: Chapter 6 Technical Guidance for Stormwater Treatment and Site Design Measures  
[www.scvurppp-w2k.com/permit\\_c3\\_docs/c3\\_handbook\\_2012/Chapter\\_6-Tech\\_Guidance\\_Stormwater\\_Treatment\\_Site\\_Design\\_Measures\\_2012.pdf](http://www.scvurppp-w2k.com/permit_c3_docs/c3_handbook_2012/Chapter_6-Tech_Guidance_Stormwater_Treatment_Site_Design_Measures_2012.pdf)
- USEPA Storm Water Technology Fact Sheet: Vegetated Swales (EPA 832-F-99-006, September 1999)  
[http://water.epa.gov/scitech/wastetech/upload/2002\\_06\\_28\\_mtb\\_vegswale.pdf](http://water.epa.gov/scitech/wastetech/upload/2002_06_28_mtb_vegswale.pdf)

### **Rain Water Harvesting and Reuse:**

- USEPA Managing Wet Weather with Green Infrastructure Municipal Handbook: Rainwater Harvesting Policies; Christopher Kloss, Low Impact Development Center, December 2008 (EPA-833-F-08-010)  
[http://water.epa.gov/infrastructure/greeninfrastructure/upload/gi\\_munichandbook\\_harvesting.pdf](http://water.epa.gov/infrastructure/greeninfrastructure/upload/gi_munichandbook_harvesting.pdf)
- The City of San Diego Rain Water Harvesting Guide  
[www.sandiego.gov/water/pdf/conservation/rainwaterguide.pdf](http://www.sandiego.gov/water/pdf/conservation/rainwaterguide.pdf)
- Santa Clara Valley Urban Runoff Pollution Prevention Program: Chapter 6 Technical Guidance for Stormwater Treatment and Site Design Measures  
[www.scvurppp-w2k.com/permit\\_c3\\_docs/c3\\_handbook\\_2012/Chapter\\_6-Tech\\_Guidance\\_Stormwater\\_Treatment\\_Site\\_Design\\_Measures\\_2012.pdf](http://www.scvurppp-w2k.com/permit_c3_docs/c3_handbook_2012/Chapter_6-Tech_Guidance_Stormwater_Treatment_Site_Design_Measures_2012.pdf)



### **Green Roofs:**

- USEPA Design Guidelines and Maintenance Manual for Green Roofs in the Semi-Arid and Arid West; Leila Tolderlund, University of Colorado Denver, November 2010  
<http://www2.epa.gov/sites/production/files/documents/GreenRoofsSemiAridAridWest.pdf>
- City of Berkeley Office of Energy and Sustainable Development webpage: [www.ci.berkeley.ca.us/greenroofs/](http://www.ci.berkeley.ca.us/greenroofs/)
- City of Watsonville Green Roof Design Criteria webpage: <http://cityofwatsonville.org/public-works-utilities/urban-greening-plan/green-roof-design> (contains a link to a downloadable 30-page Green Roof Design Criteria Plan published in March 2012)
- Green Roofs for Healthy Cities (private organization) webpage: [www.greenroofs.org/](http://www.greenroofs.org/) Training, certifications, design manuals, and other resources available for designing green roofs.



### Soil Quality Improvement and Compost:

- United States Department of Agriculture's Natural Resources Conservation Service (NRCS) Urban Soil Primer  
[www.nrcs.usda.gov/Internet/FSE\\_DOCUMENTS/nrcs142p2\\_052835.pdf](http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs142p2_052835.pdf)
- US Composting Council Fact Sheets and Reports;  
<http://compostingcouncil.org/factsheets-and-free-reports/>
- Department of Land, Air and Water Resources at UC Davis and the U.S. Forest Service's Center for Urban Forest Research Report on Engineered Soil, Trees and Stormwater Runoff: the UC Davis Parking Lot Project  
[www.fs.fed.us/psw/programs/uesd/uep/products/psw\\_cufr686\\_UCDParkingLot.pdf](http://www.fs.fed.us/psw/programs/uesd/uep/products/psw_cufr686_UCDParkingLot.pdf)
- USEPA Stormwater to Street Trees: Engineering Urban Forests for Stormwater Management; (EPA 841-B-13-001, September 2013)  
<http://water.epa.gov/polwaste/green/upload/stormwater2streettrees.pdf>



# APPENDIX 8 – POST-CONSTRUCTION PROJECT WORKSHEET

# POST-CONSTRUCTION WORKSHEET FOR THE TOWN OF PARADISE

## PROJECT SUMMARY SHEET

### Project Owner Information:

Project Owner Name:					
Name of Contact Person:					
Mailing Street Address:					
City:		State:		Zip:	
Telephone:			Email:		

### Project Information:

Project Name:					
Name of Contact Person:					
Project Address:					
City:		State:		Zip:	
Anticipated construction start date:			Ending date:		
Project size (ft <sup>2</sup> ):			Subject to the Construction General Permit? (Yes / No)		

#### *Information of the Post-Construction Standards Plan Preparer:*

Name of Organization:					
Name of Contact Person:					
Mailing Street Address:					
City:		State:		Zip:	
Telephone:			Email:		

#### *Project Applicability:*

Type of Project: (Check one)	<input type="checkbox"/>	Small Project (2,500 to 5,000 ft <sup>2</sup> or detached single family home)
	<input type="checkbox"/>	Regulated Project (5,000 ft <sup>2</sup> )
	<input type="checkbox"/>	Not applicable to the Post-Construction Standards Plan <i>(provide reason in the space below)</i>
Is this a redevelopment project? (Yes / No)		Will the project result in an increase of more than 50% of the impervious surface? (Yes / No)
Has the project or the vesting map received approval from the municipality? (Yes, No, or N/A)		Date of project or vesting map approval:
Describe the nature and scope of the construction project:		
Number of Drainage Management Areas (DMAs):		



# POST-CONSTRUCTION WORKSHEET FOR THE TOWN OF PARADISE

## SMALL PROJECT SUBMITTAL SHEET

### Project Information:

Project Name:	
Project Owner Name:	
Project Address:	

### Selection of Site Design Measures:

*Select one or more of the following Site Design Measures (as identified in [Section 4.1](#) of the Post-Construction Standards Plan) which will be incorporated into the project's design.*

<i>Site Design Measures</i>	<i>Selected? (Yes / No)</i>
<b>Stream Setbacks and Buffers</b>	
<b>Soil Quality Improvement and Maintenance</b>	
<b>Tree Planting and Preservation</b>	
<b>Rooftop and Impervious Area Disconnection</b>	
<b>Porous Pavement</b>	
<b>Green Roofs</b>	
<b>Vegetated Swales</b>	
<b>Rain Barrels and Cisterns</b>	

### Post-Construction Calculator Information:

*Enter the following data from the State's Post-Construction Calculator:*

<b>Pre-project Runoff Volume (ft<sup>3</sup>)</b>	
<b>Post-project Runoff Volume (ft<sup>3</sup>)</b>	
<b>Net Credit of Volume Credits (ft<sup>3</sup>)</b>	

### Small Project Submittal Requirements:

*The following must be submitted for Small Projects to the plan checker:*

- Completed pages 1 and 2 of this Post-Construction Worksheet.
- Site plans showing the selected Site Design Measure(s) (identified in [Section 4.1](#)). The plans must be stamped by a California Civil Professional Engineer if any of the following Site Design Measures were selected: rooftop and impervious area disconnection, porous pavement, or rain cisterns. The plans must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The plans must be stamped by a California Licensed Landscape Architect if any of the following Site Design Measures were selected: stream setbacks and buffers, soil quality improvement, or vegetated swales. The Site Design Measure(s) must be clearly called out on the submitted plans.
- A printout of the results page from the Water Board's SMARTS or Microsoft Excel™ Post-Construction Calculator.

# POST-CONSTRUCTION WORKSHEET FOR THE TOWN OF PARADISE REGULATED PROJECT DMA SUBMITTAL SHEET

## Drainage Management Area (DMA) & Project Information:

A **separate** Regulated Project DMA Submittal Sheet is required to be completed and submitted for each DMA. Refer to Section 5.1 of the Post-Construction Standards Plan for more information about DMAs.

Project Name:	
Project Owner Name:	
Project Address:	
<b>Name of the DMA:</b>	
DMA area (ft <sup>2</sup> )	

## Selection of Applicable Source Controls:

Indicate which of the following activities or pollutant sources are included in **this DMA** of the new development or redevelopment. For more information about required Source Control refer to Section 5.2.

Site Design Measures	(Yes / No)
Accidental spills or leaks	
Interior floor drains	
Parking / storage areas and maintenance	
Indoor and structural pest control	
Landscape / outdoor pesticide use	
Pools, spas, ponds, decorative fountains, and other water features	
Restaurants, grocery stores, and other food service operations	
Refuse areas	
Industrial processes	
Outdoor storage of equipment or materials	
Vehicle and equipment cleaning	
Vehicle and equipment repair and maintenance	
Fuel dispensing areas	
Loading docks	
Fire sprinkler test water	
Drain or wash water from boiler drain lines, condensate drain lines, rooftop equipment, drainage sumps, and other sources	
Unauthorized non-storm water discharges	
Building and grounds maintenance	

## Hydrologic Soil Group and Soil Type Information:

Enter information concerning the soil types **within this DMA**. For more information, refer to Table 7 of the Post-Construction Standards Plan.

Soil Type Name	HSG Group (A, B, C, or D)

**Low Impact Development (LID) Design Requirements:**

*Please describe how the project is meeting each of the following LID design requirements. Provide your response in the text box following each requirement or provide responses on a separate sheet.*

1. Define the areas of the project that are to be left undisturbed or protected from soil disturbance. Identify sensitive environmental receptors such as water bodies, stream buffers, existing trees, riparian areas, and habitat areas.

2. How is the project concentrating development on portions of the site with less permeable soils and preserving areas that can promote infiltration?

3. How is the project limiting the overall impervious coverage of the site consisting of paving and roofs?

4. If applicable, how much setback is there of the development from creeks, wetlands, and riparian habitats?

5. List and describe the trees that will be preserved.

6. Describe how the new development or redevelopment site layout will conform along natural landforms.

7. Describe how the project is avoiding excessive grading and disturbance of vegetation and soils.



8. Describe how the new development or redevelopment is replicating the site's natural drainage patterns.



9. Describe how the project will detain and retain runoff through the new development and redevelopment site.



## Pre- and Post-Development Project Hydrology Information:

Provide the following hydrology information for **this DMA**.

### Pre-development Conditions:

Percent Impervious	
Average runoff coefficient for this DMA	
Peak flow rate (ft <sup>3</sup> /sec) for this DMA using the 2-year 24-hour design value discussed in <a href="#">Section 5.5</a> .	

### Post-development Conditions:

Percent Impervious	
Average runoff coefficient for this DMA	
Peak flow rate (ft <sup>3</sup> /sec) for this DMA using the 2-year 24-hour design value discussed in <a href="#">Section 5.5</a> .	

## Selection of Site Design and Treatment Control Measures:

Indicate which Site Design and Treatment Control Measures will be used for **this DMA**. For more information, refer to [Table 3](#). Provide calculations and design drawings for the selected measures per the submittal requirements describe in [Section 5.6](#).

Site Design or Treatment Control Measure	Sizing Criteria	Selected? (Yes / No)	Enter the Calculated Design Capture Volume or Flow Rate for the Selected Measure
<b>Stream setbacks and vegetated buffers</b> <i>(Site Design Measure)</i>	Flow		
<b>Soil quality improvement</b> <i>(Site Design Measure)</i>	Volume		
<b>Tree planting and preservation</b> <i>(Site Design Measure)</i>	SMARTS Calculator		
<b>Porous pavement</b> <i>(Site Design Measure)</i>	Volume		
<b>Green roofs</b> <i>(Site Design Measure)</i>	Volume		
<b>Vegetated swales</b> <i>(Site Design Measure)</i>	Flow		
<b>Rain harvesting and reuse</b> <i>(Site Design Measure)</i>	Volume		
<b>Bioretention and rain gardens</b> <i>(Treatment Control Measure)</i>	Volume		
<b>Infiltration trench, Flow-through Planter, or Tree Wells</b> <i>(Treatment Control Measure)</i>	Volume and Flow		
<b>Retention and detention basins</b> <i>(Treatment Control Measure)</i>	Volume		

**Variations and Exceptions:**

*Identify any applicable variations or exceptions for **this DMA**.*

Condition	Allowed Variation	Applicable to this DMA? If so, explain.
Facilities located within 10 feet of structures or other potential geotechnical hazards established by the geotechnical expert for the project	May incorporate an impervious cutoff wall between the bioretention / infiltration facility and the structure or other geotechnical hazard	
Facilities with documented high concentrations of pollutants in underlying soil or groundwater, facilities located where infiltration could contribute to a geotechnical hazard, and facilities located on elevated plazas or other structures	May incorporate an impervious liner and may locate the underdrain discharge at the bottom of the subsurface drainage/storage layer (this configuration is commonly known as a “flow-through planter”)	
Facilities located in areas of high groundwater, highly infiltrative soils or where connection of underdrain to a surface drain or to a subsurface storm drain are infeasible	May omit the underdrain	
Facilities serving high-risk areas such as fueling stations, truck stops, auto repairs, and heavy industrial sites	Are required to provide additional treatment to address pollutants of concern prior to the flow reaching the infiltration facility	

*If infiltration is not feasible for **this DMA**, please provide an explanation of the infeasibility and a description of the alternate non-infiltrating treatment control measure(s) that will be used in accordance with the development requirements in [Section 5.4.4](#).*

## Regulated Project Submittal Requirements:

*The following must be submitted for Regulated Projects to the plan checker:*

- The completed Post-Construction Worksheet including page 1 and, for each DMA, pages 3 – 10.
- A separate site plan for each DMA must be submitted. If there are multiple DMAs, a key map showing the location of the DMAs in relationship to one another and the entire site is required to be submitted. Each DMA site plan is required to show the following information:
  - ✓ DMA name and boundary;
  - ✓ The selected Site Design and Treatment Control Measures (identified in [Table 3](#));
  - ✓ The total drainage area in square feet of the DMA;
  - ✓ The pre-development peak flow rate at the point(s) of discharge;
  - ✓ The predicted post-development peak flow rate at the point(s) of discharge;
  - ✓ Areas of existing impervious surfaces (pre-development);
  - ✓ Proposed areas of impervious surfaces (post-development);
  - ✓ Setbacks from creeks, wetlands, and riparian habitats;
  - ✓ Existing topography and drainage patterns (pre-development);
  - ✓ Proposed topography and drainage patterns (post-development);
  - ✓ Soil types, soil type boundaries within the DMA, and their Hydrologic Soil Group Classification rating (A, B, C, or D); and
  - ✓ Trees, vegetation, and sensitive environmental areas to be protected and preserved.

Each plan must be stamped by a qualified licensed professional. The plans must be stamped by a California Civil Professional Engineer if any of the following control measures were selected: rooftop and impervious area disconnection, porous pavement, rain cisterns, bioretention or rain gardens, infiltration trench, or retention or detention basins. The plans must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The plans must be stamped by a California licensed Landscape Architect if any of the following Site Design Measures were selected: stream setbacks and buffers, soil quality improvement, vegetated swales, bioretention and rain gardens. The selected Site Design and Treatment Control Measure(s) must be clearly called out on the submitted plans.

- Design drawings for the proposed Treatment Control Measures showing a plan view, elevation view, and subsurface cross-sections must be submitted. Sufficient detail and specifications should be included in these drawings to provide for adequate plan check review and for the construction of the treatment “facility”. Each design drawing must be stamped by a qualified licensed professional. The drawings must be stamped by a California Civil Professional Engineer if any of the following control measures were selected: rooftop and impervious area disconnection, porous pavement, rain cisterns, bioretention or rain gardens, infiltration trench, or retention or detention basins. The drawings must be stamped by a California Structural Professional Engineer if a green roof was selected or if there is a significant structural aspect to the rain cisterns and collection system. The drawings must be stamped by a California licensed Landscape Architect if any of the following Site Design Measures were selected: stream setbacks and buffers, soil quality improvement, vegetated swales, bioretention and rain gardens.



- A print out of the results page from the MS Excel™ Volumetric BMP Sizing Tool for each DMA and control measure that requires the volumetric sizing criteria is required to be submitted. (Refer to [Appendix 6](#) for information on how to download the tool.)
- Calculations stamped by the appropriate licensed individual (as described above) for each DMA and control measure that requires flow-based sizing criteria must be included with the submittal.
- An Operation and Maintenance Plan and signed Statement of Responsibility for the proposed treatment control measures must accompany the submittal (refer to [Section 6](#) and [Appendix 9](#)).

# APPENDIX 9 – O&M PLAN AND CERTIFICATE OF RESPONSIBILITY FORM

OPERATION & MAINTENANCE (O&M) PLAN  
and  
STATEMENT OF RESPONSIBILITY

**Property Owner Information:**

Property Owner Name:					
Name of Contact Person:					
Mailing Address:					
City:		State:		Zip:	
Telephone:			Email:		

**Development Information:**

Name of Development					
Development Address:					
City:		State:		Zip:	
Assessor Parcel No.:					
Name of Person or Organization Responsible for Performing Inspections and Maintenance of the Treatment Control Measures:					
Mailing Street Address:					
City:		State:		Zip:	
Telephone:			Email:		

**Treatment Control Measures:**

List the treatment control measures at the development and their inspection frequencies (minimum of once per year). For each treatment control measure, describe conditions that require maintenance or repair. Describe preventative maintenance needed to keep the treatment control measure effective.

Treatment Control Measure	Inspection Frequency	Describe Conditions that Require Maintenance / Repair and Describe Routine Preventative Maintenance

## STATEMENT OF RESPONSIBILITY

**THIS AGREEMENT** is made and entered into in \_\_\_\_\_, California, this \_\_\_\_ day of \_\_\_\_\_, by and between \_\_\_\_\_ hereinafter referred to as "Owner" and the Town of Paradise;

**WHEREAS**, the Owner owns real property ("Property") in the Town of Paradise, State of California, depicted on the attached map, which are attached hereto;

**WHEREAS**, at the time of initial approval of the development project known as \_\_\_\_\_ within the Property described herein, the Town of Paradise required the project to employ on-site control measures to minimize pollutants in urban runoff;

**WHEREAS**, the Owner has chosen to install the following treatment control measures: \_\_\_\_\_, hereinafter referred to as "facilities", as the on-site control measures to minimize pollutants in urban runoff;

**WHEREAS**, said facilities have been installed in accordance with the requirements of the Town of Paradise Post-Construction Standards Plan and the Owner's plans and specifications accepted by the Town of Paradise;

**WHEREAS**, said facilities, with installation on private property and draining only private property, is a private facility with all operation, maintenance and replacement, therefore, the sole responsibility of the Owner in accordance with the terms of this Agreement;

**WHEREAS**, the Owner is aware that periodic and continuous maintenance (as described on page 1 of this O&M Plan), including, but not necessarily limited to, sediment removal, is required to assure peak performance of the facilities and that, furthermore, such maintenance activity will require compliance with all Local, State, or Federal laws and regulations, including those pertaining to confined space and waste disposal methods, in effect at the time such maintenance occurs;

**NOW THEREFORE**, it is mutually stipulated and agreed as follows:

1. Owner hereby provides the Town of Paradise or Town of Paradise's designee complete access, of any duration, to the facilities and its immediate vicinity at any time, upon reasonable notice, or in the event of emergency, as determined by Town of Paradise with no advance notice, for the purpose of inspection, sampling, testing of the facilities, and in case of emergency, to undertake all necessary repairs or other preventative measures at owner's expense as provided in paragraph 3 below. The Owner/Operator shall retain all operation and maintenance records at the facility for Town of Paradise inspection, and a copy shall be provided to the Town of Paradise if requested. The Town of Paradise shall make every effort at all times to minimize or avoid interference with Owner's use of the Property.
2. Owner shall use its best efforts to diligently maintain the facilities in a manner assuring peak performance at all times. All reasonable precautions shall be exercised by Owner and Owner's representative or contractor in the removal and extraction of material(s) from the facilities and the ultimate disposal of the material(s) in a manner consistent with all relevant laws and regulations in effect at the time. When requested from time to time by the Town of Paradise, the Owner shall provide the Town of Paradise with documentation identifying the material(s) removed, the quantity, and disposal destination.
3. In the event Owner, or its successors or assigns, fails to accomplish the necessary maintenance contemplated by this Agreement, within five (5) days of being given written notice by the Town of Paradise, the Town of Paradise is hereby authorized to cause any maintenance necessary to be done and

charge the entire cost and expense to the Owner or Owner's successors or assigns, including administrative costs, attorney fees and interest thereon at the maximum rate authorized by the Municipal Code from the date of the notice of expense until paid in full, and Owner hereby agrees to pay such charge within 30 days of receipt of Town of Paradise's written demand for payment.

4. The Town of Paradise may require the owner to post security in form and for a time period satisfactory to the Town of Paradise to guarantee the performance of the obligations stated herein. Should the Owner fail to perform the obligations under the Agreement, the Town of Paradise may, in the case of a cash bond, act for the Owner using the proceeds from it, or in the case of a surety bond, require the sureties to perform the obligations of the Agreement. As an additional remedy, the Town of Paradise may withdraw any previous storm water related approval with respects to the property on which the facilities have been installed until such time as Owner repays to Town of Paradise its reasonable costs incurred in accordance with paragraph 3 above.
5. The Owner will be sent an annual self-certification form each year by the Town of Paradise to certify that all of the inspections and maintenance have been performed per page 1 of this O&M Plan and that the facilities are in effective working condition. The Owner has 60 days to complete and return the annual self-certification form to the Town of Paradise. If the report is not received within the 60-day period, the Town of Paradise will perform the inspection and assessment; and the Owner will be billed for it as described above.
6. In event of legal action occasioned by any default or action of the Owner, or its successors or assigns, then the Owner and its successors or assigns agree(s) to pay all costs incurred by the Town of Paradise in enforcing the terms of this Agreement, including reasonable attorney fees and costs, and that the same shall become a part of the lien against said Property.
7. It is the intent of the parties hereto that burdens and benefits herein undertaken shall constitute covenants that run with said Property and constitute a lien there against.
8. The obligations herein undertaken shall be binding upon the heirs, successors, executors, administrators and assigns of the parties hereto. The term "Owner" shall include not only the present Owner, but also its heirs, successors, executors, administrators, and assigns. Owner shall notify any successor to title of all or part of the Property about the existence of this Agreement. Owner shall provide such notice prior to such successor obtaining an interest in all or part of the Property. Owner shall provide a copy of such notice to the Town of Paradise at the same time such notice is provided to the successor.
9. Any notice or demand for payment to a party required or called for in this Agreement shall be served in person, or by deposit in the U.S. Mail, first class postage prepaid, to addresses listed on Page 1 of this agreement either for the Owner or the Town of Paradise. Notice(s) shall be deemed effective upon receipt, or seventy-two (72) hours after deposit in the U.S. Mail, whichever is earlier. A party may change a notice address only by providing written notice thereof to the other party.

**IN WITNESS THEREOF**, the parties hereto have affixed their signatures as of the date first written above.

Town of Paradise

By \_\_\_\_\_

Name of Development: \_\_\_\_\_

By \_\_\_\_\_

PROPERTY OWNER

Name \_\_\_\_\_

Title \_\_\_\_\_

## APPENDIX 10 – LIST OF COLLABORATING MUNICIPALITIES

**Collaborating Phase II MS4s:**

Cities

City of Atwater

City of Ceres

City of Shasta Lake

City of Escalon

City of Lathrop

City of Merced

City of Oakdale

City of Redding

City of Ripon

City of Riverbank

City of Turlock

City of West Sacramento

Town of Paradise

Counties

Shasta County

Stanislaus County

Yuba County

Non-Traditional MS4s

Tracy Unified School District





1400 K Street, Suite 400 • Sacramento, California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
[www.cacities.org](http://www.cacities.org)

**Council Action Advised by July 31, 2015**

May 29, 2015

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference – September 30 – October 2, San Jose**

The League's 2015 Annual Conference is scheduled for September 30 – October 2 in San Jose. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, October 2, at the San Jose Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 18, 2015. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

-over-

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the San Jose Convention Center, will be open at the following times: Wednesday, September 30, 8:00 a.m. – 6:00 p.m.; Thursday, October 1, 7:00 a.m. – 4:00 p.m.; and Friday, October 2, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 18. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- 2015 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

## **Annual Conference Voting Procedures 2015 Annual Conference**

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: \_\_\_\_\_

**2015 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Friday, September 18, 2015. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.**

**OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_  
(circle one) (signature)

Date: \_\_\_\_\_

**Please complete and return by Friday, September 18, 2015**

League of California Cities  
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