Municipality/Organization: Town of Norfolk

EPA NPDES Permit Number: MAR041141

MaDEP Transmittal Number: W- 040563

Annual Report Number & Reporting Period: **No. 2: March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Remo R. Vito, Jr. Title: Interim Director of Public Works

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Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: Remo Vito

Printed Name: Remo R. Vito, Jr.

Title: Interim Director of Public Works

Date: June 2, 2005

Part II. Self-Assessment

The Town of Norfolk has successfully implemented or begun implementation of several Measurable Goals noted in its Notice of Intent. Prior to the development of its Comprehensive Stormwater Management Program, including Measurable Goals, the Town had an assessment performed of current activities, programs, and regulations that could support the NPDES Phase II Stormwater program. This assessment became the basis for modifying current activities, recommending new programs, and informing town boards and departments of their obligation toward successful implementation of Norfolk's Comprehensive Stormwater Program.

Norfolk is pleased to present the following report describing its success during Year 2 at implementing the actions laid out in its Notice of Intent, and its plans for moving forward.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Norfolk will present its draft Comprehensive Stormwater Management Program to the public at a public meeting.	Measurable Goal complete year 1. The Comprehensive Storm water Management Program is underway.	The Comprehensive Stormwater Management Program will continue.

1. Public Education and Outreach (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2	Create a Stormwater Program	Department of Public Works	Norfolk will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Norfolk has received approval from DEP for SRF loan assistance to develop the Illicit Discharge Detection and Elimination (IDDE) program, a requirement of the NPDES Phase II Stormwater regulation. On April 15, 2004 The Norfolk IDDE program was presented to the Capital Planning Committee. No additional funding has been acquired by Norfolk for year 2.	The Town of Norfolk will make use of allocated funding and continue to identify appropriate funding sources.
3	Address specific groups	Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	The Town of Norfolk has a disk containing EPA educational materials for easy printing and distribution. DEP and EPA educational stormwater protection brochures were distributed at the April 1, 2004 multi-department meeting. Earth Day activities addressed local families and children with a Storm water education display with handouts and brochures.	Storm water protection brochures will continue to be printed and made available at Town buildings. As part of the Comprehensive Storm water Management Program an educational storm water display will be set up at Town Hall / public library, and Norfolk Community Day June 11, 2005. Attend the Mass Audubon Earth Day in Norfolk and upload photographic slide show of the event on the Town website.

1. Public Education and Outreach (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4	Target groups likely to impact storm water	Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	The Town of Norfolk produced and distributed the following brochures (also available on the Town website): o "Town of Norfolk Recycling/Transfer Station Newsletter for Spring 2004" o "Protecting Water Quality in Norfolk's Lakes and Streams."	The Town of Norfolk expects to continue this program.
5	Identify alternative information sources	Department of Public Works MIS Department	Norfolk will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website. http://www.virtualnorfolk.org/	Norfolk links include: MA Watershed Initiative http://www.state.ma.us/envir/mwi/watersheds.htm EPA Wetlands, Oceans, Waterways http://www.epa.gov/owow/ MA Watershed Coalition http://www.commonwaters.org/	The Town of Norfolk will continue to post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website through the Comprehensive Storm water Program.
6	Identify alternative information sources	Department of Public Works MIS Department	Norfolk will also post links on its website to the Upper Charles River Stormwater Assessment Report upon its completion. http://www.virtualnorfolk.org/	Not complete in year 2.	The Town of Norfolk will post links to the Upper Charles River Stormwater Assessment Report on its website as a part of the CSMP.
7	Utilize local public access channel	Department of Public Works	Public meeting notice and a meeting reviewing Norfolk's Comprehensive Stormwater Management Program will be posted/broadcast on Norfolk's local access channel.	(Y1: Information regarding public meeting to review the Norfolk Comprehensive Stormwater Management Program was advertised on local cable access. The Town of Norfolk posted Storm water Management Program notices and meetings on local cable access.) Measurable Goal complete year 1.	The Town of Norfolk expects to continue posting Stormwater Management Program notices and meetings on local cable access.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
8	Promote Household Waste Recycling	Department of Public Works	The Town of Norfolk will work with the consortium to identify a permanent site for the location of a regional transfer station and hazardous waste collection center. Consortium meets monthly and is dependent on available funding.	The Town of Norfolk continues to work with the consortium to identify a permanent site for the location of a regional transfer station and a hazardous waste collection center. The consortium is an ongoing program involving 11 towns. The town collects oil, batteries, CRT, mercury, paints, and any household hazardous waste. The waste is stored for up to 6 months when a hazardous waste hauler disposed of the collected wastes. Unknown substances are collected and the town calls to have the waste identified by the hazardous waste haulers and disposed of.	The Town of Norfolk will continue to sponsor Hazardous Waste Collection. The Town of Norfolk will continue to work with the consortium. Other communities have indicated an interest in joining the consortium.
9	Storm drain stenciling	Department of Public Works	Norfolk will work with local Scout groups to develop a stenciling program. Stenciling will target Norfolk's sub watersheds.	Measurable Goal not complete year 2. Upon the completion of the outfall and receiving water mapping the stenciling program will start.	The Town of Norfolk will consider using Scout groups in a storm drain stenciling program.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
10	Community clean-ups	Department of Public Works Norfolk Conservation Commission Mirror Lake Committee	Town of Norfolk will encourage local stream team cleanups, such as those performed at Mirror Lake, with local residents and area Scout groups. Town will provide notice of event on local access channel and website.	The Pondville Pre-Release Center holds a semi-annual town wide trash pick-up. The DPW collects trash from this pick-up. The Norfolk DPW also picks up trash collected by volunteer neighborhood groups. Mirror Lake is cleaned once a year with DPW garbage bags. The Charles River area is cleaned by scouts every year with DPW assistance.	The Town of Norfolk will continue to support clean-up events by supplying bags and disposal.
11	Community clean-ups	Department of Public Works Audubon Society	The Town of Norfolk will support Audubon's annual Earth Day cleanup in Stony Brook Wildlife Sanctuary through posting of event on website and local access channel.	The Town of Norfolk supports the annual Audubon Earth Day cleanup at Stony Brook Wildlife Sanctuary through posting of the event on website and local access channel. The Town of Norfolk provided support to the Audubon clean-up efforts. The 2004 event occurred on April 24.	The Town of Norfolk will continue to provide support to the Audubon clean-up efforts.
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The Town of Norfolk provides trailer, containers, and trash disposal for the annual Earth Day clean up.	The Town of Norfolk expects to continue supporting clean up efforts.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
13	Inventory and mapping of storm drain system	Department of Public Works	Norfolk will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	(Y1: The Town of Norfolk applied for, and was approved for an SRF loan for funding of the IDDE. Components of this program include: o GIS Base map, o Mapping the entire stormwater system including tracing application and modeling, o Outfall inspection and inventory, o Bacterial sampling of outfalls, o Education on the hazards of illegal dumping, and o Bylaw review.)	The Town is currently in the process of developing the IDDE program.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works	Norfolk will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	The Town received funding from SRF and is moving forward with mapping the outfalls and receiving waters. (Y2: The Town's consultant has collected, inventoried and scanned all available records / as-built drawings to develop a storm water system map.) The Towns consultant is in the process of designing a database with AppGeo that will support storm water infrastructure management functions.	The Town received funding from SRF and is moving forward with mapping the outfalls and receiving waters. Digitization of scanned mapping data will occur. Field inspection of storm water system assets not identified during the as-built/inventory process will be undertaken using GPS technology. All accessible outfalls will be GPS located and inspected
15	Identification/ description of problem areas	Department of Public Works	Norfolk will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	The Town received funding from SRF and is moving forward with the IDDE plan.	The Town is preparing for the fieldwork to investigate the problem areas described in the ongoing IDDE Report.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health By-Law Study Committee	Norfolk will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	This BMP was not scheduled for Permit Year 2.	This BMP is scheduled for Permit Year 3.

3. Illicit Discharge Detection and Elimination (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Consortium Board of Health	Norfolk and the consortium will provide educational brochures to residents within the member communities promoting proper disposal of household hazardous wastes and conditions for utilization of the consortium facility, currently located in Norfolk.	Transfer Station brochures are sent out annually. Two annual letters (one in spring and one in fall) are sent out to the consortium members. Norfolk is in the process of developing an IDDE plan. Part of this plan is to develop brochures as part of the public outreach plans.	Norfolk will continue to print and distribute the current brochures in place and will add more brochures to its annual mailings regarding Hazardous Waste.
18	Initiation of recycling programs	Department of Public Works Consortium	Norfolk will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Norfolk applied for and received funding assistance from DEP's Recycling Grant Program this year.	The Town of Norfolk will apply again for the grant program in Permit Year 3.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Norfolk will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of Environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks may include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems impacting water quality in Kingsbury Pond, Mirror Lake, sections of the Charles River, and Stop River. These water bodies have been identified as impaired and are on DEP's 303d list.	During Permit Year 1, the Town of Norfolk focused on SRF loan assistance to develop the Illicit Discharge Detection and Elimination (IDDE) program. During Year 2 Norfolk received funding from the SRF program to fund the IDDE program.	The Town of Norfolk will continue to identify appropriate funding sources especially in relation to remediation of stormwater related problems within the DEP identified 303d water bodies.

3. Illicit Discharge Detection and Elimination (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
20	Watershed assessments and studies	Department of Public Works Water Department	The Town of Norfolk Water Department will apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zone II's.	The Town did not apply for or receive the DEP SWPP grant assistance for Year 2.	The Town of Norfolk will ascertain the availability of funds from the Water Protection Program in Permit Year 3.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel By-Law Study Committee Board of Health Zoning Board of Appeals	Norfolk will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Town of Norfolk reviewed by-law requirements at the April 1, 2004 multi-department meeting. As part of the Comprehensive Storm water Management Program (CSMP) the Town has undertaken initial review of existing regulations and model bylaws.	Meetings of relevant departments will continue the development of appropriate by-laws. Information on model by-laws will be secured. As part of the CSMP the Town's consultant will prepare recommendations (where appropriate) for changes to bylaws.

6. Pollution Prevention and Good Housekeeping in Municipal Operations (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Norfolk will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	The Town of Norfolk contracts with a vendor to clean all catch basins annually. Vendor provides the Town with a maintenance log. The DPW Administration developed a file of maintenance logs for sweeping and storm water activities.	The DPW Administration will continue to keep maintenance logs for sweeping and stormwater activities.
25	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Norfolk will review and incorporate appropriate recommendations of USGS Report: *Potential Effects of Structural Controls and Street Sweeping on Stormwater Lands to the Lower Charles River, 2002.*	The DPW did not review the report described in Measurable Goal 25. It is available in the DPW break room.	The DPW will review the report described in Measurable Goal 25 during year 3. It is available in the DPW break room.
26	Develop and implement training programs for municipal employees	Department of Public Works	Norfolk will send a minimum of 5 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	Town of Norfolk employees attended training seminars sponsored by Bay State Roads and DEP during year 2. Educational brochures and fact sheets are available in the break room to all public works employees.	The Town of Norfolk will continue to support training and continue with employee education requirements as described in the SWPPP and SPCC plan.
27	Identify applicable structural and non-structural long-term runoff control strategies BMPs	Department of Public Works	Norfolk will review and implement recommendations within EPA required Spill Control and Countermeasure Plans (SPCC).	The Town of Norfolk has an SPCC Plan for its fuel depot and a Stormwater Pollution Prevention Plan (SWPPP) for the transfer station. Both plans contain BMPs, good housekeeping practices, and employee education	The Town of Norfolk will continue to comply with plan requirements.

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel By-Law Study Committee Board of Health Zoning Board of Appeals	Norfolk will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Town of Norfolk reviewed by-law requirements at the April 1, 2004 multi-department meeting. As part of the Comprehensive Storm water Management Program (CSMP) the Town has undertaken initial review of existing regulations and model bylaws.	Meetings of relevant departments will continue the development of appropriate by-laws. Information on model by-laws will be secured. As part of the CSMP the Town's consultant will prepare recommendations (where appropriate) for changes to bylaws.

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Norfolk will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	There is an Operations and Maintenance that already exists within the Town of Norfolk. The catch basin cleaning program is in the process of filing to be included in the Beneficial Use Determination (BUD) Program, which tests the cleanings and evaluates the potential reuse of the soils.	The Town of Norfolk DPW will develop a method of reporting street sweeping activities as they occur.

6. Pollution Prevention and Good Housekeeping in Municipal Operations (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
28	Review storm drainage infrastructure needs	Department of Public Works	Norfolk will incorporate storm drain infrastructure review in its Chapter 90 project utilizations.	Park Street, Lawrence Street, and Town Center currently have BMPs in place. The catch basins have a minimum of 5' sumps. Town wide projects include construction of water quality swales, installation of Stormceptor units, and other appropriate stormwater BMPs. As part of the existing Town regulations. Private property owners who wish to tie into the drainage system must install a Stormceptor (oil water separator combined with a deep sump) prior to the connection to the municipal drain lines.	The Town of Norfolk will continue to consider stormwater management in the design and construction of roadway improvements.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)- *NOT APPLICABLE*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
				No TMDLs in the Town of Norfolk	

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Sampling and analysis has not been performed.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and $)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	

Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	