



# Solid Waste Authority Board Member & Staff Training

Comprehensive and Siting Plans:  
Regulatory Requirements and Sustainable Planning



# Objectives

- Understand your legislative purpose as a solid waste authority.
- Understand when Comprehensive and Siting Plans are due and what must be included.
- Learn the procedures for reporting updates or changes.
- See how siting plans relate to permitting requirements.
- Identify key elements for sustainable, forward-looking planning.



# SWMB Code and Rules

Act promptly to secure proper and effective solid waste collection services and disposal facilities in both the public and private sectors.

- Comprehensive Plans
  - W. Va. Code §22C-4-8
  - SWMB Rule 54CSR3
- Siting Plans
  - W. Va. Code §22C-4-24
  - SWMB Rule 54CSR4

Protect the public health and welfare with comprehensive programs in partnership with the private sector.

Require solid waste authorities to develop plans and programs following the integrated waste management hierarchy.

Site facilities to protect public health and welfare, environment, economic growth, property values, and transportation.

Enable local citizens to resolve land-use conflicts through solid waste authorities.

# Agenda

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b><u>Timeline</u></b>	<b><u>Comprehensive Plans</u></b>	<b><u>Siting Plans</u></b>	<b><u>The Process</u></b>
<ul style="list-style-type: none"><li>• General overview</li></ul>	<ul style="list-style-type: none"><li>• Key Purpose</li><li>• Required Format</li><li>• Content of Plan</li></ul>	<ul style="list-style-type: none"><li>• Key Purpose</li><li>• Required Format</li><li>• Content of Plan</li></ul>	<ul style="list-style-type: none"><li>• Public Participation</li><li>• Procedure for Update and Approval</li></ul>



# Timeline



# Timeline

## Comprehensive Litter & Solid Waste Control Plan

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- 1) Make initial edits using strikethrough and underline
- 2) Host first public hearing
- 3) Respond to comments and edit plan
- 4) Send plan to SWMB for review
- 5) Host second public hearing
- 6) Have a written comment period
- 7) Make final edits and remove strikethrough and underline
- 8) Send to SWMB for approval
- 9) Once approved, send back final copies and distribute plan

## Commercial Solid Waste Facility Siting Plan

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- 1) Make initial edits using strikethrough and underline
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# Comprehensive Litter & Solid Waste Control Plans



# Comprehensive Litter & Solid Waste Control Plan

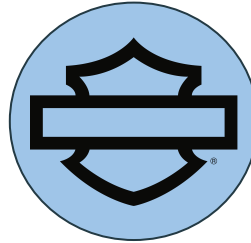
## -Key Purpose-



**Assessment  
&  
Planning**



**Solid Waste  
Collection  
&  
Disposal**



**Cleanup  
&  
Enforcement**



**Collaboration  
&  
Coordination**



**Recycling  
&  
Waste  
Reduction**

# Comprehensive Litter & Solid Waste Control Plan -Required Format of Plan-

## 1) Cover Sheet

- a) Name of Authority
- b) Title
- c) Signature of Authority Chair

## 2) Introduction

- a) Background
- b) Scope
- c) Purpose

## 3) Table of Contents

## 4) Executive Summary

- a) Methodology
- b) Goals and Objectives
- c) Conclusions
- d) Recommendations

## 5) Copy of Class 1 Legal Ad

## 6) Brief Summary of Public Participation

- e) Summary of Public Comments
- f) The Authority's Response

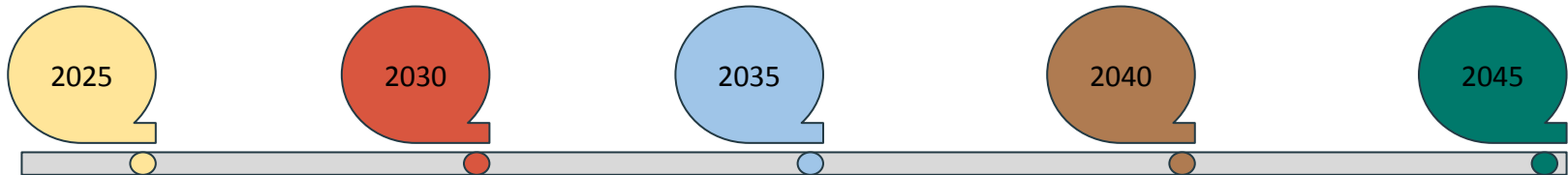
## 7) Maps

# Comprehensive Litter & Solid Waste Control Plan

## -Content of Plan-

### General Information

- Describe plan goals and objectives for the next twenty (20) years.
- Describe status of existing solid waste management activities in the county or region, and how the plan is being implemented.
- Describe how funds, including grant funding, have been used and will be used to implement the plan.
- Describe actions taken by the authority to implement the hierarchy established in W. Va. Code §22C-4-1, in the following order of priority: (1) source reduction, (2) recycling, reuse, and materials recovery, and (3) landfilling.



# Comprehensive Litter & Solid Waste Control Plan

## -Content of Plan-

### Specific Information

- An assessment of litter and solid waste problems in the county or region
  - Open and unpermitted dumps
  - Waste tire piles
  - Litter
- An evaluation of existing solid waste collection and disposal services for all county or regional residents.
  - Maps - highways, collection, treatment, transportation, disposal, recycling, facilities, and haulers.
  - Demographic projections for the next 20 years
  - Areas of urban concentration / areas with potential for urbanization
  - General description of geographic features
  - Identify major highways, rail or river routes used in the transportation of solid waste



# Comprehensive Litter & Solid Waste Control Plan

## -Content of Plan-



### Specific Information

- Recommendations, and reasons for recommendation, for the siting of one or more solid waste facilities - proposed or not
  - Timetable for the implementation of the plan for the next twenty (20) year projection
  - Programs
    - for open and unpermitted dumps
    - to enlist voluntary assistance
    - to encourage and utilize incarcerated individuals for purposes of litter pickup
  - Coordination with Department of Highways and other local, state, and federal agencies in control and removal of litter
  - Provisions for the coordination of the plan in conjunction with municipalities and other counties if applicable
  - Provision for the safe and sanitary disposal of commercial and industrial waste

# Comprehensive Litter & Solid Waste Control Plan

## -Content of Plan-

### Recycling Plan

- Feasibility of requiring separation of solid waste before collection
- Designation of 3 recyclable materials that can be most effectively source-separated
  - Characterization of waste stream
  - Description of existing and anticipated markets for resource recovery, materials recovery, and composting facilities within the area. Intermediate markets should be identified.
  - Designation of potential strategies for the collection, marketing, and disposition of designated source-separated recyclable materials
  - Estimate the likely program recovery rate through analysis of residential, commercial, and industrial recycling potential
  - Estimate the likely program requirements for yard waste and tires

# Comprehensive Litter & Solid Waste Control Plan

## -Content of Plan-

### Recycling Plan

- A copy of all ordinances adopting a county recycling program pursuant to W. Va. Code §22-11-5, if applicable.
  - Minutes from the authority board meeting at which the ordinance is adopted should also be included.
- A public education program
  - Definition of the goals and objectives
  - Target audiences
  - Methods for media strategy
  - Community Organizations that can help implement
  - Innovative incentives
  - Plans for evaluation of educational programs effectiveness



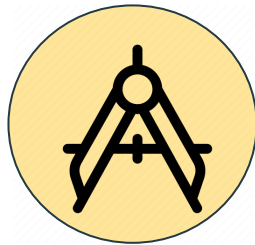


# Commercial Solid Waste Facility Siting Plans



# Commercial Solid Waste Facility Siting Plan

## -Key Purpose-



**Identify  
Authorized and  
Prohibited  
Zones**



**Support  
Or Deny  
Certificate of  
Site Approval**



**Carry Out  
Comprehensive  
Plan**

# Commercial Solid Waste Facility Siting Plan

## -Required Format of Plan-

1) **Cover Sheet**

- a) Name of Authority
- b) b) Title
- c) c) Signature of Authority Chair

2) **Preface / Purpose**

3) **Table of Contents**

4) **Executive Summary**

- a) Procedures
- b) Methodology
- c) Conclusions

5) **The Solid Waste Facility Zones**

6) **Zone Rationale**

7) **Copy of Class 1 Legal Ad**

8) **Brief Summary of Public Participation**

- a) Summary of Public Comments
- b) The Authority's Response

9) **Maps**

# Commercial Solid Waste Facility Siting Plan

## -Content of Plan-

### General Information

- Description of purposes and objectives to be met by the next plan within a twenty (20) year period
- The provisions of the Comprehensive plan regarding collection and disposal of solid waste and the requirements, if any, for additional facility capacity.
- Definition of Solid Waste Facility Zones
- Rationale for Establishing Siting Zones
  - Economic Development
  - Transportation Infrastructure
  - Property Values
  - Groundwater and surface waters
  - Geological and Hydrological Conditions
  - Aesthetic and Environmental Quality
  - Historical and Cultural Resources
  - The Public Health, Welfare, and Convenience



# Commercial Solid Waste Facility Siting Plan

## -Content of Plan-

### Solid Waste Facility Zones

- Class A facilities (over 10,000 tons per month)
- Class B and C facilities (under 10,000 tons per month)
- Class D facilities (construction/demolition only)
- Solid waste transfer stations
- Recycling facilities
- Energy recovery facilities, and environmentally acceptable incinerators
- Materials recovery facilities
- Composting facilities



# The Process



# Public Participation Timeline



- 1) Submit draft plan to SWMB
- 2) Place a copy of the draft plan in the county clerk's office, as well as any public libraries in the county 30 days in advance of any hearing
- 3) Publish notice of Public hearing AT LEAST 30 days in advance of the hearing as a Class I Legal Ad published in a qualified newspaper
  - a) Date, time, and location of the meeting
  - b) Invitation for written and oral comments
  - c) Address where comments may be mailed
  - d) Location where a copy of the draft plan may be viewed
- 4) Record of comments shall be kept, as well as the authority's responses to comments
- 5) Submission of written comments shall be extended to ten (10) days after the public hearing date

Note: Comprehensive Plans require two (2) public hearings,  
while Siting Plans require one (1) public hearing.

# Public Participation Required Documents

- Copy of Affidavit for hearing(s)
- Copy of Class 1 Legal Ad(s)
- Copy of Minutes from hearing
- Copy of hearing public comments received and written responses (if any)



# Procedure for Update and Approval

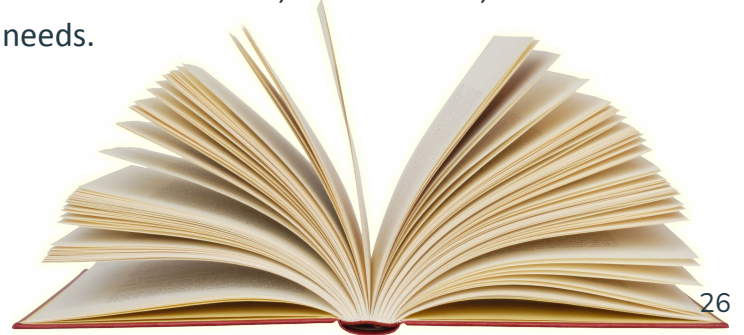


1. The authority must complete and submit a draft. The SWMB shall review each plan for administrative and technical completeness and send notice of deficiencies to the authority.
2. Within ninety (30) days of notice, the authority shall revise to eliminate errors and resubmit a corrected plan to SWMB.
3. The SWMB shall approve the final plan in writing if it complies with the purposes and requirements of applicable state and federal law, if any, and 54CRS3 and 54CSR4. If the Board decides to reject the plan, the authority shall revise and resubmit the amended plan to the Board within ninety (90) days.
4. No later than sixty (60) days after approval, the authority shall submit to the board a hard copy and an electronic copy of the final plan. The authority must also transmit one copy to each of the following:
  - a. Appropriate regional planning and development council
  - b. County planning commission
  - c. Office of each county clerk - who shall file and make available for public inspection



# Summary

- Solid waste authorities hold legislative purpose to protect public health and welfare, environment, economic growth, property values, and transportation by following the integrated waste management hierarchy.
- Comprehensive and Siting Plans must be updated every five (5) years with a projected plan of twenty (20) years.
- Updates and amendments require public participation and SWMB approval through the appropriate use of state and federal law and applicable rules promulgated by 54CSR3 and 54CSR4.
- Siting Plans are the first step to site approval and permitting.
- Sustainable and forward looking planning includes a combination of assessment, collaboration, and enforcement in order to meet disposal and waste reduction needs.



# Future Goals

- Prioritize the waste hierarchy
- Paint a detailed picture of plans for twenty (20) years
- Make 5 year plans continuous in order to support future goals through historical knowledge
- Support West Virginia's people, land, and wildlife



Questions?

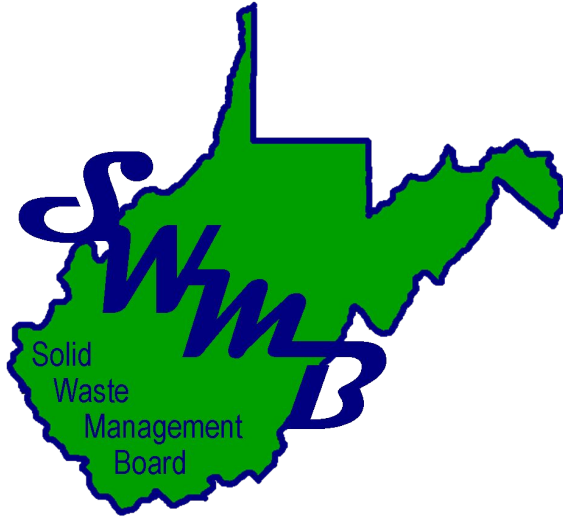
Need answers later on?

Visit [swmb.wv.gov](http://swmb.wv.gov)

# Closing Remarks

- You are fully capable of rising to this challenge!!!
- SWMB is here to support you!!!





# Thank you!

Please reach out if you have any questions!

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