AUG 26 2005

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| **Municipality/Organization:** | **Stoneham, Massachusetts** |
| **EPA NPDES Permit Number:** | **MA041062** |
| **MaDEP Transmittal Number:** | **W040960** |
| **Annual Report Number & Reporting Period:** | **No. 2: May 04-May 05** |

# NPDES PII Small MS4 General Permit Annual Report

## Part I. General Information

| | | | |
|---|---|---|---|
| Contact Person: | Robert E. Grover | Title: | Director, Department of Public Works |
| Telephone #: | 781-438-0760 | Email: | rgrover@ci.stoneham.ma.us |

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:

Printed Name: Robert E. Grover

Title: Director, Department of Public Works

Date: August 25, 2005

**Part II. Self-Assessment**

The Town of Stoneham has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

## 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 |
|---|---|---|---|---|---|
| 1-1 | Place Educational Information on the Town's Website | Department of Public Works | **Winter '03/04 –Winter '07/08**<br>• Post stormwater related information on the Town's website.<br>• Update website regularly. | Stormwater related information was not posted on the Town's website because the website was under development. | Stormwater related information will be posted on the website once the website has been completed. |
| 1-2 | Conduct Household Hazardous Waste Collection Days | Department of Public Works | **Fall '03/'04/'05/'06/'07**<br>• Continue to sponsor one household hazardous waste collection day per year.<br>• Annually send a press release advertising the event to the *Stoneham Independent* and *Stoneham Sun* and track whether it was published.<br>• Advertise the event on the Town's public cable access channel.<br>• Advertise the event on the Town's website.<br>• Track the amounts and types of waste collected each year.<br>• Track the number of Stoneham vehicles/residents that participate in each event. | Because of budget cuts, the Household Hazardous Waste Collection Day at the High School was eliminated. The Town did continue to conduct waste oil recycling every week. | A trash fee was passed and funds are available to sponsor a Household Hazardous Waste Collection Day on November 12 at the High School. The event will be advertised in the *Stoneham Independent* and *Stoneham Sun*, as well as on the Town's website and public cable access channel. |
| 1-3 | Intensify the Existing Pet Waste Management Campaign | Board of Health<br><br>Animal Control Officer | **Spring '04/'05/'06/'07**<br>• Track the number of brochures distributed annually.<br>• Track the number of violations issued annually.<br>• Develop an informational press release on pet waste management for the *Stoneham Independent* and *Stoneham Sun* and track whether it was published. | The brochure was not distributed during Permit Year 2. However, the DPW has worked closely with the Board of Health in posting "Pooper Scooper" signs in troubled areas. | The DPW will continue to work closely with the Board of Health to address pet waste management issues in troubled areas. |
| 1-4 | Place Educational Information on Stoneham Community Access Television | Department of Public Works<br><br>Stoneham Community Access Television | **Fall '04 –Winter '07/08**<br>• Obtain "Oil Leak" and "Fertilizer" PSAs from the Washington State Department of Ecology Water Quality Consortium.<br>• Track how frequently the PSAs are broadcast on Stoneham Community Access Television. | PSA's were not obtained during Permit Year 2. | The DPW will obtain stormwater related PSA's and broadcast them on SCATV. |

| 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 |
|---|---|---|---|---|---|
| 1-5 | Promote Water Conservation Practices for Homeowners | Department of Public Works | **Spring '03 –Winter '07/08**<br>• Post water conservation posters at Town Hall and the public library.<br>• Include water conservation bill inserts with the water bill.<br>• Issue an annual press release to the *Stoneham Independent* and *Stoneham Sun* to promote water conservation. | Posters were hung in the Town Hall and public libraries. Educational materials were available at the DPW office, library, and Town Hall. Water conservation bill inserts were included in the water bill. Mailings were made to new residents and residents with questions. | The DPW will continue posting water conservation posters at Town Hall and public libraries and including water conservation bill inserts with the water bill. Educational materials will continue to be available at the DPW office, library, and Town Hall. |
| 1-6 | Develop a Press Release and Flyer Targeting Community Businesses | Department of Public Works | **Fall '05/'07**<br>• Issue the press release to the *Stoneham Independent* and *Stoneham Sun* and track whether it was published.<br>• Submit copies of the informational flyers to the Stoneham Chamber of Commerce.<br>• Post the informational flyer on the Town's website. | No activities were planned for Permit Year 2. | The DPW will develop an educational stormwater press release targeting businesses in community for submission to the *Stoneham Independent* and *Stoneham Sun*. The press release will be converted to a flyer that will be posted on Town's website and will be given to SCC. |

## 1a. Additions

No additions to report at this time.

## 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 |
|---|---|---|---|---|---|
| 2-1 | Public Access to SWMP and Receipt of Comments | Department of Public Works<br><br>Library Director | **Fall '03 –Winter '07/08**<br>• Make draft SWMP available to the public for the review and comment period.<br>• Finalize SWMP.<br>• Make the final SWMP accessible to the public at the public library and Town's website. | The draft of the Storm Water Management Program is available at the DPW, the library, and the Town Clerk's office. | The draft of the Storm Water Management Program will continue to be available at the DPW, the library, and the Town Clerk's office. Once the Town website has been completed, the SWMP will be posted on it. |
| 2-2 | Public Access to Annual Report and Receipt of Comment | Department of Public Works | **Spring '04/'05/'06/'07**<br>• Prepare an annual report.<br>• Annually send a press release advertising the public comment period and the status of the Town's SWMP to the *Stoneham Independent* and *Stoneham Sun* and track whether it was published.<br>• Advertise the public comment period on the public cable access channel.<br>• Receive comments on the annual report.<br>• Submit an annual report to both the Environmental Protection Agency and MA Department of Environmental Protection. | The Annual Report for Permit Year 1 was completed and submitted in 2004. | The Annual Report for Permit Year 2 was completed and submitted in 2005. |
| 2-3 | Provide Assistance to Local Cleanup Activities | Department of Public Works | **Spring '03 –Winter '07/08**<br>• Post advertisement offering assistance with local cleanup activities on the Town's website and within the *Stoneham Independent* and *Stoneham Sun*.<br>• Track the number of cleanup activities that the DPW assists annually.<br>• Track the number of cleanup participants at these activities.<br>• Track which areas of Town are cleaned by these activities.<br>• Track the quantity of waste collected as a result of these cleanup activities. | An advertisement offering assistance with local cleanup activities was placed in the *Stoneham Independent* and *Stoneham Sun*. The DPW worked closely with the youth organizations (Little League, Girls' Softball, and Soccer) on field cleanup days. The DPW also worked with several PTO groups on school grounds cleanups and with an Eagle Scout candidate, whose project is cleaning the railroad right-of-way. A second Eagle Scout project was approved for another section of the ROW that will someday be a bicycle path. | The DPW will continue to advertise offering assistance with local cleanup activities on the Town's website and in the *Stoneham Independent* and *Stoneham Sun*. |

| 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 |
|---|---|---|---|---|---|
| 2-4 | Provide Assistance to Storm Drain Stenciling Activities | Department of Public Works | **Spring '04 – Winter '07/08**<br>• Post advertisement offering assistance with storm drain stenciling activities on the Town's website and within the *Stoneham Independent* and *Stoneham Sun*.<br>• Track the number of drains stenciled each year.<br>• Track the number of participants each year. | An advertisement offering assistance with storm drain stenciling activities was placed in the *Stoneham Independent* and *Stoneham Sun*. An Eagle Scout project was completed and approximately 550 catch basins were stenciled. | The DPW will continue to advertise offering assistance with storm drain stenciling activities on the Town's website and in the *Stoneham Independent* and *Stoneham Sun*. |

## 2a. Additions

No additions to report at this time.

## 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 |
|---|---|---|---|---|---|
| 3-1 | Field Verify Outfall Locations | Department of Public Works | **Spring '04 – Winter '07/08**<br>• Develop a schedule for outfall verification and outfall identification activities.<br>• Perform and track the outfall verification and outfall identification activities as scheduled.<br>• Continuously update the storm drainage system map as new or corrected information is added. | While a formal schedule for outfall verification has not been developed, the DPW routinely visits the outfalls as part of the inspection and maintenance program. | The DPW will continue to routinely visit the outfalls as part of the inspection and maintenance program. The DPW will update the storm drainage system as new or corrected information is added. |
| 3-2 | Development and Adoption of a Stormwater Bylaw | Planning Board<br><br>Stoneham Conservation Commission<br><br>Department of Public Works<br><br>Building Department | **Winter '04/'05 – Winter '07/08**<br>• Draft the Stormwater Bylaw, which will address (1) illicit discharges, (2) erosion and sedimentation from construction activities, and (3) stormwater runoff from new development and redevelopment projects.<br>• Present Stormwater Bylaw to Town Meeting for adoption.<br>• Post Stormwater Bylaw on Town's website.<br>• Track the number of enforcement actions taken. | No activities were performed on this BMP during Permit Year 2. | In the Spring 2005, the DPW contacted its consultant to supply examples of existing Stormwater Bylaws. The DPW will review the sample bylaws and work towards developing a stormwater bylaw for the Town. |
| 3-3 | Implement an Illicit Discharge Detection and Elimination Plan | Department of Public Works | **Winter '04/'05 – Winter '07/08**<br>• Develop an IDDEP.<br>• Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection.<br>• Trace the source of potential illicit discharges.<br>• Track the number of illicit connections found.<br>• Track the number of illicit connections repaired/replaced.<br>• Report on the success of obtaining alternative funding to assist in illicit connection removal. | The Town continually monitors its open brooks for gray water and, when found, works to identify the source. No gray water was found during Permit Year 2. | The Town will continue to monitor its open brooks for gray water and identify the source, when gray water is found. |
| 3-4 | Conduct Infiltration/Inflow Removal from Sanitary Sewer | Department of Public Works | **Spring '03 –Winter '07/08**<br>• Perform I/I investigations of the sanitary sewer system and track the results.<br>• Perform capital improvement projects to remove I/I. | The DPW conducted I/I identification and removal activities within the sanitary sewer system throughout the Town. The Town also performed capital improvement projects to remove I/I. | The DPW will continue to conduct I/I identification and removal activities within the sanitary sewer system throughout the Town. The Town will also continue capital improvement projects as required. |

## 3a. Additions

No additions to report at this time.

## 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 |
|---|---|---|---|---|---|
| 3-2 | Development and Adoption of a Stormwater Bylaw | | | See Section 3: Illicit Discharge Detection and Elimination | |
| 4-1 | Develop a Site Inspection Form and Conduct Site Inspections | Department of Public Works | **Spring '05 – Winter '07/08**<br>• Develop an ESC Site Inspection Form that reflects the ESC requirements.<br>• Track the frequency of inspections conducted for each site.<br>• Track the completion of inspection forms.<br>• Track the number of failed ESC BMPs discovered on each site. | No activities were planned for Permit Year 2. | Since the Stormwater Bylaw is in the initial development stages, the DPW will delay drafting the ESC Site Inspection Form, until the Stormwater Bylaw has been developed. |
| 4-2 | Develop and Implement a Citizen Tip Line | Department of Public Works | **Fall '05 – Winter '07/08**<br>• Establish the Citizen Tip Line.<br>• Advertise the Citizen Tip Line.<br>• Track the number of complaints received via the Citizen Tip Line.<br>• Track the problems/incidents remedied as a result of the Citizen Tip Line. | The Town does not have a dedicated Citizen Tip Line for stormwater related issues. However, residents currently contact the DPW during working hours and the police during non-working hours when stormwater related problems/incidents occur. | Since the current means by which residents contact the Town with stormwater related issues is working well, the establishment of a dedicated Citizen Tip Line has been indefinitely delayed. |

## 4a. Additions

No additions to report at this time.

## 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 |
|---|---|---|---|---|---|
| 3-2 | Development and Adoption of a Stormwater Bylaw | | | See Section 3: Illicit Discharge Detection and Elimination | |

## 5a. Additions

No additions to report at this time.

## 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 |
|---|---|---|---|---|---|
| 6-1 | Develop a Formal Training Program for DPW Staff | Department of Public Works | **Fall '05 – Winter '07/08**<br>• Develop the DPW employee training manual.<br>• Conduct training sessions with all current employees.<br>• Train all new DPW employees in accordance with the training program requirements.<br>• Track the number of employees trained.<br>• Conduct refresher training for employees after every two years of employment. | An employee training manual has not been developed. However, the DPW staff currently receives hands-on training for stormwater best management practices. | Because of budget cuts, the DPW does not have the resources to hire new staff. Therefore, the existing DPW staff will continue to receive hands-on training for stormwater best management practices. |
| 6-2 | Catch Basin Cleaning Program | Department of Public Works | **Spring '03 – Winter '07/08**<br>• Clean all catch basins on an annual basis.<br>• Document annual cleaning activities and keep all records through the permit term. | The DPW completed the annual catch basin cleaning program as scheduled. The DPW attempted to track sources of illegal material in catch basins. | The DPW will continue the annual catch basin cleaning program. |
| 6-3 | Parking Lot and Street Sweeping Program | Department of Public Works | **Spring '03 – Winter '07/08**<br>• Track the streets and lots that are swept each year.<br>• Maintain a log of the disposed materials | The DPW completed annual parking lot and street sweeping program as scheduled. | The DPW will continue annual parking lot and street sweeping program. |
| 6-4 | Develop a Vehicle and Equipment Maintenance Policy | Department of Public Works | **Fall '05 – Winter '07/08**<br>• Develop and implement a Vehicle and Equipment Maintenance Policy and incorporate policy requirements into the DPW employee-training program. | The DPW developed and implemented a vehicle and equipment maintenance policy. DPW employees receive hands-on training with regard to this policy. | The DPW will continue to enforce the vehicle and equipment maintenance policy. DPW employees will continue to receive hands-on training with regard to this policy. |
| 6-5 | Develop a Vehicle and Equipment Cleaning Policy | Department of Public Works<br><br>Fire Department<br><br>Police Department | **Fall '05 – Winter '07/08**<br>• Develop and implement a Vehicle and Equipment Cleaning Policy.<br>• Place policy in the DPW employee-training manual and provide to the Town's Police Department and Fire Department.<br>• Review MADEP's vehicle rinsing policy when issued and develop a plan to come into compliance with it. | The DPW developed and implemented a vehicle and equipment cleaning policy. DPW employees receive hands-on training with regard to this policy. | The DPW will continue to enforce the vehicle and equipment cleaning policy. DPW employees will continue to receive hands-on training with regard to this policy. |
| 6-6 | Develop a Landscaping and Lawn Care Policy | Department of Public Works | **Spring '05 – Winter '07/08**<br>• Develop and implement a Landscaping and Lawn Care Policy.<br>• Place policy in the DPW employee-training manual.<br>• Educate landcaping/lawn care service companies retained by the Town on this policy. | A change in Town policy now requires that no pesticides and only organic fertilizers be used on Town property. All landscaping/lawn care service companies are required to follow the Town policy. | The Town will continue to enforce revised landscaping and lawn care policy. All landscaping/lawn care service companies will be required to follow the Town policy. |

| 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 |
|---|---|---|---|---|---|
| 6-7 | Maintenance of Trash Racks and Outfalls | Department of Public Works | **Fall '05 – Winter '07/08**<br>• Develop an inspection and maintenance plan for the trash racks and outfalls.<br>• Educate DPW employees on the proper inspection and maintenance of the trash racks and outfalls.<br>• Maintain records of inspection and maintenance activities. | When heavy rainstorms deposit a large amount of debris at the Town's drainage outfalls and inlets, the DPW removes this material and properly disposes of it. Areas that receive heavy debris have been investigated and identified for future cleanups. In addition, at the larger outfalls, silt is cleaned out once a year as part of routine maintenance. Trash racks have been modified to discourage future backups. | The DPW will continue to perform inspection and maintenance activities at the outfalls and trash racks. |
| 6-8 | Maintenance of the Detention Basins at Stoneham Public Schools | Stoneham School Department | **Spring '04 – Winter '07/08**<br>• Develop a maintenance plan for the detention basins at the elementary schools.<br>• Educate school department staff on the proper maintenance of the detention basins.<br>• Maintain records of maintenance activities. | The detention basins were maintained by the school department. | The detention basins will continue to be maintained by the school department. |

## 6a. Additions

No additions to report at this time.

## 7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

NOT APPLICABLE TO THE TOWN OF STONEHAM

| 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 |
|---|---|---|---|---|---|
| | | | | | |
| Revised | | | | | |
| | | | | | |
| Revised | | | | | |
| | | | | | |
| Revised | | | | | |
| | | | | | |
| Revised | | | | | |
| | | | | | |
| Revised | | | | | |

## 7a. Additions

| | | | | | |
|---|---|---|---|---|---|
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| | | | | | |

## 7b. WLA Assessment

## Part IV. Summary of Information Collected and Analyzed

The Town of Stoneham did not collect and/or analyze any data during Permit Year 2.

## 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 | (# )<br>(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 – *Wetlands Permits* | (# 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 – *Wetland Permits* | (# 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<br>% $CaCl_2$<br>% $MgCl_2$<br>% CMA<br>% Kac<br>% KCl<br>% 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) | |
| | | |
| | | |