

## SSW Program Implementation Plan

**Program Name: Development Review**

**Team Lead: Steve Thompson**

**Team Participants: Tami Reed, Tami Tonder, Susan Clark**

**Desired 6 Year Outcomes:**

- 1. Update Appendix F for inlet spacing and pipe capacity based on updated models for climate change**
- 2. Plain Talk MAs and Guide Sheets make more user friendly and more specific to individual sites. Add source control plan**
- 3. Watershed Basin Plan – Identify basin understand level of involvement**
- 4. Added support staff for plans review**
- 5. Follow-up on LEAN process – report out accountability**
- 6. Better access to plans for stormwater inspector**
- 7. Increase/improve collaboration, coordination and work flow processes with CP&D**
- 8. Improve review process timing**
- 9. More site-specific review/planning for TESC**
- 10. Raise the bar for minimums**
- 11. Develop process to get as-builts to Kira**

**Objectives/Strategies (from SSW Plan):**

**STRATEGY 1-5** - Ensure private and public development complies with City of Olympia DDECM

**STRATEGY 2-2 \*** - Support the City's temporary erosion and sediment control inspection and enforcement program.

**STRATEGY 2-16 \*** - Enforce Olympia's Drainage Design and Erosion Control Manual. Utility staff anticipates that new low impact development practices adopted in the 2016 Manual will require additional staff time for education, review, and inspection.

**Strategy 2-17** – Provide technical assistance to other City departments to ensure ongoing permit compliance.

**STRATEGY 2-19 \*** - Ensure inspection and maintenance standards for private and public stormwater facilities are met.

**STRATEGY 4-6 \*** – Require development to construct stormwater infrastructure in compliance with the City of Olympia DDECM.

\*Indicates enhanced strategy

Related Strategies: 1-2, 1-4, 1-6, 1-7, 1-9, 1-12, 1-13,  
2-1, 2-4, 2-8, 2-11, 2-15, 2-16, 2-17  
3-1, 3-8, 3-13, 3-16, 4-8, 4-17

**Resources/Limits Notes:** Currently hiring Engineer 1 position to assist Stormwater Engineer with \*enhanced strategies

**Table 1: Objectives, Outputs, and Performance Measures**

SMART Objectives	Outputs	Performance Measures/Targets
<b>Objective 1</b> – Update Appendix F to provide better guidance for inlet spacing and pipe capacity and proper use of single event hydrology models, to be included in the updated DDECM.	<b>*Output 1.1</b> - Ecology approval of changes	<b>A</b> - Task completed
	<b>*Output 1.2</b> - Updated Appendix F	<b>B</b> – Updated Appendix F due when Ecology DDECM updates are due
<b>Objective 2</b> – Update Stormwater Maintenance Agreements (SMA) to be site specific and user friendly by spring of 2020. This includes making the Source Control Plan more individual instead of template.	<b>Output 2.1</b> - Updated SMAs (commercial and residential)	<b>A</b> – Documents completed by June 20th
	<b>Output 2.2</b> – Updated source control plans (DDECM Attachment B, commercial and residential )	<b>A</b> – Documents completed by June 20th
<b>Objective 3</b> – Convert Guide Sheets to be more user friendly using Plain Talk methods, to be in place before approval of the new DDECM.	<b>Output 3.1</b> - Guide sheets	<b>A</b> – Number of revised guide sheets completed by end of 2020
<b>Objective 4</b> – Participate in the all city Watershed Planning effort (SMAP) to comply with 2019 - 2024 NPDES permit.	<b>*Output 4.1</b> - Documentation of any new barriers to implementation of LID principles or BMPs (S5.C.1c,l,a)	Annually
	<b>*Output 4.2</b> – Documentation Stormwater management influence for each basin on the watershed inventory (S5.Cd.i)	Due by 3/31/2022
	<b>*Output 4.3</b> - Documentation of Receiving water prioritization (S5.Cd.i)	Due by 6/30/2022
	<b>*Output 4.4</b> – Report of stormwater facility retrofits needed for catchment area to include BMP types and locations (S5.Ciii,a)	SMAP due by 3/31/2023

<b>Objective 5</b> – Evaluate workload and staffing for development plans review by the end of 2020.	<b>Output 5.1</b> - PEDP New Position (Engineer 1)	Annual PEDP
	<b>Output 5.2</b> - PEDP Steve Thompson	Annual PEDP
<b>Objective 6</b> – Continue the LEAN process improvement weekly meetings to: -Improve final inspection process -Improve access to plans for stormwater inspector -Increase collaboration, coordination and work flow processes with CP&D -Improve review process timing -Increase site-specific review/planning for TESC	<b>Output 6.1</b> - Documented process improvements for final inspections	Sites out of compliance
	<b>Output 6.2</b> - Accurate as-builts verified to match approved design	# of accurate as-builts # of inaccurate as-builts
	<b>Output 6.3</b> – Auditor has access to review stormwater plans at the Engineering stage of SmartGOV, by spring of 2020	# of plans reviewed by auditor at engineering phase

\*Required outcomes (e.g. permit or other regulatory nexus)

**Table 2: Activities, Assignments and Timelines** (\*Listed in order of Priority with notes)

Activity	Sub-activities	Person(s) Responsible	Date/Order to Complete
12. <b>SMART Objective 1:</b> Update Appendix F for inlet spacing and pipe capacity based on updated models for climate change			
Update Appendix F to provide better guidance for inlet spacing and pipe capacity and proper use of single event hydrology models, to be included in the updated DDECM.	A – Draft Update	Eric C., Steve T., Steve S.,	
	B –Get Ecology Approval	Steve T.	
	C – Legal Review	Lindsay, Legal Staff	
	D – Adopt and Approve	Eric, UAC, Council	
	E - Publish	Jeannine	
<b>Notes:</b>			
<b>SMART Objective 2:</b> Update Stormwater Maintenance Agreements (SMA) to be site specific and user friendly by spring of 2020. This includes making the Source Control Plan more individual instead of template			
Update Stormwater Maintenance Agreements (SMA) to be site specific	A - Research	Susan	
	B - Draft/Review	Steve T., Susan C., Tami T., New Staff	

and user friendly by spring of 2020. This includes making the Source Control Plan more individual instead of template.	C - Legal Review	Lindsay, Legal Staff	
	D – Approve and Adopt	Eric, UAC, Council	
	E – Publish	Jeannine, Susan M.	
<b>SMART Objective 3:</b> Plain Talk guide sheets			
Convert Guide Sheets to be more user friendly using Plain Talk methods, to be in place before approval of the new DDECM.	A – Read and Understand Current guide sheets	New Staff	
	B – Research Other Jurisdictions	New Staff	
	C – Draft changes	New Staff	
	D – Review	Steve T., Tami T., Tami R.	
	E - Publish	Jeannine	
<b>Notes:</b>			
<b>SMART Objective 4:</b> Participate in the all city Watershed Planning effort			
Participate in the all-City Watershed Planning effort (SMAP) to comply with 2019 - 2024 NPDES permit.	Conduct assessment of new barriers to implementation of LID principles or BMPs		
	Conduct assessment of stormwater management influence for each basin on the watershed inventory		
	Conduct analysis of receiving waters		
	Prioritize receiving waters based on analysis		
	Conduct analysis of stormwater facility retrofits needed for prioritized catchment area (include BMP types and locations)		
<b>SMART Objective 5:</b> — Evaluate workload and staffing for development plans review by the end of 2020.			
Hire Engineer 1 Position to provide support to Stormwater Engineer	A – Conduct interviews	Susan, Steve	
	B – Complete hiring process	Susan	
	C – Assign work		

	D- Prepare PEDPs		
<b>SMART Objective 6:</b> Continue the LEAN process improvement planning			

**Other Notes:** (add any changed drivers or new rationale that is different than the plan here or create a new header)