

South San Francisco Green Infrastructure Plan Workplan June 2017

The following Workplan provides an annotated outline for the development of South San Francisco's (City) Green Infrastructure Plan (Plan or GIP). This Workplan will layout the specific tasks that need to be completed in order for the City to complete the preparation of the various components of the Green Infrastructure Plan, and the timeline for their completion by the deadlines defined within the Municipal Regional Stormwater NPDES Permit (MRP).

Note that the Workplan documentation is to be submitted in the 2017 Annual Report, including documentation that the Workplan was approved by the City's governing body, Mayor, City Manager, or County Manager by June 30. 2017; per Provision C.3.j.i.(5) of the MRP.

The City is using the template that has been prepared by the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) Green Infrastructure Committee. The City has allocated resources to supplement the support that SMCWPPP is providing on the City's behalf.

Statement of Purpose

The statement of purpose is a minimum requirement for the Workplan per the MRP (Provision C.3.j.i.(1)). This is the City's statement of purpose for its GIP which could be derived from the GIP purpose that was provided by the Regional Water Quality Control Board, in response to comments on the draft MRP:

The Green Infrastructure Plan is intended to describe how the City will shift their impervious surfaces and storm drain infrastructure from gray (traditional) to green. That is, the Plan should describe how the City will change over time infrastructure that directs runoff directly into storm drains and receiving waters to green infrastructure that slows runoff by dispersing it to vegetated areas, harvests and uses runoff, promotes infiltration and evapotranspiration, and uses bioretention and other green infrastructure practices to treat stormwater runoff.

Therefore, one of the required elements for the Plan is for the City to self-determine and establish "targets" for the amount of impervious surface to be retrofitted with green infrastructure.

In addition, the introduction to Provision C.3.j states what the Board intends the Green Infrastructure Plans to achieve:

"The Plan is intended to serve as an implementation guide and reporting tool during this and subsequent Permit terms to provide reasonable assurance that urban runoff TMDL wasteload allocations (e.g., for the San Francisco Bay mercury and PCBs TMDLs) will be met, and to set goals for reducing, over the long term, the adverse water quality impacts of urbanization and urban runoff on receiving waters. For this Permit term, the Plan is being required, in part, as an alternative to expanding the definition of Regulated Projects prescribed in Provision C.3.b to include all new and redevelopment projects that create or replace 5,000 square feet or more of impervious surface areas and road projects that just replace existing imperious surface area. It also provides a mechanism to establish and implement alternative or in-lieu compliance options for Regulated Projects and to account for and justify Special Projects in accordance with Provision C.3.e.

The Plan shall also identify means and methods to prioritize particular areas and projects within each City's jurisdiction, at appropriate geographic and time scales, for implementation of green infrastructure projects. Further, it shall include means and methods to track the area within the City's jurisdiction that is treated by green infrastructure controls and the amount of directly connected impervious area. As appropriate, it shall incorporate plans required elsewhere within this Permit, and specifically plans required for the monitoring of and to ensure appropriate reductions in trash, PCBs, mercury, and other pollutants."

City Task	SMCWPPP Support	Timeframe
Review model Statement of Purpose for GIP Workplan.	Prepare model Statement of Purpose language.	January 2017 (Completed)
Develop Agency Statement of Purpose for GIP Workplan.	Finalize model language.	February 2017 (Completed)
Adopt/approval of final statement of purpose.	Support per member agency request.	Complete by adoption/approval of member agency Workplan by June 30, 2017.

Required Green Infrastructure Plan Elements

A. Prioritization and Mapping of Green Infrastructure Potential and Planned Projects

This work covers three provisions for the Green Infrastructure Plan as defined in the MRP:

- Provision C.3.j.i.(2)(a): *A mechanism (e.g., SFEI's GreenPlanIT tool or another tool) to prioritize and map areas for potential and planned projects, both public and private, on a drainage-area-specific basis, for implementation over the following time schedules, which are consistent with the timeframes for assessing load reductions specified in Provisions C.11. and C.12.*
 - (i) By 2020;
 - (ii) By 2030; and
 - (iii) By 2040.

The mechanism shall include criteria for prioritization (e.g. specific logistical constraints, water quality drivers (e.g. TMDLs), opportunities to treat runoff from private parcels in retrofitted street right-of-way) and outputs (e.g. maps, project lists) that can be incorporated into the City's long-term planning and capital improvement processes.

- Provision C.3.j.i. (2)(b): *Outputs from the mechanism described above, including, but not limited to, the prioritization criteria, maps, lists, and all other information, as appropriate. Individual project-specific reviews completed using these mechanisms are not required to be submitted with the Plan, but shall be made available upon request.*
- Provision C.3.j.i. (2)(c): *Targets for the amount of impervious surface, from public and private projects, within the City's jurisdiction to be retrofitted over the following time schedules, which are consistent with the timeframes for assessing load reductions specified in Provisions C.11. and C.12.*

City Task	SMCWPPP Support	Timeframe
A.1 Work with SMCWPPP to develop GIS-based modeling tool for use in mapping, prioritizing, and phasing of potential and planned projects.		
A.1.1 Provide data for drafting of San Mateo County Stormwater Resources Plan (SRP).	Prepare Draft SRP.	TASK COMPLETE
A.1.2 Support SMCWPPP development of tool during preparation of the Reasonable Assurance Analysis (RAA) to address mercury and PCBs TMDL implementation.	Further develop tool through the RAA process.	Review data input and results of tool, second half of FY 16-17.
A.1.3 Begin using web-based GIS tool ¹ for on-going tracking of GI implementation and to support MRP annual reporting.	Support per member agency request.	Tool to be available in second half of FY 16-17 for on-going use.
A.2 Develop prioritization criteria for GI project opportunities.		
A.2.1 Review preliminary criteria established as part of the SRP.	Prepare draft preliminary criteria.	First half of FY 16-17.
A.3 Develop mapping and associated database of GI project opportunities with information needed to perform a prioritization assessment of the opportunities.		
A.3.1 Review methodology for new and redevelopment land area, and possible refinements to public property and public streets potential for GI	Develop methodology and initial land area estimate	TASK COMPLETE
A.3.2 Review revised estimate of new and redevelopment area, and draft any refinements to property and public streets potential	Revise land use estimate	TASK COMPLETE
A.3.3 Review refined mapping and database developed through the RAA, if needed.	Revise mapping and database, if needed.	Initial refinement complete in Feb/March 2017. Potential additional refinement finalized by June 2017.

¹ As currently planned, this tool would allow for viewing of mapping and data. This tool will be accessible via the internet, and will not require a local GIS platform for City to view GIS layers.

City Task	SMCWPPP Support	Timeframe
A.4 Develop phasing plan for GI project opportunities consistent with timeframes of required Mercury and PCB load reductions, by 2020, by 2030, and by 2040; building from the work in identifying potential projects to achieve target load reductions and target amounts of impervious surface, from public and private projects, to be retrofitted over the same time schedule.		
A.4.1 Review volume/sediment capture goals to meet TMDL implementation milestones established through RAA.	Draft capture goals.	RAA finalized by end of June 2017.
A.5 Define the methodology for integration of the GI project opportunities phasing plan into City's long-term planning and capital improvement plans and processes. This should include projects that are intended to be implemented following the current permit term; those that are intended to be implemented to achieve the 2030 and 2040 load reduction targets. ¹		
A.5.1 Review draft model methodology.	Prepare draft methodology.	Review 1 st quarter FY 17-18.
A.5.2 Review and finalize model methodology.	Refine methodology.	Review and comment on final draft, early November 2017. Accept final model methodology, December 2017.
A.6 Develop and integrate into GI Plan for adoption.		Begin 2nd quarter FY 17/18 and complete for inclusion in Annual Report submittal of September 30, 2019

B. Develop process for tracking and mapping completed projects

This work covers needs of Provision C.3.j.i.(2)(d) of the MRP:

A process for tracking and mapping completed projects, public and private, and making the information publicly available.

¹ The workplan for completion of prioritized projects, those to be completed by 2020, is included in section F below, related to Provision C.3.j.i.(2)(j) of the MRP.

City Task	SMCWPPP Support	Timeframe
B.1 Work with SMCWPPP through GI TAC to identify model methodology for mapping and finalizing database information for projects as they are completed.	Develop publicly accessible element of web-based mapping and data tool.	July through mid-October 2017.
B.2 Identify City-specific department/division responsibilities for mapping and finalizing database information as projects are completed.	Support per member agency request.	December 2017 and February 2018.
B.3 City implement pilot period of mapping and database management. During this period the public “portal” of the web-based mapping and data tool will also be piloted.	Support per member agency request.	Mid-February thru mid-May 2018.
B.6 City refine and implement tracking procedures, defined under Item A above, and SMCWPPP refines the public “portal”.	Support per member agency request.	Start FY 18-19 and continue through permit term (December 31, 2020).

C. Develop overall Green Infrastructure guidelines, standard specifications, and design details

This work covers two provisions for the Green Infrastructure Plan as defined in the MRP:

- Provision C.3.j.i.(2)(e): *General guidelines for overall streetscape, and project design and construction so that projects have a unified, complete design that implements the range of functions associated with the projects. ...The guidelines should call for the City to coordinate, for example, street improvement projects so that related improvements are constructed simultaneously to minimize conflicts that may impact green infrastructure.*
- Provision C.3.j.i.(2)(f): *Standard specifications and, as appropriate, typical design details and related information necessary for the City to incorporate green infrastructure into projects in its jurisdiction.*

City Task	SMCWPPP Support	Timeframe
C.1 Work with SMCWPPP through GI TAC to develop model San Mateo countywide guidelines, standard specifications, and design details , the <i>San Mateo County Model Green Infrastructure Guidelines and Standards</i> , to implement the range of functions associated with projects, such as: street use for stormwater management and treatment; safe pedestrian travel; use as public space; for bicycle, transit, and vehicle movement; and as locations for urban forestry. These will also include identification of needs and model procedures for coordinated and consistent plan review of private projects, scoping and design for public projects, provisions for public/private implementation and maintenance agreements, and operations and maintenance.		
C.1.1 Review model guidelines and standards reference documents memorandum.	Research reference documents, prepare memorandum.	TASK COMPLETE

City Task	SMCWPPP Support	Timeframe
C.1.2 Review proposed reorganization of model guidelines and standards approach.	Prepare proposed approach.	TASK COMPLETE
C1.3 Review revised scope and schedule for SMCWPPP preparation of model document	Prepare revised scope and schedule	TASK COMPLETE
C.1.4 Review draft samples of guidelines and standards sections and provide comments to SMCWPPP.	Prepare draft samples.	TASK COMPLETE
C.1.5 Participate in GI TAC workshop to give direction on approach for full model guidelines and standards, refinements to approach, level of detail, etc. based on review sample guidelines and standards	Facilitate GI TAC Workshop	TASK COMPLETE
C.1.6 Review full TAC draft of model guidelines and standards and provide comments to SMCWPPP.	Prepare draft model documents.	June 2017 (In progress).
C.1.7 Approve final comprehensive draft of the model guidelines and standards.	Prepare final model documents.	November 2017.
C.2 Revise existing guidelines, standard specifications, design details, departmental procedures, etc. as needed given the implementation approach for City.		
C.2.1 Use web-based platform, provided by SMCWPPP as City resource for revising various guidelines and standards documents. ¹	Support per member agency request.	Nov. 2017 thru Feb. 2018.
C.2.2 Provide feedback to SMCWPPP regarding utility of web-based resource platform.	Revise model documents, as needed.	By end of February 2018.
C.2.3 Finalize City specific development of guidelines and standards; City may choose to adopt the model guidelines and standards.	Support per member agency request.	Start mid-May 2018 and finish approval/adooption by September 30, 2019.

¹ The concept is to make it a resource that would provide access to the model language documents and to also serve as a clearing house for documents that are prepared by Member Agencies. This would be similar to the “21 Elements: Housing Element Update Kit” website (21elements.com)

D. Develop requirements for design of projects to meet hydromodification sizing requirements or other accepted sizing requirements

This work covers needs of Provision C.3.j.i.(2)(g) of the MRP:

...projects be designed to meet the treatment and hydromodification sizing requirements in Provisions C.3.c. and C.3.d. For street projects not subject to Provision C.3.b.ii. (i.e., non-Regulated Projects), Permittees may collectively propose a single approach with their Green Infrastructure Plans for how to proceed should project constraints preclude fully meeting the C.3.d sizing requirements.

City Task	SMCWPPP Support	Timeframe
D.1 Work through SMCWPPP and its GI TAC to coordinate with the BASMAA Development Committee's work on a single approach for how to proceed should project constraints preclude fully meeting the C.3.d sizing requirements.		
D.1.1 Review BASMAA draft recommendations on single approach, <u>not related</u> to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, est. April 2017. TAC review, est. May 2017. (In progress)
D.1.2 Review BASMAA draft recommendations on single approach, <u>related</u> to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, est. mid-March thru April 2018. TAC review, est. May 2018.
D.1.3 Integrate final single approach from BASMAA into GI Plan.	Support per member agency request.	Begin in est. August 2018.

E. Planning document update, summary of updates, and workplan for future plans

This work covers the needs of two provisions of the MRP:

- Provision C.3.j.i.(2)(h): *A summary of the planning documents the City has updated or otherwise modified to appropriately incorporate green infrastructure requirements... City's expected to complete these modifications as a part of completing the Green Infrastructure Plan, and by not later than the end of the permit term.*
- Provision C.3.j.i.(2)(i): *To the extent not addressed above [in (h)], a workplan identifying how the City will ensure that green infrastructure and low impact development measures are appropriately included in future plans (e.g., new or amended versions of the kinds of plans listed above).*

City Task	SMCWPPP Support	Timeframe
E.1 Work through SMCWPPP through the GI TAC to develop model planning document update language.		
E.1.1 City provide existing planning documents to SMCWPPP for review.	Document and review planning documents.	TASK COMPLETE
E.1.2 Review draft model plan update materials from SMCWPPP.	Prepare model plan update report.	TASK COMPLETE
E.1.3 Begin utilizing final model planning update materials to revise City-specific documents; see below for further details.	Finalize model plan update report. Support per member agency request.	June 2017 (In progress).
E.2 Make modifications to City-specific planning documents.		
E.2.1 Make needed modifications to planning documents that are currently being updated or created, <u>for other purposes</u> , during the preparation of development of model language, to the extent feasible.	Support per member agency request.	Work of priority/in-progress plans can begin in January 2017 using draft model language and complete for inclusion in the GI Plan. ¹
E.2.2 Draft modifications or updates to each existing planning document, needing this effort, to appropriately incorporate green infrastructure requirements.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.
E.2.3 Take modified or updated planning documents through necessary public review and approval/adoption processes; see below related to future planning documents.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete prior to end of the permit term (December 31, 2020).

¹ GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

City Task	SMCWPPP Support	Timeframe
E.3 Develop a summary of planning documents that have been updated or modified to incorporate green infrastructure requirements and improvements.		
E.3.1 Draft summary of modifications made to planning documents as they move through the approval/adoption process, and integrate into Green Infrastructure Plan.	Support per member agency request.	Begin during or before FY 17-18 and complete “these modifications as a part of completing the Green Infrastructure Plan, and by not later than the end of the permit term”. ¹²
E.4 Develop a workplan for on-going integration of language to incorporate green infrastructure requirements in future planning documents.		
E.4.1 Work with SMCWPPP through the GI TAC to develop model language for appropriate policies and/or procedures to ensure language is integrated into future documents.	Develop Model Language.	TASK COMPLETE
E.4.2 Draft City-specific policies and/or procedures.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.
E.4.3 Take City-specific policies and/or procedures through necessary public review and approval/adoption processes.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan. ²
E.4.4 Summarize City-specific policies and/or procedures and their approval/adoption in City’s GI Plan.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan. ²

F. Workplan for completion of prioritized projects

This work covers needs of Provision C.3.j.i.(2)(j) of the MRP:

A workplan to complete prioritized projects identified as part of a Provision C.3.e Alternative Compliance program or part of Provision C.3.j Early Implementation.

¹ Provision C.3.j.i.(2)(h) of the MRP, page 46.

² GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

City Task	SMCWPPP Support	Timeframe
F.1 Determine need for SMCWPPP support to member agencies for this task.		
F.1.1 Discussions at GI TAC regarding potential for support and definition of scope, if needed.	Prepare for and facilitate GI TAC discussions.	TASK COMPLETE
F.2 Preparation of City-specific workplan to complete prioritized projects.		
F.2.1 Develop and integrate into GI Plan for adoption.	To be determined.	Begin during FY 17-18 and complete for inclusion in the GI Plan. ¹

G. Evaluation of Funding Options

This work covers needs of Provision C.3.j.i.(2)(k) of the MRP:

An evaluation of prioritized project funding options, including, but not limited to: Alternative Compliance funds; grant monies, including transportation project grants from federal, State, and local agencies; existing City resources; new tax or other levies; and other sources of funds.

City Task	SMCWPPP Support	Timeframe
G.1 Determine need for SMCWPPP support to member agencies for this task.		
G.1.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during February and May 2017 TAC Meetings.
G.1.2 Begin efforts on this work item.	To be determined.	Begin during FY 17-18.
G.2 Preparation of City-specific evaluation of funding options for inclusion in each City's Green Infrastructure Plan.		
G.2.1 Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan. ²

¹ GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

² GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

H. Adopt other policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation

This work covers the needs of Provision C.3.j.i.(3) of the MRP:

(3) Adopt policies, ordinances, and/or other appropriate legal mechanisms to ensure implementation of the Green Infrastructure Plan in accordance with the requirements of this provision.

City Task	SMCWPPP Support	Timeframe
H.1 Determine need for SMCWPPP support to member agencies for this task.		
H.1.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during January 2017 and May 2017 TAC Meeting.
H.1.2 Begin implementing SMCWPPP support on this work item.	To be determined.	During FY 17-18 in coordination with development of draft model planning update materials.
H.2 Preparation and adoption of City-specific policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation.		
H.2.1 Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan. ¹

I. Conduct outreach and education with public, staff, and elected officials

This work covers the needs of Provision C.3.j.i.(4) of the MRP:

(4) Conduct outreach and education in accordance with the following:

- (a) Conduct public outreach on the requirements of this provision, including outreach coordinated with adoption or revision of standard specifications and planning documents, and with the initiation and planning of infrastructure projects. Such outreach shall include general outreach and targeted outreach to and training for professionals involved in infrastructure planning and design.*
- (b) Train appropriate staff, including planning, engineering, public works maintenance, finance, fire/life safety, and management staff on the requirements of this provision and methods of implementation.*
- (c) Educate appropriate City elected officials (e.g., mayors, city council members, county supervisors, district board members) on the requirements of this provision and methods of implementation.*

¹ GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

City Task	SMCWPPP Support	Timeframe
I.1 Conduct public outreach through the efforts being defined in the Five-Year Public Education and Outreach Strategic Plan.		
I.1.1 Review and finalize the Five-Year Public Education and Outreach Strategic Plan.	Prepare draft and final strategic plan.	Begin in 3 rd quarter of FY 16/17.
I.1.2 Implement the Five-Year Public Education and Outreach Strategic Plan as a coordinated SMCWPPP and City effort.	On-going support of member agency efforts. Implementation of countywide efforts.	Currently and throughout the permit period.
I.2 Determine scope of SMCWPPP efforts in supporting training of City staff, and implement support.		
I.2.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during May 2017 TAC Meetings.
I.2.2 Implement support of training of City staff.	On-going support of member agency efforts. Implementation of countywide efforts.	Begin in 4 th quarter of FY 16-17.
I.3 Determine scope of SMCWPPP efforts in supporting educating City elected officials, and implement support.		
I.3.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during May 2017 TAC Meetings.
I.3.2 Implement support of education of City elected officials.	On-going support of member agency efforts. Implementation of countywide efforts.	Begin in 4 th quarter of FY 16-17.

J. Report on Green Infrastructure Planning Efforts

This work covers the needs of Provision C.3.j.i.(5) of the MRP: (5) *Report on Green Infrastructure Planning*; and several other provisions and related GIP Workplan elements discussed earlier in this outline.

City Task	SMCWPPP Support	Timeframe
J.1 City shall submit documentation in the 2017 Annual Report that its framework or workplan for development of its Green Infrastructure Plan was approved by its governing body, Mayor, City Manager, or County Manager.	Support per member agency request.	Complete GIP Workplans by June 30, 2017 and submit as part of 2017 Annual Report by September 30, 2017.
J.2 City shall submit its completed Green Infrastructure Plan with the 2019 Annual Report.	Support per member agency request.	Complete by June 30, 2019, and submit by September 30, 2019 as part of 2019 Annual Report.
J.3 City shall submit documentation of its legal mechanisms to ensure implementation of its Green Infrastructure Plan with the 2019 Annual Report. [related to Provision C.3.j.i.(3), see section H above.]	Support per member agency request.	Complete by June 30, 2019, and submit as part of 2019 Annual Report by September 30, 2019.
J.4 City shall submit a summary of its outreach and education efforts in each Annual Report.	Support per member agency request.	Complete and submit by September 30 th of each permit term year: 2016 through 2020.