

MEMORANDUM

TO: Dr. Larry H. Filer II, City Manager

CC TO: Patrick Roberts, Deputy City Manager

FROM: Richard Broad P.E., Director, Department of Public Works

SUBJECT: Gutter Buddies Management During Storm Events

DATE: September 17, 2021

City leadership has recently received inquiries about how the City of Norfolk (the “city”) manages the erosion and sediment control (E&SC) features known commonly as ‘gutter buddies’ that are used to capture sediment in front of storm drain inlets on city streets. Placing these inlet controls is a federal and state requirement, and municipalities can face substantial civil penalties for failing to enforce the placement of inlet protection and other E&SC.

In advance of major predicted storms, two communications go out on all construction projects, one from Planning and one from Right-of-Way, with instructions for work sites, and specifically storm drain inlets on city streets. These communications are sent via email to contractors, developers and city staff who have active construction projects in the city.

Construction site managers are directed to remove all inlet protection in the city’s streets, but to leave E&SC protections in place on construction sites. Inspectors from Right-of-Way and Planning spot check construction sites to ensure they are properly prepared for a storm event; however, if an inlet protection device is left in place and causes severe flooding of a city street, Storm Water crews are authorized to remove the inlet protections to relieve flooding. After the threat of flooding has passed, construction site managers are responsible for reinstalling inlet protections promptly.

Please do not hesitate to contact me if you have any questions about this issue.