



**Parks and Greenways Board**  
Regular Meeting  
June 11, 2024, at 9:30 a.m.

ALL MEMBERS WILL BE IN PERSON.  
THIS MEETING CAN BE VIEWED ELECTRONICALLY AND IN PERSON  
Please visit [www.laurelpark.org](http://www.laurelpark.org) for more information

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83939721596>

Or

Telephone:

1-646-931-3860 (US)

- 1. Call to Order**
- 2. Public Comment**
- 3. Approval of the Agenda**
- 4. Approval of May 14, 2024, Regular Meeting Minutes**
- 5. Budget Report (page 2)**
- 6. Old Business**
  - a. Adopt a Garden (page 3)
- 7. New Business**
  - a. MS4 Stormwater Presentation (page 5)
  - b. 2024-2024 Goals List (page 14)
- 8. Park Technician's Report**
- 9. Invasives Species Committee Report**
- 10. Centennial Committee Report**
- 11. Board and Commissioner Comments**
- 12. Adjournment**

**Next Meetings:**

Thursday, June 27, 2024 @ 4:00 p.m. (Site Meeting)

Tuesday, July 9, 2024 @ 9:30 a.m. (Regular Meeting)

**GENERAL FUND - PARKS**  
**ANNUAL BUDGET - FY 2023-2024**

<b>NUMBER</b>	<b>EXPENDITURE</b>	<b>FY 2024 BUDGET</b>	<b>SPENT</b>	<b>REMAINING</b>
10-6130-5101	P&G CAPITAL OUTLAY	\$ 30,715.00	\$ 19,064.35	\$ 11,650.65
<b>TOTAL</b>		<b>\$ 30,715.00</b>	<b>\$ 19,064.35</b>	<b>\$ 11,650.65</b>



TOWN OF LAUREL PARK  
**AGENDA ITEM SUMMARY**

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**Title of Item:** Adopt a Garden

**Presenter:** Gary Anderson

**Attachment(s):** Yes/No

- Adopt a Garden areas and assignments

**Summary of Item:**

The Town of Laurel Park's Adopt-A-Garden Program is a volunteer program designed for interested individuals, groups, and businesses to be able to adopt a street side or public garden. The goal of the project is to provide adopters with an active role in the community by maintaining and improving the Town's street garden, as well as providing a way to grow pride in the community. Anyone 18 years or older is eligible to adopt a garden; residents, non-residents, individuals, groups and clubs, organizations, businesses, etc.

**Suggested Action:**

For Discussion Only.

**Suggested Motion:**

N/A

# Adopt a Garden Volunteers

Town Offices: Judy Lyons, Joe Robustelli

Laurel Park Island: Sherry Painter, Mark Morse, Debbie and Tom Garrity, Todd Plessel

Laurel Park Hwy and Hebron Road: Lutrelle O’Cain, Carey O’Cain, Anne Hartig

Crystal Spring Park:

Roberts Dr. and Laurel Park Hwy: Gary Anderson, Sally Buchholz, John McGregor

Jump Off Rock circle: George and Catherine Banta, Mike and Virginia Erwin, Dee West, Tom Felice

Wildwood Heights sign at Essowah: Janet and Ed Mattern

Other needed areas perhaps.....

5<sup>th</sup> Avenue Laurel Park sign; Glen Rock Spring; specific planting beds at RLP, Canal park gardens

Also maybe “adopt a trail”; Blue Trail, Yellow Trail



TOWN OF LAUREL PARK  
**AGENDA ITEM SUMMARY**

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**Title of Item:** MS4 Stormwater Presentation

**Presenter:** Dr. Mary Roderick- Land of Sky

**Attachment(s):** **Yes/No**

- PowerPoint Presentation

**Summary of Item:**

Dr. Mary Roderick will come to the meeting to update the P&G Board on the status of our MS4 program.

**Suggested Action:**

For Discussion Only.

**Suggested Motion:**

N/A



# Stormwater Program

Parks & Rec Committee

Presentation

6/11/2024

Mary Roderick, Ph.D.

Planning Director

# MS4 Permit Overview

## Permit for what?

### National Pollutant Discharge Elimination System (NPDES)

Federal Clean Water Act Permitting Program for:

Wastewater Permits

Stormwater Permits (40 CFR 122)

### Municipal Separate Storm Sewer System (MS4)

MS4 is a system of conveyances to collect and transport stormwater runoff

NPDES MS4 Permits are for discharges of stormwater to surface waters from a publicly owned/operated stormwater collection system

#### Key Components:

- Fund the Stormwater Management Program
- **Implement a Comprehensive Stormwater Management Plan (SWMP)**
- Six Minimum Control Measures / Program Areas
- Document Program Implementation
- Report Annually
- Obtain a New Permit Every 5 Years

# MS4 Permit Enforcement

## Federal NPDES enforcement has increased

EPA > NC DEQ > Local Jurisdictions

## NC DEQ Audits Began in 2019

Most communities received NOV's (24 out of 30)

DEQ updated SWMP template and requirements

## Laurel Park's Audit conducted in 2019

## MS4 5-Year Permit Renewed 8/1/2023

- Year 1 through 7/31/2024
- LOSRC supporting implementation

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# SWMP Overview

## SWMP approved 2/2023

- Describes stormwater system, receiving waters, pollutants of concern, target audiences
- Designates responsible parties, identifies partnerships
- Details BMPs (best management practices) to implement 6 minimum measures over a 5-year period

### Six Minimum Measures

1. **Public Education & Outreach**
2. **Public Involvement & Participation**
3. **Illicit Discharge Detection & Elimination (IDDE)**
4. **Construction Site Runoff Controls**
5. **Post-Construction Site Runoff Controls (PC)**
6. **Pollution Prevention & Good Housekeeping for Municipal Operations (PP/GH)**

**SWMP Excerpt**  
**BMPs for Public**  
**Involvement and**  
**Participation**

Table 14: Public Involvement and Participation BMPs				
Permit Ref.	3.3.1: Public Input Mechanisms for public involvement that provide input on stormwater issues and the stormwater program.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
9.	<b>Town Meetings</b>			
	Stormwater issues and program implementation items will be brought to the Town Council. Citizens can provide input.	1. Advertise Board meetings and agendas on website.	1. Annually Permit Year 1 - 5	1. Yes/No
10.	<b>Stormwater Website Page</b>			
	Provide a contact person and e-mail address for citizen's questions related to stormwater on the Stormwater website page.	1. Maintain contact information on website.	1. Permit Year 1 - 5	1. Yes/No
		2. Maintain reporting form on website.	2. Permit Year 1 - 5	2. Yes/No
Permit Ref.	3.3.2: Volunteer Opportunities Measures to provide volunteer opportunities designed to promote ongoing citizen participation.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
11.	<b>Encourage Participation in NC StreamWatch</b>			

**SWMP Excerpt**  
**BMPs for Public**  
**Involvement and**  
**Participation**

Table 14: Public Involvement and Participation BMPs				
	Provide information about <u>Stream Watch</u> and promote participation.	1. Add information about <u>Stream Watch</u> to website.	1. Permit Year 2	1. Yes/No
		2. Monitor <u>Stream Watch</u> activity and highlight community participation on website.	2. Permit Years 2-5	2. Yes/No
12.	Support roadside cleanup			
	Promote and provide supplies for community roadside cleanup event.	1. Advertise event in newsletter.	1. Permit Year 1-5	1. Yes/No Date of event
		2. Provide clean up supplies (bags, gloves) and collect bagged trash.	1. Permit Year 1-5	2. Yes/No Number of participants

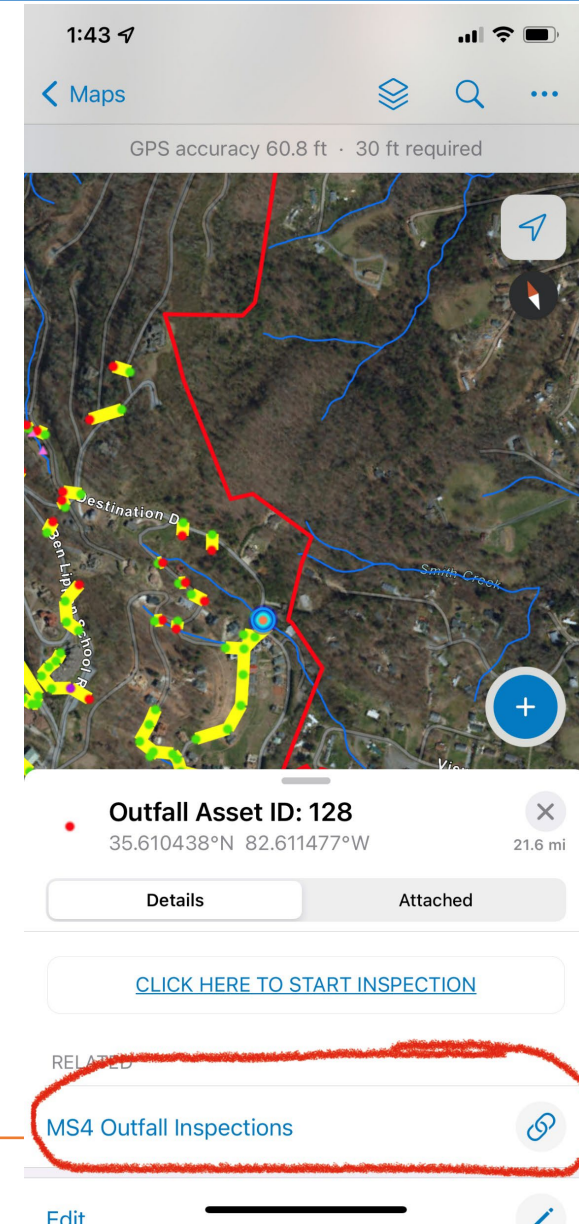
# MS4 Compliance Status

## To date:

- Formal agreement with LOSRC for compliance support
- Website updates provided (launch date?)
- Stormwater brochure and info magnets distributed at community events
- Parks & Greenway Committee presentation scheduled for 6/11/24

## Next Steps:

- Funding gap analysis as a part of budgeting
- Development review & approval tracking (Henderson County)
- Tracking mechanism for Stormwater Hotline calls
- IDDE Plan & MS4 App integration for reporting
- Written SOP for MS4 inspections & maintenance
- Spill kits for municipal vehicles



## Regional Stormwater Services Program

### Public Education & Outreach

- Create website content, social media campaigns, newspaper ads and brochures
- Document activities and target audience exposure
- *Future: Direct education and mass media campaigns (radio & TV)*

### Public Involvement & Participation

- Coordinate with local non-profits and publicize volunteer opportunities
- Track stormwater program topics and issues addressed during town meetings, provide presentations upon request
- *Future: Rain barrel and rain garden workshops*

### Illicit Discharge Detection & Elimination (IDDE)

- Provide targeted IDDE education and reporting mechanism
- *Add-on: IDDE plan, ordinance, tracking system; stormwater system inventory*

### Pollution Prevention & Good Housekeeping (PP/GH)

- Conduct site visits and trainings (PP/GH, IDDE, spill response)
- Track chemical handling certification
- Provide documentation system for spills and clean-up; facility, vehicle and equipment maintenance; and pavement management
- *Add-on: MS4 O&M plan, integrated asset inspection and maintenance documentation system*

### Construction & Post-Construction Site Runoff Controls

- Assist with documenting activities handled by delegated authorities

**Cost-effective services to meet your MS4 permit and stormwater needs**

### Add-on Services

#### MS4 Program Implementation

- Prepare, review and update SWMP
- Evaluate program annually
- Develop and review ordinances
- Create stormwater system inventory with online, interactive map
- Provide integrated asset inspection and maintenance documentation system; IDDE tracking system
- Create MS4 O&M plan, IDDE plan



TOWN OF LAUREL PARK  
**AGENDA ITEM SUMMARY**

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**Title of Item:** 2024-2025 Goals

**Presenter:** Gary Anderson

**Attachment(s):** Yes/No

- Draft of Goals

**Summary of Item:**

The Board sets goals on an annual basis.

**Suggested Action:**

For Discussion Only.

**Suggested Motion:**

N/A

# Town of Laurel Park

## **Parks and Greenways Board**

### **2024-2025 Goals (Draft)**

(June 30, 2024-June 30, 2025)

Gary Anderson – Chair

Judy Lyons – Vice Chair

Terry Pierce – Secretary

Joe Robustelli– Member

Todd Plessel - Member

Denise Layfield – Member

John McGregor–Member

George Banta – Town Council

Bryan Hensley —Parks Staff

#### **1. Laurel Green Park Renovation (Layfield and all) (\$5,000)**

- a) Coordinate landscape plan and installation of additional plantings at the entrance of Laurel Green Park to provide visual screen at parking lot, particularly the left entrance flank.
- b) Coordinate landscape plan and installation of two to three specimen trees in first circle of Laurel Green and eliminate remnants of dead trees there.
- c) Develop an inventory of maintenance needs at Little Laurel Green and investigate the possibility of a volunteer group helping with those needs and potentially adding new features to the park.
- d) Determine what alterations the stream restoration project will have on the entrance to Little Laurel Green and respond appropriately with additional plantings, if desired.
- e) Coordinate with stream restoration project.

#### **2. Laurel Park Walking Paths (Plessel) (\$2000)**

Continue the work of the Walking Trails Committee (a joint project of P&G and FLP). 2024 focus is on:

- a) Building out trails in Crystal Spring
- b) Monitor hiking trails at Jump Off Rock for safety concerns. Replace/repair steps as needed. Replace the wooden stairway on the Red Trail.
- b) Come up with a License Agreement that indemnifies private landowners who agree to grant a pedestrian trail license that town attorney and Town Council agree to
- c) Mapping:
  - i. Getting all our trails mapped
  - ii. Maps should be on the town’s website and hard copies available at Town Hall
- d) Open more trails on private land via permission/license, e.g., Prior Preserve, connecting blue and yellow trails via Hansen land, Cascade Falls, Sabine- Orchard Circle. Main goal here is to connect blue, yellow, green and red trails



**3. Landscape/Beautification Projects (Robustelli, Lyons, Pierce) (\$5,000)**

- a) Continue to organize volunteer gardeners to maintain and improve public spaces in Laurel Park
- b) Maintain and improve all of our public area garden spaces
- c) Continue to organize and support the “Adopt-a-Garden” program with the Friends of Laurel Park which concentrates on our many pocket parks and other less formal areas in Laurel Park
- d) Establish a path thru Canal Park to move pedestrian traffic on the Blue Trail off Lake Drive
- e) Establish multiple pollinator gardens in Canal Park and consider adding pollinator housing
- f) Continue supporting the return of rhododendrons to Rhododendron Lake Nature Park

**4. Glenn Rock Spring Park (Plessel, Anderson) (\$1000)**

- a) An entrance ramp with handrail to access park from Echo Circle
- b) Wood chips or steps at the Echo Circle entrance
- c) Review safety at the Hebron Road exit/entrance

**5. Review Parks and make recommendations for Improvements/Amenities (All) (\$0)**

Plan monthly visits to each park and greenway. Work closely with Bryan Hensley on maintenance and improvements. Support as needed.

**6. Bee City USA (Layfield, Robustelli) (\$2,000)**

- a) Establish a small committee to focus on maintaining Laurel Park’s status as a Bee City
- b) Complete renewal application February 2023 and pay annual renewal fee
- c) Coordinate two public events that call attention to the importance of pollinator habitats. (Examples, beekeeper event/presentation and/or No Mow May public awareness)
- d) Be intentional about improving pollinator habitats when adding additional plants in all town parks
- e) Develop a guidance statement for an integrated pest management plan in specifically designated pollinator habitats in town parks (i.e. Fifth Avenue buffer in Laurel Green Park)
- f) Add educational signage in Laurel Green Park that coordinates with stream restoration project



**7. Bluebird Box Maintenance (Pierce) (\$500)**

Organize volunteers to maintain all bluebird boxes on town property. Coordinate with Commissioner Hansen, Mike Erwin and Joe Sander

**8. Ecusta Trail & Henderson County Master Greenway Plan (Plessel, Anderson, Pierce) (\$3,000)**

Work on LP's interaction with Ecusta Trail with initial focus on the Laurel Green Park property closest to the Ecusta Trail. Create a stopping place for cycles/walkers with 2 picnic tables and a bike rack. Cost approx \$3000. Eventually add a bike tool station and water station (bottle filler/drink fountain/dog water) if these amenities are not going to be otherwise provided by The Ecusta Trail or nearby businesses.

**9. Organize with FLP an Arbor Day Celebration each April (Anderson, Lyons & Robustelli) (\$500)**

**10. Be Alert to Opportunities for Property Acquisition for Parks/Trails (Anderson, Layfield) (\$0..??)**

Explore the possibility of creating a 20-acre nature preserve with trails from part of Woodlawn (historic property on Robinson Ln that is for sale), Prior Preserve and Quattlebaum flagpole property. Maybe a pipe dream; maybe not.

**11. Volunteer Appreciation Picnic (Robustelli, Lyons, Anderson) (\$300)**

Organize a cookout at Rhododendron Lake Nature Park to honor our many volunteers that help keep our mountain looking great!

**12. Support Invasive Species Control/Removal Project (McGregor) (\$0..?)**

Work with town to remove invasive species on town properties and rights of way; conduct media/education campaign to encourage homeowners to remove vines; explore creating a volunteer group to help homeowners eradicate invasives.

**13. Historical Marker Initiative (Pierce, Anderson) (\$0)**

Continue project w Commissioner Hansen and FLP

**14. Bicycle Committee (Plessel) (\$1,000)**

Work closely with Blue Ridge Cycling Club on developing and marking 3 safe bike routes in Laurel Park. Create brochures and maps for these routes, available to our residents. Purchase materials for properly marking these routes.

**15. Laurel Park Newsletter (Pierce) (\$0)**

Highlight to work of the Parks and Greenway Board with an article in the town's newsletter.

**16. LP Centennial (Anderson)**

**(\$0)**

Attend the centennial planning meetings. Report to the Parks and Greenway Board with information pertinent to our group.

**17. Support the Hwy 64 Roundabout Landscape Plans ( Lyons)**

**(\$0)**