

## **Action Item C Local Program Reviews**

### Town of Wake Forest

On August 28, 2013, Karyn Pageau, Joe Dupree and Matt Poling conducted a review of the Town of Wake Forest's Local Program. Seven staff members contribute 4.25 full time equivalents to the erosion control program. The town has 50 projects and has reviewed 52 plans, with 17 approvals and 35 disapprovals. The town has conducted 949 inspections, issued 8 notices of violations, 34 stop work orders and one civil penalty in the past 12 months. Six projects were reviewed.

The Town of Wake Forest Local Program is visiting sites on a frequent basis, which is appreciated. The local program should also implement the following recommendations to improve the program:

- 1) Continue to check for self-inspection records on site.
- 2) Please provide the new combined self-inspection form when approving erosion control plans.
- 3) Document when slopes have been graded or areas are left idle in the comments section of inspection reports in order to establish a time frame for establishing ground cover.

Staff recommends continued delegation.

### Village of Whispering Pines

On September 12, 2013, Brad Cole, Diane Adams, Nick Mills, Mike Lawyer and Matt Poling conducted a review of the Village of Whispering Pine's Local Program. One staff member contributes one-tenth of a full time equivalent to the erosion control program. The village has 25 projects, all of which are single family home sites that are less than an acre. The village has reviewed 68 plans, with 67 approvals and one disapproval. The Village has also issued one notice of violations, and one civil penalty in the past 12 months. The village indicates that it conducts an inspection once per week for each project, however no written inspections were completed and placed in the project folders. Five projects were reviewed.

The local program should implement the following recommendations to improve the program:

- 1) Check for self-inspection records on site, for projects one acre or larger in disturbed area.
- 2) Please provide the new combined self-inspection form when approving erosion control plans for projects one acre or larger in disturbed area.
- 3) Document when slopes have been graded or areas are left idle in the comments section of inspection reports in order to establish a time frame for establishing ground cover. The time limit for ground cover on slopes for projects less than one acre in disturbed area is 21 calendar days.

- 4) Invite staff from the Fayetteville Regional Office to come and participate in plan reviews.
- 5) The local program may be visiting sites with an adequate frequency, however without proper documentation this cannot be established. The Village must fill out an inspection report and document whether or not each site is in compliance with the village's ordinance.

Staff recommends continuing the review, with a follow-up in three months.

### Town of Southern Pines

On October 1, 2013, Brad Cole, Diane Adams, Mike Lawyer, Nick Mills, and Matt Poling conducted a review of the Town of Southern Pine's Local Program. Four staff members contribute 2.0 full time equivalents to the erosion control program. The town has 18 projects and has reviewed 7 plans, with 5 approvals and 2 disapprovals. The town has conducted 495 inspections, and has not taken any enforcement actions so far for 2013. Five projects were reviewed.

The Town of Southern Pines' Local Program is visiting sites on a frequent basis, which is appreciated. The local program should also implement the following recommendations to improve the program:

- 1) Continue to check for self-inspection records on site.
- 2) Please provide the new combined self-inspection form when approving erosion control plans.
- 3) Document when slopes have been graded or areas are left idle in the comments section of inspection reports in order to establish a time frame for establishing ground cover.

Staff recommends continued delegation.

### Town of Boone

On July 25, 2013 and on October 23, 2013, Tim Latham, and Matt Poling conducted reviews of the Town of Boone's Local Program. The latest review was conducted as a follow up to help the Town of Boone bring several sites back into compliance.

The Town of Boone's Local Program is visiting their sites more frequently since the last visit. The local program should continue to implement the following recommendations to improve the program:

- 1) Continue to check for self-inspection records on site.
- 2) Please provide the new combined self-inspection form when approving erosion control plans.

- 3) Document when slopes have been graded or areas are left idle in the comments section of inspection reports in order to establish a time frame for establishing ground cover.
- 4) Invite staff from the Winston Salem Regional Office to come and participate in the review of complex plans.
- 5) If sites remain out of compliance for extended periods of time, the Town of Boone should seek to hold building permits in order to regain compliance.

Staff recommends continued delegation.

### City of Rocky Mount

On October 25, 2013, Karyn Pageau, Joe Dupree, Julie Ventaloro, and Matt Poling conducted a review of the City of Rocky Mount's Local Program. Four staff members contribute 1.75 full time equivalents to the erosion control program. The town has 8 projects and has reviewed 6 plans, with 6 approvals and no disapprovals. The town has conducted 57 inspections, and has issued 2 Notices of Violation in the past 12 months. Five projects were reviewed.

The City of Rocky Mount's Local Program is visiting sites on a frequent basis, which is appreciated. The local program should also implement the following recommendations to improve the program:

- 1) Continue to check for self-inspection records on site.
- 2) Please provide the new combined self-inspection form when approving erosion control plans.
- 3) Document when slopes have been graded or areas are left idle in the comments section of inspection reports in order to establish a time frame for establishing ground cover.

Staff recommends continued delegation.