

# **Appendix I**

Press Release Announcing Planning Process  
Waste Practices Survey to Localities  
Newspaper Ad Soliciting Public Input  
Letter to CAC Requesting Input  
Request to Localities for Input on Current Systems  
Request to Localities for Citizen Comments  
SWMP Timetable  
Newspaper Ad for Public Hearing  
Input Request to CAC for Public Hearing

## Copy of Press Release

### Public Input Solicited for Regional Solid Waste Management Plan

The Central Virginia Waste Management Authority (CVWMA) is taking this opportunity to notify all interested parties about this project so that we may benefit from your input as we prepare the Plan. This is your opportunity to present preliminary information to CVWMA. Any and all contributions at this time will greatly assist in making sure that the document is complete, well planned and incorporates the public's opinions.

In the early 1990's, the CVWMA prepared a Solid Waste Management Plan (SWMP), which has been utilized to coordinate solid waste activities among its 13 local jurisdictions for the past eleven years. The Virginia Department of Environmental Quality (VDEQ) has requested all SWMPs in the Commonwealth of Virginia be prepared consistent with the new regulations governing Solid Waste Management. The central Virginia region must provide a plan for solid waste management for the next 20 years, or through the year 2024.

The new Plan is to be submitted to the VDEQ by July 1, 2004. CVWMA has assembled a team to prepare the submission of this Plan. A draft Plan is expected to be completed and available by December 1, 2003. This will allow for public review and a public hearing during the first half of 2004.

To help us with the process of updating this plan, we encourage you to:

- Review the January 1992, Central Virginia Solid Waste Management Plan. Copies are available at the CVWMA office, 2100 West Laburnum Avenue, Suite, 105, Richmond, VA; at the Richmond Regional Planning District Commission office, 2104 West Laburnum Avenue, Suite 101, Richmond, VA; and at the Crater Planning District Commission Office, 1964 Wakefield Avenue, Petersburg, VA. More information about the CVWMA is available at: [www.cvwma.com](http://www.cvwma.com).
- Review the Department of Environment Quality's Waste Management website at [www.deq.state.va.us/waste/planning.html](http://www.deq.state.va.us/waste/planning.html), for more information about the solid waste management planning regulations.
- Make comments concerning the Solid Waste Management Plan by telephoning Bernard Harris, at (804) 359-8413, extension 21; or in writing by sending a letter to: Mr. Bernard Harris, CVWMA, 2100 W. Laburnum Ave, Suite 105, Richmond, Virginia 23227; or by e-mail to: [bharris@cvwma.com](mailto:bharris@cvwma.com).
- Send comments no later than September 19, 2003. A public meeting regarding the Solid Waste Management Plan will be held on October 17, 2003 at 9:00 a.m. in the Richmond Regional Planning District Commission Conference Room at 2104 W. Laburnum Ave., Suite 101, Richmond, VA. 23227.

The CVWMA is a public service authority that assists local governments in coordinating recycling and waste management programs for thirteen local governments. Member jurisdictions include the Cities of Colonial Heights, Hopewell, Petersburg, and Richmond, the Town of Ashland, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and Prince George.

## WASTE PRACTICES SURVEY FOR SOLID WASTE MANAGEMENT PLAN

1. Are there programmatic or operational issues with solid waste management activities in your locality that merit attention? If so, please describe. What, if any, products/waste streams would you handle differently? What additional products/waste streams do you anticipate a future need to find ways to collect, store, transport, transport and/or dispose of?
2. Please describe any changes you anticipate to your current methods of collection and disposal of municipal solid waste. Do you anticipate any significant changes in volume? Do you anticipate changes in your collections done by public or private personnel and if so how? Do you anticipate changes to your disposal by public or private landfill and if so how?
3. Do you have sufficient capacity? Do you anticipate any additional solid waste management facilities – collection stations, public landfills, private landfills, transfer stations, recycling facilities, etc – in your jurisdiction?
4. What expansion do you anticipate to existing solid waste management and recycling programs?

5. Are there additional technologies or programs not currently in operation or available in your locality to be explored?

6. Are there additional issues or comments specific to your jurisdiction that you feel the CVWMA should consider in the development of the SWMP?

Person Completing this Survey: Name \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Locality \_\_\_\_\_

## **Newspaper Ad for Public Input**

### **Public Input Solicited for Regional Solid Waste Management Plan**

The Central Virginia Waste Management Authority (CVWMA) is requesting that all interested parties provide input to the development of the regional Solid Waste Management Plan (SWMP), October 17, 2003 at 9:00 a.m. in the Richmond Regional Planning District Commission Conference Room at 2104 W. Laburnum Ave., Suite 101, Richmond, VA. 23227. The SWMP will define the integrated waste management objectives, strategies and implementation processes for the region over the next 20 years.

Prior to providing comments, citizens are encouraged to review the January 1992 Central Virginia Solid Waste Management Plan. Copies are available at the CVWMA office, 2104 West Laburnum Avenue, Suite, 105, Richmond, VA; at the Richmond Regional Planning District Commission office, 2104 West Laburnum Avenue, Suite 101, Richmond, VA; and at the Crater Planning District Commission Office, 1964 Wakefield Avenue, Petersburg, VA.

Citizens are also encouraged to submit comments in writing to Mr. Bernard Harris, CVWMA, 2100 W. Laburnum Ave, Suite 105, Richmond, Virginia 23227; or by e-mail to [bharris@cvwma.com](mailto:bharris@cvwma.com). These comments will become part of the permanent record and be considered in the development of the plan.

Ad placed in *Richmond Times Dispatch* October 10 and October 12

## Input Request to CAC

October 31, 2003

«Sal» «First» «Last»  
«Address»  
«County» «Zip»

Dear «Sal» «Last»;

Enclosed is the presentation made at the October 17 Central Virginia Waste Management Authority (CVWMA) Board meeting on the process for generating the Solid Waste Management Plan (SWMP). This presentation provided an opportunity for the public to make comments on solid waste management in the CVWMA service area.

CVWMA staff and members of the Technical Advisory Committee (TAC) have been working on the SWMP for several months. An initial draft plan will be made available to interested parties by December 1, 2003. This allows time for adequate formal public hearing and review prior to the July 1, 2004, submittal deadline set by the Department of Environmental Quality.

By making everyone aware of the development of the plan, we have the benefit of citizens' comments and concerns as we go through this process. Having comments at this time will afford a greater opportunity for relevant issues to be identified and considered. It is important to the process that any particular concerns that citizens may have be addressed as part of the SWMP development process.

Please take a few minutes to review the presentation. Contact me in writing (2100 West Laburnum Ave., Suite 105; Richmond, VA. 23227), by phone (804.359.8413) or by e-mail ([bharris@cvwma.com](mailto:bharris@cvwma.com)) to offer any comments or suggestions that you may have. Your input is critical to the development of a successful solid waste management plan that meets the needs of the CVWMA area.

Thank you for your attention to this.

Sincerely,

Bernard B. Harris  
Program Manager

Enclosure  
cc: John Mitchell, Executive Director

## Current System Information Request To Localities

August 27, 2003

Dear:

The Central Virginia Waste Management Authority (CVWMA) is in the process of developing the Solid Waste Management Plan (SWMP) for the region as required by **9VAC 20-130-10 et seq.** This will be a very important document that will provide guidance for Solid Waste Management in the CVWMA region for the next twenty (20) years. The Department of Environmental Quality (DEQ) has stated that Solid Waste Facilities will not be permitted in the future unless they are included in the SWMP.

The CVWMA needs your assistance to help gather the information on current SWM systems and programs currently in place in your jurisdiction. This would include but not be limited to the following:

- ❖ Collection Services
  - MSW
    - Describe Options Available (Public/Private Collector-Public Contract/Private Collector/Green Box Transfer Station/Leaf & Bulky Collections...)
      - Residential (HHs Served)
      - Industry
      - Business
- ❖ Landfill & Transfer Stations being used
  - Fees
  - Recycling Programs/Materials
  - Use data (tonnages, traffic count...)
- ❖ Examples of privately sponsored recycling/Waste Reduction/Reuse Programs (such as Ukrops accepting paper bags and reusing and encouraging people to utilize reusable cloth bags)
  - Who
  - Materials involved

If you have questions or require any please feel free to call John Mitchell or me.

I have included copies of equivalent sections of the 1992 SWMP and of Loudoun County's 2004 SWMP to help provide some insight and direction.

Please try to have this information back to me by October 1.

Thanks;

Bernard B. Harris  
Program Manager

## **Request to Localities for Citizen Comments on Solid Waste Management**

October 17, 2003

### **Re: Citizen Comments about Solid Waste Management**

Dear TAC Member:

One requirement of the process to update the Solid Waste Management Plan is to seek citizen participation, so that the thoughts and concerns of the public may be reflected in the planning process. While specific efforts are being made at this time to solicit input, any comments or concerns voiced over the life of the current plan would be valuable.

To assist with the compilation of citizen comments about solid waste management, it would be appreciated if you and your staff would submit a brief report to the CVWMA, attention Bernie Harris, relating to any citizen concerns or comments about solid waste management that you may have on file. If you have written communications from citizens in your files, copies would be beneficial.

If you or your staff have a recollection of concerns or issues identified by citizens but lack written backup, a brief note outlining the concern or issue would be helpful.

In either case, please convey any material or information relayed to you by citizens in your locality, so that they may be evaluated and considered during the preparation of the new Solid Waste Management Plan. If a response is not received from your locality by November 14, 2003 it will be assumed that there is no record or recollection of citizen expressed solid waste management concerns or issues in your locality.

Sincerely;

Bernard B. Harris  
CVWMA Program Manager

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
SOLID WASTE MANAGEMENT PLAN TIMETABLE**

1/23/03	MEETING WITH RRPDC AND CRATER PDC
2/07/03	TENTATIVE REVISED PLAN CONTENT COMPLETE
2/10/03	BRIEF CVWMA EXECUTIVE COMMITTEE
2/12/03	LETTER TO CHIEF ADMINISTRATIVE OFFICERS
2/21/03	REVIEW OF CURRENT PLAN COMPLETE
3/03/03	OUTLINE FOR REVISED PLAN REVIEWED WITH PDC'S
3/07/03	TAC MEETING RE SWMP PROCESS-OUTLINE/WORK PLAN
8/01/03	INPUT FROM TAC RE PLAN CONTENT AND PROCESS
9/19/03	SWMP SURVEY TO CVWMA FROM JURISDICTIONS
10/03/03	DATA COLLECTION AND ANALYSIS COMPLETE. BEGIN DRAFTING REVISED PLAN.
10/17/03	SOLICIT CITIZEN INPUT AT PUBLIC HEARING IN CONJUNCTION WITH CVWMA BOARD MEETING. INVITE CAC TO MEETING.
11/14/03	CVWMA STAFF REVIEW COMPLETE. DATA/CALCULATIONS RELEASED FOR ENGINEERING REVIEW.
12/11/03	DRAFT COMPLETE. SUBMITTED TO TAC/CAC AND GENERAL COUNSEL FOR REVIEW AND TO JOYCE ENGINEERING FOR PEER REVIEW.
1/09/04	INPUT FROM TAC/CAC AND INCORPORATE REVISIONS AS REQUIRED. RESULTS BACK FROM ENGINEERING PEER REVIEW.
1/20/04	GENERAL COUNSEL REVIEW COMPLETE
2/08/04	FINAL DRAFT COMPLETE
2/09/04	PRESENT TO EXECUTIVE COMMITTEE
2/20/04	PUBLIC HEARING/CVWMA BOARD APPROVAL
3/01/04	SWMP TO PDC'S FOR APPROVAL PROCESS
6/30/04	SUBMIT PLAN TO DEQ

## **Newspaper Ads for Public Hearing**

### **Notice of Public Meeting and Public Comment**

The Central Virginia Waste Management Authority (CVWMA) seeks written and oral comments from interested parties on the Regional Solid Waste Management Plan (SWMP). A Public Hearing for the Plan will be held February 20, 2004 at 9:00 a.m. in the Richmond Regional Planning District Commission Conference Room at 2104 W. Laburnum Ave., Suite 101, Richmond, VA. 23227. The SWMP, developed as required by Amendment 1, 9VAC 20-130-10 et seq., defines the integrated waste management objectives, strategies and implementation processes for the region over the next 20 years.

Prior to providing comments, citizens are encouraged to review a draft copy of the Central Virginia Solid Waste Management Plan. Copies are available at the CVWMA office, 2104 West Laburnum Avenue, Suite, 105, Richmond, VA; at the Richmond Regional Planning District Commission office, 2100 West Laburnum Avenue, Suite 101, Richmond, VA; and at the Crater Planning District Commission Office, 1964 Wakefield Street, Petersburg, VA.

Questions or information requests should be addressed to Mr. Bernard Harris, CVWMA, 2100 W. Laburnum Ave, Suite 105, Richmond, Virginia 23227, telephone (804) 359-8413 X21, or e-mail to bharris@cvwma.com.

Ad placed in *Richmond Times Dispatch* February 13 and February 15, 2004

### **Notice of RRPDC Public Hearing**

The Richmond Regional Planning District Commission (RRPDC) seeks written and oral comments on the Central Virginia Solid Waste Management Plan (SWMP). A Public Hearing for the SWMP will be held March 22, 2004 from 4:00 p.m. to 6:00 p.m. at the RRPDC, 2104 W. Laburnum Ave., Suite 101, Richmond, 804-367-6001. The SWMP, required by Amendment 1, 9VAC 20-130-10 et seq., defines waste management objectives, strategies and implementation processes for the region over the next 20 years. Localities within the RRPDC covered by this plan are the Town of Ashland, the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan and the City of Richmond. Prior to providing comments, citizens are encouraged to review a draft copy of the plan. Copies are available at the RRPDC office and on the web at [www.richmondregional.org](http://www.richmondregional.org).

Ad placed in *Richmond Times Dispatch* March 7 and March 14, 2004

## Input Request to CAC for Public Hearing

February 13, 2004

«Sal» «First» «Last»  
«Address»  
«County», «Zip»

Dear «Sal» «Last»,

The Central Virginia Waste Management Authority (CVWMA) is seeking input from citizens on the draft *Central Virginia Solid Waste Management Plan, 2004 - 2024*. As a member of the CVWMA Citizen Advisory Committee, we would like to invite you to participate in a public input session at our next Board of Directors meeting on February 20, 2004. This meeting will be held at 9:00 am in the conference room of the Richmond Regional Planning District Commission (PDC) at 2104 W Laburnum Ave, Suite 101.

This solid waste management plan has been developed by the staff of CVWMA, the Richmond Regional PDC, the Crater PDC and member localities. Citizens and interested groups are encouraged to review the draft plan before the final plan is submitted to the Virginia Department of Environmental Quality by June 30, 2004.

This will not be a question-and-answer session. Depending on the number of citizens interested in speaking, verbal comments may be limited and interested parties are encouraged to submit comments in writing to CVWMA.

Citizen contributions at this time will greatly assist in making sure that the document is complete, well planned and incorporates the public's opinions. We appreciate your input.

Sincerely,

John H. Mitchell  
Executive Director