



National Pollutant Discharge Elimination System (NPDES)

**Storm Water Management Program
Site Registration Form**

for

West Virginia

**Municipal Separate Storm Sewer Systems (MS4s)
General Permit WV0116025**

The site registration application (SRA) is for local governments or other regulated entities to submit the required information necessary for their Stormwater Management Program (SWMP) for compliance under the National Pollutant Discharge Elimination System (NPDES) MS4 General Permit to discharge stormwater runoff from a small municipal separate storm sewer system (MS4).

An authorized signature as required by 47CSR10 is needed to complete the application. All information should be included on this form or if needed, additional information can be attached at the end of the SRA.

Two (2) copies of the site registration application form shall be mailed to the address below.

**West Virginia Department of Environmental Protection
Division of Water and Waste Management – MS4 Program
601 57th Street, SE
Charleston, WV 25304**

Section I. General Information

MS4 Operator

Part II A.

1.a. Name of City, County or other public entity that operates a small MS4:

City of Clarksburg

1.b. Mailing Address:

222 West Main Street, Clarksburg, WV 26301

Local staff contact, person responsible for overall program implementation and coordination.
(This is the person DEP will contact as the need arises for more information and/or details about your stormwater management program or general questions concerning stormwater in your community.)

1.c. Name	Ashley Carr
1.d. Title	Code Enforcement Director
1.e. Phone	304-624-1633
1.f. E-mail address	acarr@cityofclarksburgwv.com
1.g. Name	Bryan Reed
1.h. Title	MS4 Coordinator
1.i. Phone	304-627-2814
1.j. E-mail address	breed@cityofclarksburgwv.com

Certification

47CSR10

By completing and submitting this application, I have reviewed and understand and agree to the terms and conditions of #WV0116025 small MS4 General Permit issued on June 22, 2009. I understand that provisions of the MS4 general permit are enforceable by law. Violations of any term and condition of the general permit and/or other applicable law or regulations can lead to enforcement action.

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.

2.a. Authorized signature _____
(Mayor or Principle Executive Officer)

2.b. Print name Harry Faulk

2.c. Title City Manager

2.d. Date _____

Co-permittees (Complete this section if co-permitting with another MS4 entity) N/A
Part III. A.

- 3.a. Name of MS4 Operator
- 3.b. Contact person
- 3.c. Telephone
- 3.d. Address
- 3.e. Email address
- 3.f. Have legal agreements been finalized between co-permittees?
- 3.g. If yes, provide agreement with this application. (With signatures)

Section II. Storm Sewer System

Description of storm sewer system

- 4.a. Area (in acres) that drains into the MS4 from outside the corporate or jurisdictional boundaries:
1,240 acres
- 4.b. Area (in acres) within current corporate or jurisdictional boundaries: *6,332 acres*
- 4.c. For all MS4s, population (using the most recent U.S. Census data) for area served: *16,743*
(Universities: give current enrollment plus staff and faculty. Transportation agencies: give population of your MS4 in urbanized areas. Prisons; give current inmate plus staff population.)

Part IV.B.

- 4.d. Latitude and Longitude of representative outfall:
Longitude- *39 Degrees: 16 Minutes: 55 Seconds:*
Latitude- *80 Degrees: 21 Minutes: 06 Seconds:*

Tip: The MS4 general permit requires that you sample from one representative outfall twice a year. The location of this outfall will be in your most densely populated area.

Part IV.B.

- 4.e. Describe the physical location of your representative outfall. If a street address is not possible use cross street descriptions.
Downtown Outfall #13. Outlet into Elk Creek near bridge at intersection of B. Sanders Way and Route 20 (West Pike Street)

Part IV.B.

- 4.f. Describe your monitoring plan to include the frequency and parameters.
Stormwater samples shall be collected once every six months, during the spring and fall seasons and during the "first flush" of rainfall runoff, at least twenty minutes, but not more than fifty minutes after rainfall of at least 0.5 inches has begun, preceded by a period of dry weather of at least 48 hours. The permittee must keep Discharge Monitoring Reports (DMRs) for Total Kneldahl Nitrogen,

Nitrate Nitrogen, Nitrite Nitrogen, and Total Phosphorous. If all three constituents of total nitrogen are not detected at its method detection limit (MDL), the permittee shall sum the actual MDLs for each constituent and report the result as less than the calculation. When calculating the sum of the constituents for total nitrogen, the permittee shall use actual analytical results when these results are greater than or equal to the MDL for a particular constituent. The permittee should use zero (0) for a constituent if one or two of the constituents are less than the MDL.

Storm Sewer Infrastructure

Provide the most accurate number possible.

5.a. Storm sewers, in feet	200,464
5.b. Open ditches, in feet	150,000
5.c. Outfalls	129
5.d. Catch basins	1,791
5.e. Detention* facilities	0 (owned by City)
5.f. Retention** facilities	0
5.g. Treatment facilities	1 (waste water treatment plant)
5.h. Regional stormwater facilities	0

What's the difference between Detention and Retention?

*DETENTION- short-term storage of stormwater.

The objective of a detention facility is to regulate the runoff from a given rainfall event and to control discharge rates to reduce the impact on downstream stormwater systems.

**RETENTION– permanent storing of stormwater indefinitely.

Water is stored until it is lost through percolation, taken in by plants, or through evaporation. Retention systems do not have any discharge of stormwater and associated pollutants.

- 6.a. Does your MS4 receive stormwater discharges from WVDOT storm sewer system, roads or right-of-ways?
Yes
- 6.b. Does your MS4 discharge into WVDOT storm sewer systems or right-of-ways?
Yes
- 7. Is your MS4 interconnected with another MS4? (Does stormwater flow into or out of your storm sewer system to or from another MS4?) If yes, describe. *No*
- 8. Does your municipality contain combined sewer systems? *Yes*
- 9.a. What percentage is drained by Combined Sewer System? *75%*
- 9.b. What percentage is drained by separate storm sewer system? *25%*

Industrial Facilities owned by the MS4 entity

Part II.C.b.6.d.

- 10.a. Does your MS4 own and/or operate an industrial facility that discharges stormwater into the MS4?
Yes

Tip: These types of facilities include vehicle maintenance garages, vehicle washing or fueling areas, parks and recreational facilities that may store chemicals, pesticides and/or fertilizers, salt storage facility, waste transfer facility, wastewater treatment plants and any other industrial facility. Please note, additional information about your facilities must be provided under Minimum Control Measure #6.

- 10.b. If yes, how many?
One, the City's Waste Water Treatment Plant
(Item 11 is intentionally empty)

Map Requirements

Please provide a legible map that identifies the following information:

- 12.a. City, County or jurisdiction boundaries
- 12.b. State or Federal operated vocational/college/university campuses and military institutions
- 12.c. Urban area as defined by the 2000 Census, use 2010 Census data if available
- 12.d. Municipal, County, or State wastewater treatment plants and their associated outfalls
- 12.e. Landfills
- 12.f. Municipal, County or State operated vehicle or fleet maintenance garages
- 12.g. Any other Municipal, County or State operated industrial activities, these could include; salt storage areas, parks and recreational areas, chemical storage areas, etc.
- 12.h. Arterial, Municipal, or State roads
- 12.i. Stormwater discharge points and receiving streams
- 12.j. Streams and waterways within the MS4
- 12.k. Delineation of watershed area that drains into your MS4

Part.II.C.b.3.a.iv.

- 12.l. Submit paper maps folded to 8.5" x 11".

Part.II.C.b.3.a.iv.

- 12.m. Multiple maps must be of the same scale, 1:1000 or 1:2000.

Receiving Streams and Impaired Waterbodies/TMDLs

Part III.D.1

List all named receiving waters within your MS4 jurisdiction. Indicate those identified as impaired pursuant to Clean Water Act Section 303(d). For a listing of West Virginia’s impaired water bodies and the source of impairment please use WVDEP’s most recent 303d list found at this website:

http://www.dep.wv.gov/WWE/watershed/IR/Pages/303d_305b.aspx

Part III.D.1.a.

13. Locations & Pollutants of Concern

Name of receiving stream	Impaired? Yes or No	Parameters of impairment	Has a TMDL been established? Yes or No
Washburn Camp Run	Yes	Iron, Manganese, Aluminum	Yes
Davisson Run	Yes	CNA-Biological	No
Limestone Run	No	N/A	N/A
Arnold Run	Yes	Iron, Manganese, Aluminum	Yes
Fowlkes Run	No	N/A	N/A
Crooked Run	Yes	Iron, pH, Manganese, Aluminum	Yes
Ann Moore Run	No	N/A	N/A
Murphy Run	Yes	Iron, pH, Manganese, Aluminum	Yes
Barnett Run	No	N/A	N/A
Shinns Run	Yes	Iron, pH, Manganese, Aluminum	Yes
Nutter Run	Yes	Iron, Manganese, Aluminum	Yes
Simpson Creek	Yes	Iron, pH, Manganese, Aluminum	Yes
Elk Creek	Yes	Iron, Manganese, Aluminum	Yes
West Fork River	Yes	Fecal Coliform, PCB’s, Iron, Manganese, Aluminum	Yes, except for Manganese

Please add additional pages if needed to list your Receiving Waterbodies and any impairments.

****IMPORTANT****

MS4s that discharge into a receiving water which has been listed on the West Virginia Section 303(d) list of impaired waters, and with discharges that contain the pollutant(s) for which the water body is impaired, **must document in the SWMP how the BMPs will control the discharge of the pollutant(s) of concern.** They must demonstrate that there will be no increase of the pollutants of concern. As you work your way through, describing the various practices, consider how that BMP will address or control the pollutant of concern.

If your MS4 discharges into a water body with an approved TMDL, and that TMDL contains requirements for control of pollutants from the MS4 stormwater discharges, then your SWMP must include BMPs **specifically targeted to achieve the wasteload allocations prescribed by the TMDL.** A monitoring component to assess the effectiveness of the BMPs in achieving the wasteload allocations must also be included in the SWMP. Monitoring shall be specific for the pollutants of concern and be of sufficient frequency to determine if the stormwater BMPs are adequate to meet wasteload allocations. Monitoring can entail a number of activities including but not limited to: outfall monitoring, in-stream monitoring, and/or modeling.

- 14.a. List and quantify the BMPs you plan to implement to address each impairment. For each BMP describe how it is expected to control the pollutant of concern.

~~*The City of Clarksburg drains or partially drains into ten (10) different watersheds of impaired streams. Impairments for these streams include Iron, Manganese, pH, Aluminum, CNA-Biological, Fecal Coliform, and PCBs. Impairments for Iron, Manganese, pH, and Aluminum are directly related to abandoned mine drainage and possibly other regulated point source discharges and have no direct relation to this program. The "AML" division of WVDEP works to rehabilitate abandoned mine lands, thus achieving a reduction in the pollutant levels for these metallic substances. Such BMPs associated with this existing program include regrading, revegetation, daylighting of abandoned underground mines, and the use of limestone in conveyance ditches in order to neutralize the acidity. As a result, this Storm Water Management Program does not propose action to address these metallic impairments.*~~

~~*Removing these substances from the impairments of concern leaves the City of Clarksburg with just two streams to be addressed. The first is Davisson Run, with a listed impairment of CNA-Biological. No TMDL has been established for Davisson Run and no specific pollutant is named. Though impairment is evident, additional testing would have to be conducted in order to determine what the impairment is. Without a known impairment, the City is unable to institute best management practices.*~~

~~*The second is the West Fork River which contains impairment for Fecal Coliform and PCBs. PCBs were banned in 1979 and are no longer manufactured. There are no known direct sources of PCB contamination in Clarksburg. Generally, PCBs have accumulated in the sediment material from use in the 1940s though 1970s and natural attenuation has proven a reliable alternative to reduction. Clarksburg's best management practice for PCBs is to take inventory on City owned objects that may or may not contain PCBs. Such inventory will focus on old transformers and city owned equipment containing hydraulic fluid. If the City does find equipment containing PCBs, annual inventory will be taken on the condition of such items, ensuring that no leaks are present. If the City finds that there are no items in its possession containing PCBs, then nothing further will be required.*~~

~~*Fecal Coliform is also listed as an impairment for the West Fork River. The West Fork is a sizable river with a large contributing watershed. The area within the watershed that falls within Clarksburg City limits contains mostly the downtown portions of the City. Possible contributors would be animal waste as well as possible sewer overflows from the existing Clarksburg combined sanitary sewer and storm sewer systems.*~~

~~The best management practices for reduction of Fecal Coliform will include follow through with the City's existing "Long Term Control Plan" and "Public Education" on the effects of animal waste.~~

~~The City's "Long Term Control Plan" (LTCP) focuses on the separation of the City's sanitary and storm sewer systems. It details a master plan to separate the systems over the span of 23 years, implementing various incremental improvements. Currently, the City is in phase III of the LTCP, which includes upgrading its sewer treatment facilities, which will enable the alteration of future flows as a result of system separation. Following this outline of improvements will aid in the reduction of fecal coliform introduced into the West Fork River. The "LTCP" implementation schedule is included as an attachment immediately following this document. This plan has been incorporated into the City's NPDES permit.~~

~~The City will also work to educate the public on animal waste and encourage citizens to pick up and properly dispose of it. Literature will be made available at City Hall as well as distributed by mail once annually within various distributions. The City of Clarksburg contains several park areas utilized by citizens for walking animals, including a designated "dog park". The City will install postings at park locations, requiring animal waste to be picked up and properly disposed of. In addition, the City will provide plastic bags at the dog park as well as designated receptacles for disposal of feces.~~

Tip: BMPs for Fecal Coliform might include a robust pet waste program; sewer line inspections and repair; procedures for identifying and repairing failing septic tanks.

Your plan needs to be quantifiable. For example: how many sewer line inspections do you plan to conduct each year? How many and of what sort of outreach campaigns to the community about pet waste do you plan to conduct, etc.?

Part III.D.1.b & Part III.D.2

- 14.b. Describe your monitoring plan for impaired waterbodies and those with TMDLs. Give locations and frequencies.

~~There are five distinct areas of the City that drain directly into the West Fork River. These regions are North View, Adamston, Downtown, Stealey, and the VA Park. Runoff will be tested for Fecal Coliform levels at a representative outfall of each area once a quarter (4 times) for the first year once the Storm Water Management Plan is approved in order to establish a baseline. Afterwards, the City will test the same outfalls three times per year to evaluate whether or not the education efforts are helping to reduce levels. Three times was chosen because the City will be required to test its CSO's on the same frequency as a part of its LTCP starting in 2013. Mirroring the LTCP requirements with the City's MS4 requirements should help to maintain a routine for the City as well as simplify record keeping.~~

~~Once the baseline has been set for each of the regions, the levels of fecal will indicate whether or not the Pet Waste Program and the Sanitary Upgrades are helping to reduce the pollution levels.~~

Monitoring Points

North View – Latitude 39 degrees 18 minutes 5 seconds
Longitude 80 degrees 21 minutes 5 seconds

Adamston – Latitude 39 degrees 17 minutes 38 seconds
Longitude 80 degrees 21 minutes 26 seconds

Downtown – Latitude 39 degrees 16 minutes 52 seconds
Longitude 80 degrees 21 minutes 15 seconds

Stealey – Latitude 39 degrees 16 minutes 50 seconds
Longitude 80 degrees 21 minutes 5 seconds

VA Park – Latitude 39 degrees 16 minutes 21 seconds
Longitude 80 degrees 22 minutes 1 seconds

The City has chosen these points specifically, however has learned from past applications that such outfalls can be difficult to obtain flow from for a number of reasons. The City will evaluate these outfalls further while this Program is under review and reserves the right to relocate testing points in order to obtain usable information. Though a testing point may be moved, there must remain one discharge/testing point in each of the above mentioned drainage areas.

- 14.c. If visual documentation of removal of pollutant sources, is a component of your plan please describe fully. For example, do you plan to use before and after photos? *NA*

Evaluating the effectiveness of your SWMP for impaired waterbodies/TMDLs

- 14.d. Explain how your approach is expected to achieve wasteload allocations for waterbodies with established TMDLs. Discuss flow monitoring, outfall monitoring, in-stream monitoring, modeling, and/or other methodology to evaluate effectiveness.

Achieving wasteload allocations for Fecal Coliform in the West Fork River is unlikely through implementation of BMPs in the Clarksburg watershed alone, however Clarksburg can certainly reduce the contribution to the impairment by reducing or eliminating sewer overflows as well as encouraging the public to properly dispose of their pet waste. The baseline for present levels will be established at the designated areas by monitoring the outfalls during rain events. Once a baseline has been established, the City will be able to compare future tests with it to see if levels are improving as a result of the City's efforts. If Clarksburg's testing reports acceptable levels of fecal coliform in their discharge points and the river remains impaired, the City will know that the unacceptable levels are coming from another source.

In addition to such future planning, the City is currently utilizing flow monitoring in several of its CSOs in order to get a better handle on the magnitude of the overflows. That information, coupled with the levels of impairment will enable the City to learn much about their pollution contribution as well as how they can work to eliminate it.

- 14.e. Explain how will you determine if your SWMP and mix of BMP's need to be modified to meet wasteload allocations?

Effectiveness of the BMPs will be apparent in the levels of Fecal Coliform obtained in the regular testing compared to the established baseline and to the TMDL allowed. If levels are under the TMDL, Clarksburg will know that the pollution comes from another source. If levels are high and no improvement is shown, it may be necessary to adjust or add BMPs to further reduce impairments. The City will analyze the result within their annual report and can make adjustments to the Program and/or BMPs as a result.

You are required to evaluate the effectiveness of your stormwater management program and your chosen BMP's. There are a variety of ways to do this. By identifying appropriate evaluation methods early, you then have a road map that will guide overall program implementation and BMP implementation. For example, you might analyze all your monitoring data, assess how aggressively your chosen BMPs were used, and describe any reductions in the pollutant of concern.

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Iron impairments are found in a number of Clarksburg's streams including Washburn Camp, Arnold Run, Crooked Run, Murphy Run, Shinns Run, Nutter Run, Simpson Creek, Elk Creek, and the Westfork River. Since sediment is commonly associated with Iron impairment, if Clarksburg is contributing to the impairment, it is likely to be through sediment in runoff. The BMPs that Clarksburg will be implementing for this impairment are the addition Ordinances for both Construction Site runoff and for Permanent SWM. The Ordinances and new City Plan review process will enforce proper measures during construction and after stabilization of development site, thus reducing or eliminating sedimentation during construction and high velocities of storm water discharge after development that often lead to stream bank erosion.

Monitoring plan for the Iron impairment includes testing of each waterbody in a representative outfall. In order to establish a baseline, testing will be completed 4 times in the first year after program approval. After that, the City will test each outfall 3 times per year to evaluate whether or not the BMPs are helping to reduce levels.

Monitoring Points have been selected as follows:

Washburn Camp Run – road ditch next to Liberty High School

Latitude 39 degrees 16 minutes 34 seconds

Longitude 80 degrees 23 minutes 59 seconds

Arnold Run – Outfall #2 at Robert C. Byrd High School

Latitude 39 degrees 15 minutes 34 seconds

Longitude 80 degrees 21 minutes 6 seconds

Crooked Run – road ditch next to United Technical Center

Latitude 39 degrees 18 minutes 30 seconds

Longitude 80 degrees 21 minutes 17seconds

Murphy Run – storm swale in Harrison County Industrial park

Latitude 39 degrees 17 minutes 5 seconds

Longitude 80 degrees 18 minutes 2 seconds

Shinns Run –only a small portion of the City drains to Shinns Run. This is located on the FBI Campus, which is its own MS4, therefore, Clarksburg does not propose to test this water body.

Nutter Run–only a small portion of this watershed is owned by the city. This portion is undeveloped; therefore the impairment is likely to come from Stonewood/Nutter Fort. No testing is proposed for this water body.

Simpson Creek – only a small portion of the City drains to Simpson Creek. This portion of the watershed is undeveloped; therefore the impairment is likely to come from somewhere else. No testing is proposed for this water body.

Elk Creek – intersection of East Pike Street and Water Street (representative downtown outfall #13)

Latitude 39 degrees 16 minutes 47 seconds

Longitude 80 degrees 20 minutes 5 seconds

The West Fork River is already being tested for Fecal Coliform. The same testing points will be utilized, adding Iron as a substance to be tested for.

Explanation of achievement of wasteload allocations and modifications to the program to meet wasteload allocations mirrors that previously written within the storm water management program. Many of the waterbodies show impairments for Iron, which is an indicator of sediment, however, several of these watersheds have very little development. The City will test and evaluate in order to find what is causing the impairment. If levels of Iron decrease through implementation of the Storm Water Management Plan, the City will know that sediment was a key contributor. If the levels do not decrease, the plan will have to be adjusted in order to figure out where the impairment is coming from.

CAN Biological impairment is found in Davisson Run. Given the above explanation, the City is implementing several BMPs that should help to reduce this impairment. The addition of Ordinances for both Construction Site runoff and for Permanent SWM are two practices that the City is implementing as a part of their storm water management program. The Ordinances and new City Plan review process will enforce proper measures during construction and after stabilization of development site, thus reducing or elimination sedimentation during construction and high velocities of storm water discharge after development that often leads to stream bank erosion. Another program that the City is undertaking is a pet waste program. This program is detailed out within the public education and involvement sections of the storm water management program and will help to reduce fecal coliform levels in Davisson Run. This section of the City has the most incomplete mapping with regard to the storm sewer system. There is a fairly high concentration of development including a shopping center, gas stations, car dealerships, and the old United Hospital Center campus. Another practice for the City will be better map the drainage structures in this part of town.

Monitoring plan for the Biological impairment includes testing of Davisson Run in a representative outfall. In order to establish a baseline, testing will be completed 4 times in the first year after program approval. After that, the City will test each outfall 3 times per year to evaluate whether or not the BMPs are helping to reduce levels.

Monitoring Point for Davisson Run shall be Storm Inlet off Route 19, across from Go Mart.

*Davisson Run – Latitude 39 degrees 16 minutes 21 seconds
 Longitude 80 degrees 22 minutes 8 seconds*

Explanation of achievement of wasteload allocations and modifications to the program to meet wasteload allocations mirrors that previously written within the storm water management program. The City will test and evaluate in order to find what is causing the Biological impairment. If levels decrease through implementation of the Storm Water Management Plan, the City will know that sediment and/or fecal coliform was a key contributor. If the levels do not decrease, the plan will have to be adjusted in order to figure out where the impairment is coming from.

Section III. Minimum Control Measures

Instructions:

For each Minimum Control Measure (MCM), state your control objective and describe BMPs selected for implementation in your jurisdiction. For each BMP, include a brief description, measurable goals, and milestones as appropriate towards achieving each goal. Indicate if the BMP is part of an existing program and if another entity will share responsibility for implementing that BMP.

In cases where another entity will perform one or more BMPs or components thereof on behalf of the permittee, specifically describe the activities each entity will conduct and include reference to legal agreement where appropriate.

Describe as many BMPs as necessary to fulfill the requirements of the small MS4 General Permit. If you need more space attach additional pages.

Measurable Goals

Measurable goals are numeric or narrative standards used to gauge program effectiveness. These are design objectives or goals that quantify the progress of program implementation. For each BMP a measurable goal must be established. Describe what you expect to accomplish or achieve by certain dates or milestones, when you implement that particular BMP. Your expected outcome or accomplishment should be expressed as a measurable goal. You should have a variety of short and long term goals.

Milestones are a quantifiable target to measure progress toward achieving the activity or implementation of that BMP.

Additional guidance on selecting BMPs and developing measurable goals can be found at the following EPA website: www.epa.gov/npdes/stormwater/measurablegoals/index.htm

USEPA's measureable goal guidance can be found here:
<http://cfpub.epa.gov/npdes/stormwater/measurablegoals/index.cfm>

Your stormwater management program should specify:

- ↗ *What* needs to happen (Specific stormwater control measure)
- ↗ *Who* needs to do it (Which department of the MS4 will be implementing this stormwater control measure?)
- ↗ *How much* they need to do (milestones and measurable goals)
- ↗ *When* they need to get it done
- ↗ *Where* it is to be done

There must be specific performance measures. Without a goal, you will have a difficult time measuring progress.

Public Education and Outreach on Storm Water Impacts – MCM #1

Part II.C.b.1.

Responsible Person

Identify the responsible person(s) for implementing this MCM. (There may be more than one person or different departments that provide outreach to various targeted groups. If so, discuss.)

- 15.a. Name: Ashley Carr
- 15.b. Title: *Code Enforcement Director*
- 15.c. Department: *Code Enforcement*
- 15.d. Address: 222 West Main Street, Clarksburg WV 26301
- 15.e. Phone number: 304-624-1643
- 15.f. Email address: *acarr@cityofclarksburgwv.com*

Part II.C.b.1.

- 15.g. State your overall objective for this minimum control measure.
Educate general public, businesses, homeowners, landscapers, property managers, engineers, contractors, developers, review staff, and land use planners on the affects of storm water runoff and improve the understanding of why the stormwater program exists.
- 15.h. State and describe your BMPs. Indicate if BMP are part of your existing program.
Develop website (new) linked in from the City webpage that identifies how the groups above contribute to storm water pollution and what changes they can make to help clean up the storm water discharge. Distribute flyers for public education at City Hall.
- 15.i. Is another entity sharing responsibility for the BMP? If so, who?
No.

MCM Components

Part II.C.b.1.a.i

- 15.j. Describe your education and outreach strategy targeting the general public.
Create a website that explains what an MS4 is and why the City has developed the Storm Water Management Plan. The website will contain links to fact sheets for the general public to educate them on how bad habits on an individual level can negatively impact the environment. Give examples such as picking up pet waste and disposing oil properly instead of dumping it in storm drains or in yards.

Part II.C.a.ii

- 15.k. Describe your education and outreach strategy targeting businesses including home-based and mobile businesses.

Create a link to fact sheets to inform businesses of how they can be more environmentally cautious. Suggest proper disposal of toxic materials, washing greasy equipment in the appropriate places, covering and repairing leaky dumpsters, and reducing impervious areas, such as excess parking, etc. Notices will be inserted into fire fee billings alerting target audience of new website and of the availability of information located at City Hall.

Part II.C.b.1.a.iii.

15.l. Describe your education and outreach strategy targeting homeowners, landscapers, and property managers.

Create a link targeting the above. Provide fact sheets for each of the above on proper disposal of waste material, fertilizer use, mowing, etc. Notices will be inserted into fire fee billings alerting target audience of new website and of the availability of information located at City Hall. Notices may also remind public of the existing ordinance involving compost pick up and recycling.

Part II.C.b.1.a.iv

15.m. Describe your education and outreach strategy targeting engineers, contractors, developers, review staff, and land use planners.

Create a link to fact sheets and new city ordinances dealing with storm water runoff and acceptable BMPs. Make each aware of new regulations and how they affect both the environment and their day to day operations. Notices will be inserted into fire fee billings alerting target audience of new website and of the availability of information located at City Hall.

Rev 02-28-2012

Review Staff consists of a hired consultant that works under contract for the City of Clarksburg. The present consultant is already aware of the draft "Storm Water Management Program" as well as the City's draft ordinances. Once the "Storm Water Management Program" and ordinances/regulations are adopted, they will become part of the City's Site Plan Review Process. Engineers, contractors, developers, and land use planners will be required to comply with the program and new ordinances as a part of the typical site plan review. The City's consultant will ensure that they are doing such.

The target audience for flyers in the fire fee billings is the general public. In addition to flyer distribution throughout City facilities, fire fees are invoiced as much as quarterly and as little as once a year. Including educational flyers in these billings will give the City another avenue for educating the general public as to how their day to day activities are affecting the environment. This will target many activities from paint disposal to pet waste.

Schedule

Part II.C.a.1

15.n. Provide a schedule for implementing each component, including dates for interim and full implementation.

Website link shall be added to City website and set up with general information for all target audiences within 6 months of Storm Water Management Plan approval.

Measurable Goals

Part II.B.4

15.o. List and fully describe your Measurable goal(s) for this MCM.

The newly developed website will contain a web counter to track the number of visits. Also, the website will incorporate a comment/response component so that the general public will be able to post reactions to the information they received. The website will also contain a survey for the public to fill out, asking about what information was new to them and how they may change behaviors to help the environment. Links to this website will be found on the City Page and other commonly trafficked sites having association with City activities.

Tracking

Part II.C.b.1.c.

15.p. Describe your plan to track the activities associated with this MCM.

As described above, the website will contain a counter and survey for public response.

Evaluation

Part II.B.7 & Part II.C.b.1.b.

15.q. Explain how you plan to gauge the effectiveness of your public education and outreach efforts.

The survey will prompt the general public to specifically state how their behavior will change as a result of the information accessed on the website. Also, the comment/response section of the website will allow the general public to react to the information posted.

TIP: Changes in awareness, knowledge, and attitudes can be measured effectively using statistically valid surveys or questionnaires. Other approaches include monitoring attendance at public meetings, tracking requests for information, and counting hits on web sites. Keep in mind that simply reporting the number of meetings held or the number of brochures printed is not an effective method to document changes in stormwater knowledge.

Assess behavior changes. Measurement of change in pollution-generating behavior in a watershed can be an important indicator of progress toward achieving SWMP goals. Examples include: A. Changes in lawn fertilizer sales in response to a publicity campaign, B. Pounds of hazardous waste turned in at collection events, participation in streambank clean-up events, and C. Sign-ups for environmental action pledges.

Public Involvement and Participation – MCM #2

Part II.C.b.2.

Responsible Person:

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

16.a. Name: Ashley Carr

16.b. Title: *Code Enforcement Director*

16.c. Department: *Code Enforcement*

16.d. Address: 222 West Main Street, Clarksburg, WV 26301

16.e. Phone number: 304-624-1643

16.f. Email address: acarr@cityofclarksburgwv.com

16.g. State your overall objective for this minimum control measure.

Create opportunities for the general public to become involved in the implementation and evolution of the City's stormwater management plan and support the plan through participation, education, and outreach.

16.h. State and describe your BMPs. Indicate if the BMP is part of the existing program.

A new "Storm Water Advisory Council" will be developed consisting of City officials and general public that will meet regularly to review how the SWMP is working, hear public comment, and make revisions as necessary. The Advisory Council will also be responsible for communicating with other environmental organizations on a regular basis.

16.i. Is another entity sharing responsibility for the BMP? If so, who?

No

MCM Components

Part II.C.b.2.

16.j. Describe at least two methods you plan to use to engage the public in your SWMP.

1) Involvement in the "Storm Water Advisory Council"

2) Volunteer "clean up" days.

Part II.C.b.2.a

16.k. Describe how you will accommodate public participation in the decision making process for your SWMP.

The public will have the opportunity to serve on the "Storm Water Advisory Council" as well as participate in meetings and voice opinions to city staff, who will organize clean up days and other volunteer activities within the City.

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As a part of the public participation criteria, the City will be assembling a "Storm Water Advisory Council". This Council will be made up of both City employees as well as general public. All Council meetings will be open to the public and meeting dates/times will be made available prior to the meeting. The general public will be afforded the opportunity to participate in activities and voice their opinions with regard to the "Storm Water Management Program".

Part II.C.b.2.b

16.l. Describe your communication process for notifying groups of opportunities to become involved in stormwater activities in your watershed(s).

Upcoming meetings and/or involvement opportunities will be posted on the new website and mailers will be sent to environmental organizations. The “Storm Water Advisory Council” will also work to spread information by word of mouth and public postings.

Part II.C.b.2.c

16.m. List the URL of your **Stormwater** website.

<http://cityofclarksburgwv.com/government/stormwater-program>

Schedule

Part II.C.a.1

16.n. Provide a timeline of implementation of each component of your program for this MCM, including dates for interim and full implementation.

The “Storm Water Advisory Council” shall be developed and holds its first volunteer cleanup within 6 months of the acceptance of this Storm Water Management Plan.

Measurable Goals

Part IV.A. & Part II.B.4

16.o. List and fully describe your measurable goal(s) for this MCM.

This BMP will be measured by the number of participants in the “Advisory Council” as well as the number of participants in the volunteer “clean up” days.

Tracking

Part II.B.7.

16.p. Describe your plan for tracking activities associated with this MCM.

The “Storm Water Advisory Council” will take meeting minutes and conduct periodic mailers outlining current activities.

Evaluation

Part II.B.7

16.q. Explain how you plan to gauge the effectiveness of your Public Involvement and Participation program.

Effectiveness will be gauged based on the number of participants in public meetings and clean up days.

Illicit Discharge Detection and Elimination – MCM #3

Part II.C.b.3.

Responsible Person

Identify the responsible person(s) for implementing this MCM. If there is more than one person or department responsible for implementation of this MCM, please discuss.

17.a. Name: Ashley Carr

17.b. Title: *Code Enforcement Director*

17.c. Department: *Code Enforcement*

17.d. Address: 222 West Main Street, Clarksburg, WV 26301

17.e. Phone number: 304-624-1634

17.f. Email address: acarr@cityofclarksburgwv.com

17.g. Is another entity sharing responsibility for the MCM? If so, who? *Yes, Sanitary Board*

Control Objective & BMPs

17.h. State your overall objective for this MCM.

Develop a comprehensive map of the storm drain system, establish and carry out procedures to identify and remove illicit discharges, establish legal authority for enforcement actions, and encourage public education and involvement in eliminating illicit discharges.

17.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

Storm Drain System Map (map of entire city watershed, indicating hotspots and discharge points) and reporting on Illicit Discharge/Illegal Dumping (The general public will be able to report possible illicit discharges on the new website as well as by calling in to City Hall).

MCM Components

Part II.C.b.3.a.

17.j. Do you have a current map of your municipal storm sewer system?

Yes

Do your map components include/do you plan to include:

Part II.C.b.3.ai

17.k. All known storm sewer outfalls? *Yes*

17.l. Receiving waters? *Yes*

17.m. Structural BMP's owned, operated or maintained by the permittee? *Yes*

17.n. The location and type of all other stormwater conveyances located within the boundaries of the permittees MS4 watershed? *Yes*

17.o. Updating the known connections to the municipal separate storm sewer authorized after July 22, 2009? *No known connections*

17.p. Geographic areas that discharge stormwater into the permittees MS4, which may not be located within the municipal boundary? *Yes*

Tip: Your map should show new outfalls, structural stormwater BMPs owned by the MS4, other stormwater conveyances, and other pertinent information. You must update your map on an annual basis.

Part II.C.b.3.b.

17.q. Do you have an IDDE Ordinance?

A draft ordinance has been written and will be codified within one year of storm water management plan approval.

Part II.C.b.3.b.

17.r. Describe your Ordinance review and update procedure, including milestones of IDDE Ordinance review.

The IDDE Ordinance will be reviewed annually, following the completion of the annual report on the Storm Water Management Program. The Storm Water Management Program review will be used to gage the effectiveness of the IDDE Ordinance. For instance, if a number of illicit discharges had been detected in the previous year and none of them were successfully removed, then the City would adjust the IDDE Ordinance's enforcement policy to better serve the MS4.

Does your IDDE Ordinance prohibit the following:

Part II.C.b.3.ii

17.s. Discharges from hyperchlorinated water line flushing? Yes or No. If not, how are these discharges handled when they occur?

17.t. Lawn watering and other irrigation runoff? Yes or No. If not, have you addressed lawn watering in your public education and outreach activities? *Education and outreach literature will discuss the effects of watering lawns.*

17.u. Street, parking lot, and sidewalk wash water, and external building wash down? Yes or No. If not, have you addressed these types of runoff in your public education and outreach activities? *Education and outreach literature will discuss the effects of the above activities, urging the general public to abstain from or at least limit those activities.*

Part II.C.b.3.b.v.

17.v. Does your IDDE Ordinance include escalating enforcement procedures and actions?

Yes

Part II.C.b.3.b.v.

17.w. Briefly describe your enforcement strategy.

Once it is determined that the IDDE Ordinance has been violated, the offender will be sent an official notice explaining the violation and what remediation or restoration will be needed. The notice will explain that if the offender does not complete the established remediation within an established number of days, the City will have the work completed at the expense of the violator. If the violator does not comply with the ordinance, they shall be liable to criminal prosecution to the fullest extent of the law.

Tip: The IDDE Ordinance shall be reviewed on an annual basis. The Ordinance shall be reviewed to ensure that it contains the necessary required information that the 2009 small MS4 general permit requires.

Your Ordinance is required to prohibit and eliminate non stormwater discharges, illegal discharges, and/or dumping into the storm sewer system, and any necessary procedures for evaluation, assessment, investigation and enforcement to prevent polluted stormwater discharges from entering local streams, lakes or rivers. Except for newly permitted entities, MS4's should already have this Ordinance in place.

Part II.C.b.3.c .

17.x. Describe your field assessment activities, including how many assessments you plan to conduct each year.

The sanitary board employees who are responsible for testing discharges during rain events will be trained to detect illicit discharges while on their testing routines.

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Sanitary board employees as well as all other Public Works employees will be instructed to watch for illicit discharges during all weather periods with specific instruction to monitor discharges occurring in dry weather. During wet weather testing, employees will have occasion to detect Combined Sewer Overflows. As the City's Long Term Control Plan is enacted, employees are expected to notice a reduction in these overflows.

Part II.C.b.3.c.i.

17.y. Describe how you will locate "priority areas".

When the sanitary board employees detect a possible illicit discharge, they will notify the public works department. The public works department will log the occurrence into the GIS database. If there are multiple occurrences at any one location, the public works department will be dispatched to investigate further and ultimately determine if it is an illicit discharge.

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Priority areas will be tagged as suspicious activities are noted through inspection and community complaints/reporting. In addition, Priority Areas will be determined based on the potential for pollutant discharge. City employees will be instructed to report everything observed that may result in an illicit discharge of any sort to the MS4 Coordinator and the City will tag an area or facility as "priority" if the potential for pollution exists. The public works facility (maintenance, fueling, and compost) as well as the wastewater treatment plant and parks areas have all been designated as "Priority Areas".

Part II.C.b.3.c .iii

17.z. Describe your procedures for characterization of illicit discharges.

The characterization of an illicit discharge will be any discharge within the MS4 that is not composed entirely of storm water. (some exception would be discharges from NPDES-permitted industrial sources and fire fighting activities) Generally speaking, any discharge that doesn't appear to be comprised completely of storm water (having discoloration or sheen) will be logged in and ultimately investigated.

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The manual on Illicit Discharge Detection and Elimination from the WVDEP website will be used as a tool to educate City personnel responsible for detecting illicit discharges. The City has assembled mapping that identifies outfalls throughout the city. Personnel will conduct an inventory of the existing outfalls during dry weather and leaf off conditions. Any discharges detected during dry weather are likely illicit in nature and will be investigated further. If the City is unable to trace the discharge upstream, the City may need to test the discharge in order to get more information about what it is and where it is coming from.

Part II.C.b.3.c .iv

17.aa. Describe your procedures for tracing the source of the discharge.

Once an illicit discharge or problem area is detected, multiple activities may be used to trace the source. Methods may be as simple as following the "sheen" upstream until it takes you to the source or may be comprised of more intense activities such as dye-testing, smoke testing, or camera work within the storm sewer system.

Part II.C.b.3.c.v

17.bb. Describe your procedures for removing the source of the discharge.

Once the source is determined, the offending discharger will be notified and directed to correct the problem. The offender will be given XX days to correct the illegal activity. If the offender does not comply within the allotted time, the proper procedure will be followed as outlined in the "Illicit Discharge Ordinance".

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This ordinance is currently under review by the City's legal counsel. Before adoption of the Ordinance, the City will seek advice from such counsel on how many days are appropriate and enforceable by law.

Tip: Each permittee shall continue to assess, update and implement an ongoing program to detect and address non-stormwater discharges, spills, illicit connections and illegal dumping into the MS4.

C.b.3.d.

- 17.cc. Describe how you will inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.
Information about illegal discharges will be posted on the website and literature will be distributed out of City Hall and/or in flyers enclosed with fire fees.

Part II.C.b.3.f.

- 17.dd. Describe your plan to training your staff on the identification and reporting of illicit discharges. Include the number of training sessions planned for each year.
The City will be contacting other area MS4's in effort to combine training for staff. Also, the City will contact the WVDEP to see if any training is available. Training is anticipated to take place once annually.

Schedule

Part II.C.a.1

- 17.ee. Describe how and when you will implement each component of program, including dates for interim and full implementation.
The ordinance has been drafted and will be finalized and adopted within one year of storm water management program approval. The first training session will also be planned to take place within one year of storm water management program approval.

Measurable Goals

Part II.B.4

- 17.ff. List and fully describe your Measurable goal(s) for this MCM:
The measurable goal for this MCM is to log in the potential illegal discharge into the City's GIS database within 48 hours of possible detection.

Rev 02-28-2012

In addition to logging in potential Illicit Discharges into the GIS database, another measurable goal is for the City to complete an "Outfall Reconnaissance Inventory (ORI)". The City will conduct the stream walk during dry, leaf off conditions, taking inventory on all outfalls. The information will also be used to add into the GIS database as well as to identify possible illicit discharges.

Tracking:

Part II.C.b.3.d.ii & Part II.C.b.3.e.

- 17.gg. Describe your procedures for tracking activities related to each component of this MCM.
Sanitary Board employees charged with detection will be required to fill out "logs", keeping record of when and where the discharge took place, the type of discharge, etc.. Detection times and dates can be compared to the times and dates in which the detection has been entered into the GIS database.

Evaluation

Part II.B.7

17.hh. Fully explain how you plan to gauge the effectiveness of your IDDE program.

The program will have several ways to gauge its effectiveness ranging from keeping track of the number of reported discharges from the public, from the City employees, number of actual illicit discharges detected, and number of illicit discharges corrected.

Tip: The IDDE program evaluation can consist of a data base that contains the information including tracking the number and type of spills, illicit discharges identified, inspections conducted, illicit connections removed, and any feedback received from public education efforts. If you have a hotline, you may also be able to determine trends of awareness to your IDDE program.

Construction Site Run-off Control – MCM #4

Part II.C.b.4.

Responsible Person:

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

- 18.a. Name: Ashley Carr
- 18.b. Title: *Code Enforcement Director*
- 18.c. Department: *Code Enforcement*
- 18.d. Address: 222 West Main Street, Clarksburg, WV 26301
- 18.e. Phone number: 304-624-1643
- 18.f. Email address: acarr@cityofclarksburgwv.com

- 18.g. Is another entity sharing responsibility for this MCM? If so, who?
No

Control Objective & BMPs

- 18.h. State your overall objective for this minimum control measure.
Minimize pollution created by runoff from construction site activities.

- 18.i. State and describe your BMPs. Indicate which BMPs are part of your existing program.
The City is developing an “Erosion and Sediment Control” ordinance that will set forth guidelines for construction site activities. Also, an inspection routine will be developed for construction sites to make certain proposed devices are working properly and maintained. The inspection routine as well as an external review of the Erosion and Sediment Control Plan will be part of the Site Plan review process through the City.

MCM Components

Part II.C.b.4.a.

- 18.j. Do you have an Ordinance to control construction site run-off?
Ordinance is under development.

Part II.C.b.4

- 18.k. Does your program regulate disturbance of on acre or more and also less than one acre if part of a larger common plan? Does your Ordinance regulate disturbances of less than one acre? If so, what is the size threshold?
The proposed ordinance requires an “Erosion and Sediment Control Plan” and grading permit for land disturbing activities of one acre or greater, as well as less than an acre if part of a larger common plan. The ordinance does not regulate disturbances of less than one acre.

Part II.C.b.4.a.i-ix.

- 18.l. Does your Ordinance contain the nine required components?
The draft Ordinance does contain the nine required components.

Tip: The nine required components your ordinance must address include: Sediment & erosion control BMPs; requirements for construction site operators to actually implement these BMPs and to control waste; demonstration of appropriate NPDES registration; authority for site plan review; authority for public input; authority for site inspections & enforcement; adequate funding for inspections & enforcement; and training for construction site operators.

Part II.C.b.4.b.

- 18.m. Describe the plan review process for your construction site run off program.
Any construction activity resulting in a disturbance of one acre or greater requires a construction grading permit, accompanied by an erosion and sediment control plan. This plan will be reviewed by an outside agency to determine compliance with the West Virginia Erosion and Sediment Control Handbook and other criteria set forth within the newly developed "Erosion and Sediment Control Ordinance".

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The City currently contracts an engineering consultant to perform plan review, including erosion and sediment control plans.

- 18.n. Describe the inspection process of your construction site run off program.
In addition to a developer's agreement to install and maintain E&SC devices per plan, the city will routinely inspect construction sites for compliance. At a minimum, sites shall be inspected monthly and/or after rain events.
- 18.o. Describe the enforcement process of your construction site run off program.
The "Erosion and Sediment Control" ordinance states the following...
In the event that any person holding a grading permit pursuant to this ordinance violates the terms of the permit or implements grading in such a manner as to materially adversely affect the health, welfare, or safety of persons residing or working in the neighborhood or development site so as to be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood, the City of Clarksburg may suspend or revoke the grading permit.

No person shall construct, enlarge, alter, repair, or maintain any grading, excavation, or fill, or cause the same to be done, contrary to or in violation of any terms of this ordinance. Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and each day during which any violation of any of the provisions of this ordinance is committed, continued, or permitted, shall constitute a separate offense. Upon conviction of any such violation, such person, partnership, or corporation shall be punished by a fine to be determined by the City of Clarksburg for each offense. In addition to any other penalty authorized by this section, any person, partnership,

or corporation convicted of violating any of the provisions of this ordinance shall be required to bear the expense of such restoration.

Part II.C.b.4.b.

18.p. Discuss how your program will address the regulation of both private and public sector construction site run-off.

All construction activities within the City limits, disturbing an acre or greater will be required to submit Erosion and Sediment Control Plans to the city for review.

Schedule

Part II.C.b.4.a.

18.q. The Ordinance shall be reviewed on an annual basis. Describe your Ordinance review and update procedures.

The ordinance will be reviewed annually, following the completion of the annual report o the Storm Water Management Program. The Storm Water Management Program review will be used to gage the effectiveness of the Erosion and Sediment Control Ordinance. In addition, a report will be filed by the E&SC inspector on how the previous year’s controls had been working and maintained and should include suggestions for improving the program. City Staff will then make determinations on possible revisions to the current ordinance.

18.r. If your Ordinance does not contain the standards required by the permit, provide a schedule for implementation and measureable goals for getting these components into your Ordinance. Include a mid-point and full implementation date.

The “Erosion and Sediment Control” ordinance is drafted and does contain the standards required by the permit. The ordinance will be codified within one year of Storm Water Management Program approval.

Tip: The components of your construction site runoff control program must include:

- Plan review and approval process for new development and redevelopment projects
- Inspection protocol
- Development of enforcement strategy
- Education and training for construction site operators
- Development of an application process.
- Record keeping for approved projects, inspections, and enforcement.

Measurable Goals

Part IV.A. & Part II.B.4

18.s. List and fully describe your measurable goal(s) for this minimum control measure.

A draft ordinance is complete. The ordinance will be codified and plan review will be in place and fully operational within one year of Storm Water Management Program approval.

Tracking

Part II.B.7.

- 18.t. Describe your plan for tracking activities associated with this minimum control measure.
Besides plan review, inspection logs will be filled out on specific construction sites. A routine will be implemented for enforcement on deficient sites.

Evaluation

Part II.B.7

- 18.u. Explain how you plan to gauge the effectiveness of your Construction Site Run-off Control program.
Routine inspection of construction sites during and after rainfall events will document application methods of various controls. Within the first year of implementation, inspectors will be looking for overall improvement in the percentage of control measures that are installed and maintained correctly.

Controlling Run-off from New Development and Redevelopment – MCM #5

Part II.C.b.5

Responsible Person(s):

Identify the responsible person(s) for implementing this MCM. There may be more than one person or department responsible for various portions of this control measure, If so, discuss.

- 19.a. Name: Ashley Carr
- 19.b. Title: *Code Enforcement Director*
- 19.c. Department: *Code Enforcement*
- 19.d. Address: 222 West Main Street, Clarksburg, WV 26301
- 19.e. Phone number: 304-624-1643
- 19.f. Email address: acarr@cityofclarksburgwv.com

- 19.g. Is another entity sharing responsibility for this MCM? If so, who?
No

Tip: This MCM will likely have more than one department responsible for implementation. Often planning, zoning, building, public works; sewer boards, and stormwater managers are involved in the new development and re-development program. Explain who deals with each component of this MCM.

Control Objectives & BMPs

- 19.h. State your overall objective for this MCM.
Minimize impact of post construction site runoff by controlling the quantity and quality of stormwater that leaves a site.

MCM Components

Watershed Protection Elements

Part II.C.b.5.ai.

19.i. Have you incorporated the six watershed protection elements into your subdivision ordinance or equivalent document? Name the document(s) where each element is found & give the review date for the document. * If there is no review, describe how you will incorporate the element into your document(s).

Watershed Protection Elements	Name of document that contains the element	*Review Date
1. Minimizing impervious surfaces	<i>Codified Ordinances of Clarksburg Part 13 – Planning and Zoning Code, Ch. 5</i>	NA
2. Preserving ecologically sensitive areas	<i>Codified Ordinances of Clarksburg Part 13 – Planning and Zoning Code, Ch. 5</i>	NA
3. Reducing thermal impacts	<i>Codified Ordinances of Clarksburg Part 13 – Planning and Zoning Code, Ch. 5</i>	NA
4. Reducing or avoiding hydromodification	<i>Codified Ordinances of Clarksburg Part 13 – Planning and Zoning Code, Ch. 5</i>	NA
5. Tree protection	<i>Codified Ordinances of Clarksburg Part 13 – Planning and Zoning Code, Ch. 5</i>	NA
6. Protection of native soils, prevention of compaction of soils	<i>Codified Ordinances of Clarksburg Part 13 – Planning and Zoning Code, Ch. 5</i>	NA

Elements will be incorporated into the Planning and Zoning Code of the Codified Ordinance of Clarksburg. An addendum to the existing chapter five will be added for these elements and new chapters will be added for the stormwater management ordinance, illicit discharge ordinance, and the erosion and sediment control ordinance.

Part II.C.b.5.a.i.B

19.j. List your quantifiable objectives for each watershed protection element, including time frames to achieve them.

The City’s objectives for each of the watershed protection elements are the same. The City’s goal is to implement at least one of these elements on each of the development plans submitted to the City. When a new site plan is first being proposed to the City, the watershed protection elements will be presented to the developer and explained. The developer will be asked to make a “Good Faith” effort to utilize as many of the watershed protection elements as possible on that particular site. The City will keep track of the elements utilized in the first year of implementation and include them in the annual report.

19.k. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

BMPs shall mirror those suggested in the West Virginia MS4 Stormwater Compliance Spreadsheet. Such practices may include but should not be limited to vegetated roofs, disconnection of rooftop drains, rain gardens, rainwater harvesting, stormwater planters, permeable pavement, grass channels, dry swales, bioretention, infiltration, extended detention, and sheet flow over pervious surfaces.

Site Design Standards

Part II.C.b.5a.ii.A.1.

19.l. Do you have an ordinance or other enforcement mechanism for the required site design standards? If not, what is your schedule of implementation? Include mid-term and full implementation dates for Ordinance review and enactment.

No, however a draft ordinance has been written and a final draft will be adopted within a year of stormwater management program acceptance. Full site plan review and enforcement will be in effect within two years of stormwater management program acceptance.

Tip: The site design standards should include managing the 1st 1-inch of rainfall in a 24-hr storm following 48 hrs without rain.

There are several practices that manage rainfall on site including: canopy interception, soil amendments, evaporation, rainfall harvesting, engineered infiltration, extended infiltration, and evapotranspiration and any combination of these practices.

Part II.C.b.5.ii.A.2.i,ii

19.m. Does your Ordinance have provisions for reducing pollutant loadings for stormwater discharges from Hot Spots? If the project is a potential hot spot and cannot meet water quality treatment with on-site controls, are there provisions for proper disposal of stormwater discharges at a treatment/disposal facility?

Yes and yes

Part II.C.b.5.ii.A.2.iii

19.n. Do you know where drinking water source protection areas are located within your MS4 watershed? Describe how this information will be kept confidential, and made available to WVDEP only when requested.

Yes, there is only one water source protection area within the City's watershed. The DEP should coordinate with the Health Department in order to obtain information regarding the source.

Tip: You may need to coordinate with your local Health Department about where additional discharge protections may be needed to comply with source water protection. Document any obstacles that you encounter in regards to this component.

- 19.o. Describe your program for reducing impervious surfaces.
The program for reducing impervious surfaces is indirect. In order to satisfy the stormwater management requirements, it is the benefit of the developer to minimize impervious cover.

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The design standards for managing the first 1" of rain on the site are stringent and will come at a great cost to developers. The developer will reduce that financial burden on himself/herself by minimizing impervious cover on his/her site.

- 19.p. If you choose mitigation/payment in lieu for those projects that cannot implement the one inch runoff reduction requirements, please provide a time frame for creating an inventory of appropriate mitigation projects, and your process to develop standards to value, evaluate, and track transactions.
An inventory of possible mitigation projects will be developed within 2 years of stormwater management program acceptance. (once the new and redevelopment control guidelines and enforcement is in place) In addition to the inventory, a process will be implemented to identify and evaluate how those possible projects are prioritized.

(Note: WVDEP has plans to create standard criteria and guidance material to assist MS4's in developing a mitigation and payment in lieu program. If your MS4 does not already have a mitigation or payment in lieu program – make a statement in the SWMP that you do not have one. If you want to use what WVDEP develops, then make a statement to that effect. If you are planning to develop your own mitigation and payment in lieu program, then your SWMP has to include a time frame for development of this program.)

Part II.C.b.5.ii.B.(1)

- 19.q. Describe the planning process for new development and redevelopment projects in your MS4.

The City has an existing plan review process that consists of sketch plat review, preliminary plat review, and final plat review. The preliminary plat process contains a public hearing for approval. The new ordinances will fit within the existing framework for plan review.

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Currently development projects only require public hearing when there is a request for variance. There is a site review process through the City and their engineering consultant.

Part II.C.b.5.ii.B(2)&(3)

- 19.r. Describe your plan review and approval process for new development and redevelopment projects.
The plan review process consists of an optional sketch plat review, preliminary plat review, and final plat review. In addition to those existing steps, the new stormwater management ordinance requires that as-builts are submitted to the City which will be reviewed to verify whether the constructed storm water measures are sufficient. Staff and/or the City's third party reviewer will be educated on the new stormwater management procedures and applications prior to full implementation.

Tip: Plan review, approval and enforcement processes include:

- a. Procedures for review and approval of a pre-application concept plan
- b. Procedures for site plan review and approval
- c. Submittal of as-built drawings
- d. Post construction verification
- e. An educational program targeting internal staff and external project proponents about the stormwater management requirements.

Part II.C.b.5.ii.C

19.s. Describe your maintenance procedures for structural stormwater control practices including a detailed discussion about maintenance agreements & your ability to enforce them.

All site development plans are required to include maintenance easements for best management practices. A formal maintenance covenant must be approved by the City in which a schedule will be developed for when and how often maintenance occurs and for who is responsible for such maintenance. If a responsible party fails or refuses to meet the requirements of the maintenance covenant, the City of Clarksburg, after reasonable notice, may correct a violation of the design standard or maintenance needs by performing all necessary work to place the facility into proper working condition. The City of Clarksburg may then assess the owner of the facility for the cost of the repair work and any penalties; and the cost of the work shall be a lien on the property, or prorated against the beneficial users of the property, and may be placed on the tax bill and collected as ordinary taxes by the City.

Part II.C.b.5.ii.D

19.t. Describe your method of inventory and tracking of stormwater control practices for this MCM.

As development plans are reviewed and approved, the stormwater management practices will be entered into the City's GIS software. The type of practice, location, photographs, maintenance requirements, and inspection logs will all be kept within the GIS database for easy access.

Tip: The tracking system should accommodate: Source control practices, treatment practices, GIS locations, digital photographs, maintenance requirements, and inspection data.

Part II.C.b.5.ii.E

19.u. Describe your inspection protocol for ensuring stormwater control BMPs/practices function as designed and constructed: How many per year? How often?

The ordinance allows for inspection programs may be established on any reasonable basis, including but not limited to: routine inspections; random inspections; inspections based upon complaints or other notice of possible violations; inspection of drainage basins or areas identified as higher than typical sources of sediment or other contaminants or pollutants; etc. At a minimum, the City will inspect each facility annually.

Part II.C.b.5.b.

- 19.v. Does your MS4 have requirements for street design, parking, and parking lots? If so, which departments regulate this?
Yes; Code Enforcement

Schedule

Part II.C.b.5

- 19.w. Describe how and when you will implement each component of this minimum control measure. Include mid-point and full implementation dates for Ordinance revisions, implementation of plan review and approval, inspection and enforcement procedures, and for developing/acquiring and using a tracking system.
The ordinance will be finalized and adopted within one year of stormwater management program acceptance. All other portions, including implementation of plan review and approval, inspection and enforcement procedures, and tracking will be in place within two years of stormwater management program acceptance. The City already has a GIS program in use, therefore the capability of tracking projects is in place.

Measurable Goals

Part IV.A

- 19.x. List and describe your measurable goals for this MCM.
Measureable goals for this minimum control measure are the adoption of the stormwater management ordinance and plan review, as well as implementation of facility tracking and inspection.

Evaluation

Part II.B.7

- 19.y. Describe how you plan to gauge the effectiveness of your program for this MCM.
The effectiveness of this program will be gauged by the use of best management practices for stormwater management as well as implementation of the six watershed protection elements.

Pollution Prevention/Good Housekeeping for Municipal Operations- MCM #6

Part II.C.b.6

Responsible Person(s):

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

- 20.a. Name: Ashley Carr
- 20.b. Title: *Code Enforcement Director*
- 20.c. Department: *Code Enforcement*
- 20.d. Address: 222 West Main Street
- 20.e. Phone number: 304-624-1643
- 20.f. Email address: acarr@cityofclarksburgwv.com

- 20.g. Is another entity sharing responsibility for this MCM? If so, who?
Sanitary Board

Control Objectives & BMPs

- 20.h. State your overall objective for this MCM.
Ensure that existing operations are performed in ways that will minimize contamination of stormwater discharges.
- 20.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.
The BMPs for Municipal Operations include drafting a plan on how to prevent pollution for each Municipal Operation. The Waste Water Treatment Plan already has a Storm Water Pollution Prevention Plan.

MCM Components

Part II.C.b.6

- 20.j. List the municipal facilities and their locations owned by your MS4.

Public Works Building (also compost site and salt storage) – 902 N. 3rd Street
Waste Water Treatment Plant – W Fork Street
City Fire Department – 465 W Main Street

Tip: List municipally owned or operated facilities that would reasonably be expected to discharge contaminated runoff and are not covered under a NPDES permit. For example; vehicle maintenance garages, vehicle fueling centers, waste transfer operations, golf courses, recreation areas with fertilizer or herbicide storage, salt or other materials storage, municipal construction activities, waste water treatment plant, potable drinking water treatment plant or open landfills.

Part II.C.b.6.a

- 20.k. Briefly describe your operation and maintenance program for each municipal facility.
The facilities listed above do have typical O&M practices; however do not have formalized programs. Part of the ongoing maintenance of this stormwater management program will be the development of O&M practices for each of these facilities.

Part II.C.b.6.a

- 20.l. Does each site have a pollution prevention plan? Is there a spill response plan included in the pollution prevention plan? If not, provide a time frame for developing pollution prevention plans at all MS4 owned municipal facilities, including mid-point and full completion dates.
No, Pollution Prevention Plans will be developed for each facility within one year of the approval of this stormwater management program. Background information, survey, and other required information shall be gathered within 6 months for a mid-point review and the complete plans shall be finished in the following 6 months.

Part II.C.b.6.b

- 20.m. Have you identified all the lands owned or operated by your MS4? (Such as parks, road right-of-ways, maintenance yards, and water/sewer/stormwater infrastructure.)
Yes

Part II.C.b.6.b

- 20.n. Describe your overall pollution control approach policy and procedures for these lands.
A policy is currently under development and should be implemented within a year of program approval.

Tip: Your policy and procedures plan should address fertilizers, pesticides, and herbicides; sediment and erosion control; landscape maintenance and vegetation disposal; trash management; cleaning and maintenance of building exteriors; chemical and material storage; street sweeping & cleaning of inlets/catch basins.

Part II.C.b.6.c

- 20.o. Describe your training program including your target employees, and how often training occurs.
The training program is targeted for "public works" employees as well as other municipal staff. (employees responsible for outdoor maintenance such as but not limited to landscaping, road maintenance, etc.) Training will occur once annually and may be combined with training for illicit discharges and erosion and sediment controls. The City will use information available from the DEP and EPA websites to conduct training. Training Aids may consist of literature, video, demonstration, etc.

- 20.p. For any industrial facilities owned or operated by your MS4, list each facilities registration number under the WV NPDES General Permit for Storm Water Discharges Associated with Industrial Activities or the individual WV NPDES permit number. If your industrial facilities are not covered under another NPDES permit, you must will prompted to provide additional information below.
N/A

Schedule

Part II.C.b.6

20.q. Describe how and when you will implement each component of your program for this minimum control measure. Include mid-point and full implementation dates.

SWPPP for Municipal Operations will be developed within one year of stormwater program approval. Employee training will be complete within the same timeline.

Part II.C.b.6

20.r. Describe the inspection schedule for ensuring municipal facilities are in compliance with pollution prevention plans.

Municipal facilities will review their respective storm water pollution prevention plans quarterly along with a walk through of the site to make sure the facility is in compliance with the plan. Anything found not in compliance shall be repaired as soon as possible. In addition with the quarterly reviews, each facility shall also inspect its site after significant rainfall events.

Measurable Goals

Part IV.A

20.s. List and fully describe your measurable goals for this MCM.

Goals for this section include following through on the development of storm water pollution prevention plans for each municipal facility, as well as the performance of maintenance inspections.

Tracking

Part II.B.7 & Part II.C.b.6.a.iii

20.t. Describe your plan for record keeping and tracking of facilities, employee training, pollution prevention plans, and inspections for this MCM.

A typical inspection form will be developed to be used with each quarterly/rainfall inspection. In addition, minutes will be kept on all training session. These activities, along with any revisions to plans will be kept and included within the annual MS4 report.

Evaluation

Part II.B.7

20.u. Explain how you plan to gauge the effectiveness of your good housekeeping/ municipal operations program efforts?

Through the development of "SWPPPs" for each facility and the inspections thereafter, it is anticipated that various upgrades or remediations will be needed. The performance of such upgrades will be a way to monitor the effectiveness of these reporting efforts. In addition, the inspections themselves will be a good way to gauge that the program is performing.

Industrial Stormwater Coverage for Municipal Operations

If your facility/s discharges stormwater from any industrial operation that is not covered under another NPDES permit, you must now obtain coverage for those discharges.

- 20.v. For each facility, provide the name and contact information of the operator if applicable.
 Public Works – John Workman 624-1706 (Outlet Glen Elk #2)
 Waste Water Treatment Plant – Paul Lehosit 624-1626 (*WWTP is covered under separate NPDES*)
 City Fire Department – 624-1669 (No outlets, only parking lot runoff, floor drains tie into sanitary system)
 Parks – John Cooper 478-4600 (no discharge from industrial operations)

The only facility of an industrial operation not covered under a different permit is the Public Works Facility.

- 20.w. For each outlet, list the latitude and longitude to the nearest second and the River Mile Point (if known).

Outlet Number	Longitude			Latitude			River Mile
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds	
Glen Elk #2	80	20	13.5	39	17	7.5	Elk Creek

- 20.x. List the Standard Industrial Classification (SIC) Code designated for your facility/s.
 Waste Water Treatment Plant – 4952
 Public Works – 417,
- 20.y. List the nature of activity at the industrial facility.
 Waste Water Treatment Plant – treats sanitary sewer
 Public Works – City vehicle Maintenance and fueling, salt storage, compost.
- 20.z. Is there a wet pond at your facility that collects runoff from areas on which industrial activities occur? If so, how many acres drain into it?
There is a wet pond located near the compost site of the Public Works facility. Approximately 100 acres drains into this pond.
- 20.aa. Is there a dry pond at your facility that collects runoff from areas on which industrial activities occur? If so, how many acres drain into it?
 No

20.bb. Do any of your storm water outlets discharge through an oil water separator? If yes, provide the outlet numbers.

No, floor drains either go into self-contained tanks or are tied into the sanitary sewer system.

Based on your responses to this section, a Discharge Monitoring Report may be issued.

Rev 02-28-2012 (Sections 20 j, 20 v – 20 bb)

The transit authority is not owned by the City and has been removed from this section. Revised sheet from Program is included to answer 20.v though 20.b.b

The waste water treatment plant is covered under a separate permit.

Provide a list of materials used and/or stored and activities conducted at the listed municipal facilities.

RESPONSE:

Public Works: *moderate amount of petroleum products and hazardous materials (solvents and cleaners) during the course of normal maintenance. These materials are purchased and contained in quantities of 5 gallons or less and are not currently exposed to storm water. They are stored within the shop buildings. The public works facility has office operations as well as vehicle maintenance, fueling, salt storage, vehicle parking, and composting. There is also a build fuel above ground storage tank for both diesel and gasoline. The single tank is divided for both diesel and gasoline use and is equipped with secondary containment and overflow alarms.*

City Fire Department: *does not currently store or utilize petroleum products or hazardous substances as a part of normal operations. Fire Departments contain indoor parking for trucks. No maintenance is performed on site.*

Parks: *moderate amount of petroleum products and hazardous materials (solvents/cleaners) during the course of normal maintenance. These materials are stored in shops and/or dedicated storage sheds and are not exposed to storm water on a regular basis. The parks and recreation facilities do not currently store bulk materials. Parks contain ballparks, pool, picnic areas, etc.*

Does the WWTP have all stormwater discharges covered under its NPDES permit?

RESPONSE: *Yes*