

FACT SHEET: PRIVATE STORMWATER FACILITY OUTREACH PROGRAM

In 2019-20 the City of Sequim initiated an outreach program to aid in the proper and timely maintenance of stormwater facilities designed to manage runoff from common areas on private property. **We are providing this Fact Sheet for informational purposes** to convey the importance of regulations about inspections and maintenance found in SMC 13.108.

Stormwater Facilities – What are they?

Stormwater facilities come in many shapes and sizes and are a common feature of urban development. In Sequim, typical facilities include:

- **Roof gutters and downspouts**
- **Catch basins**
- **Drywells**
- **Infiltration trenches and lines**
- **Retention and detention ponds**
- **Bioswales**
- **Filters, oil-water separators, and other water quality treatment devices**

These components are combined in site-specific arrangements to control and treat stormwater runoff so that it's not adding liability risk by causing erosion and other property damage or as a source of pollutants to surface water and ground water. When operating effectively, stormwater facilities reduce runoff and flooding risk, protect public streets and private property, and help protect wildlife and the environment.

Private stormwater facilities are assets that must be regularly inspected, maintained, and repaired as necessary in order to perform as designed for their expected lifespan.

Resources – Where can I find maintenance information?

We encourage you to contact the manufacturer of your specific stormwater facilities for maintenance information. In some cases, specially trained inspectors or service vendors will be necessary to perform proper maintenance.

For many common facilities, specially trained personnel are not necessary; the City has compiled maintenance checklists for many of them, found here:

<https://www.sequimwa.gov/932/Stormwater-Permitting>

From this webpage you can also find a link to a list of vendors who provide maintenance services you might need (*the link is to the Kitsap County Stormwater Program*).

Why am I receiving this Fact Sheet?

Sequim Public Works is proactively assisting private parties achieve compliance with inspection and maintenance regulations. Staff can provide resources and **may want to contact you** and visit your facility to confirm our records, particularly in these cases:

- **Proximity to existing stormwater problem areas (flooding, ponding, etc.)**
- **Proximity to high traffic roads in the City**
- **Proximity to streams or shallow ground water**
- **Missing or incomplete stormwater plans on file with Public Works**
- **Impervious surface area size (e.g., parking lot and/or structures)**
- **Land uses involving toxic or hazardous materials**

Inspections & Maintenance – What are my responsibilities?

Sequim Municipal Code requires that **property owners are responsible for the inspection, maintenance, operation, and repair of stormwater facilities located on their private property** in compliance with SMC Chapter [13.108 / STORMWATER MAINTENANCE](#). Fundamental responsibilities follow; site-specific responsibilities may also be indicated in permit conditions associated with approval of the development.

SMC 13.108.090:

- A.** Facilities shall be inspected regularly and cleared of debris, sediment and vegetation to ensure the functioning and/or design capacity of the facility.
- B.** Vegetated stormwater facilities shall be inspected regularly and mowed or replanted during the growing season as necessary. Clippings are to be removed and properly disposed of.
- C.** Where lack of maintenance is causing or contributing to a water quality or flooding problem, immediate action must be taken to correct the problem.

Documentation & Reporting – What/when/where do I need to report?

SMC 13.108.180:

- A. As-built plans and locations. *(If not already on file with the city)*
- B. Findings of fact granted by the city. *(E.g., conditions of approval for development)*
- C. Operation and maintenance requirements and records of inspections, maintenance actions and frequencies.
- D. Engineering reports, as appropriate.

Sequim Public Works is authorized by SMC 13.108.170 to require documentation of a complete inspection, submitted by email, regular mail, fax, or online as listed below. Feel free to contact one of us with questions you may have:

City of Sequim Public Works Department

Phone (360) 683-4908

Fax (360) 681-0552

Mailing address: 152 W Cedar St., Sequim, WA 98382

Stormwater Inspection/Maintenance Communications: stormwater@sequimwa.gov
(Or upload using the link shown in email correspondence.)

Ann Soule, LHG – Inspection Program Manager (360) 582-2436
asoule@sequimwa.gov

Matt Klontz, PE – Public Works Director (360) 582-2472
mklontz@sequimwa.gov

This outreach program was a top recommendation in the City's [Storm & Surface Water Master Plan](#) adopted by City Council in 2016. Staff and Council thank you for your commitment to protecting your own assets while also protecting public streets, private property, wildlife, and the environment.