



**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 57<sup>th</sup> Street, SE  
Charleston, WV 25304**

## Section I. General Information

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### MS4 Operator

Part II A.

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

City of Martinsburg

1.b. Mailing Address:

P.O. Box 828, Martinsburg, WV 25402

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.)

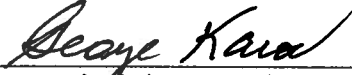
1.c. Name                      **Jeff Wilkerson**  
1.d. Title                     **Public Works Director**  
1.e. Phone                    **304-264-2126**  
1.f. E-mail address         **jwilkerson@cityofmartinsburg.org**

### 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 George Karos

2.c. Title Mayor

2.d. Date April 10, 2015

West Virginia small MS4 general permit site registration application

**Co-permittees** (Complete this section if co-permitting with another MS4 entity)

Part III. A.

- 3.a. Name of MS4 Operator **City of Martinsburg**
- 3.b. Contact person **Jeff Wilkerson**
- 3.c. Telephone **304-264-2126**
- 3.d. Address **P.O. Box 828, 232 N. Queen Street, Martinsburg, WV 25402**
- 3.e. Email address **jwilkerson@cityofmartinsburg.org**
- 3.f. Have legal agreements been finalized between co-permittees? **N/A**
- 3.g. If yes, provide agreement with this application. (With signatures) **N/A**

**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: **16,640**
- 4.b. Area (in acres) within current corporate or jurisdictional boundaries: **3,948**
- 4.c. For all MS4s, population (using the most recent U.S. Census data) for area served: **17,227**  
(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- Degrees: **77** Minutes: **57** Seconds: **41.91**  
Latitude- Degrees: **39** Minutes: **27** Seconds: **12.42**

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. **300 Block of East Stephen St, behind the Sunfire building.**

Part IV.B.

- 4.f. Describe your monitoring plan to include the frequency and parameters.

**The representative outfall will be monitored two times annually, with samples taken at least three months apart. Baseline sample will be taken the first permit year to determine what actions need to be taken in the future to help reduce any sources of pollution. If there are failing samples then an investigative process will begin to identify and reduce the source of pollution. The City is developing a plan to map the stormwater elements in the MS4. This mapping tool will assist in tracking or**

identifying any sources of pollution. Samples will be collected during the first 30 minutes of a no less than 0.1 inch rainfall event following 72 hours from previous measurable storm event greater than 0.1 in rainfall.. The following table identified the parameters to be measured and the test method to be used:

Parameter	EPA Method No.	MDL (mg/l)
TKN	351.2	0.03
Nitrate Nitrogen	300.0	0.002
Nitrite Nitrogen	300.0	0.004
Total Phosphorus	365.4	0.01

**Storm Sewer Infrastructure**

Provide the most accurate number possible.

5.a. Storm sewers, in feet	57,500
5.b. Open ditches, in feet	14,400
5.c. Outfalls	30
5.d. Catch basins	82
5.e. Detention* facilities	3
5.f. Retention** facilities	0
5.g. Treatment facilities	0
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.

**YES. WVDOH and Berkeley County MS4s are interconnected at various points with the City of Martinsburg MS4.**

- 8. Does your municipality contain combined sewer systems? **YES**
- 9.a. What percentage is drained by Combined Sewer System? **< 20 percent**
- 9.b. What percentage is drained by separate storm sewer system? **>80 percent**

**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? **FIVE**

(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](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 (303d) list or TMDL	Category of Impaired Stream	Parameters of impairment	Has a TMDL been established? Yes or No
Tuscarora Creek WVP-4C	TMDL	4a	Fecal Coliform	YES (2008)
	TMDL	4a	CNA Biological	YES (2008)
Dry Run WVP-4C-1	TMDL	4a	Fecal Coliform	Yes (2008)
	TMDL	4a	CNA Biological	YES (2008)

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.

**Because of the variability in the system and the minimal pollutant loading data currently available, it is impossible to determine with adequate precision or certainty the bacteria loadings from the MS4. The CNA Biological impairment is based on stressors of organic enrichment and sediment. Accordingly, Martinsburg will employ an iterative, adaptive management BMP approach to reduce to the maximum extent practicable the discharge of sediment and fecal coliform from the MS4. Following collection of baseline data, non-structural and source BMPs will be implemented, by the City of Martinsburg, and then measured for effectiveness in reduction of pollutant loading. Based on these results, BMPs will be reevaluated and, if needed, adjusted to ensure reductions are achieved by refined or adjusted abatement measures. Structural BMPs may be employed if non-structural and source BMPs are measured to be inadequate.**

**The following BMPs are intended to reduce bacteria and sediment levels in the Tuscarora Creek and Dry Run.:**

**BMPs for Fecal Coliform:**

**Pet waste program**-City installed pet waste stations are cleaned and maintained on a regular schedule.

**Pet Waste literature is handed out and documented with stormwater materials.(MCM #2)**

**Identification and control of sanitary sewer inputs into MS4**-The identification and control of sanitary sewer inputs into MS4 will be monitored and reduced as identified. At this point 20 percent of the MS4 has combined systems and this area of 20 percent is treated through the wastewater plant. (MCM #3)

**Enhanced commercial inspection**-The IDDE inspection of commercial areas will be enhanced by conducting more inspections of these areas to reduce illicit discharges. (MCM #3)

**BMP's for CNA Biological:**

**Enhanced construction site inspection**-Inspections of construction and post construction sites will be enhanced conducting necessary inspections as construction in the City increases. (MCM #4 and 5)

**Street sweeping**-Street sweeping is a BMP that is performed and documented daily. (MCM #6)

**Water conservation training to prevent discharges to MS4**-training to local residents and businesses to help reduce illicit discharges and the amount of water flowing to local streams after storm events.(MCM #2)

**Pre-storm season catch basin cleaning**-During the spring 40-50 percent of our catch basins are cleaned and maintained to help reduce pollution during storm events. (MCM #6)

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.

**Tuscarora Creek: An iterative monitoring plan will be employed to ensure focused and effective expenditure of public funds. The sample locations at Old Mill Road and East Stephen Street will be sampled two times per year.**

**Phase 1: Identify base line conditions of the stream in dry and wet weather (two sampling points)**

**Phase 2: Identify specific location of high priority sources of pollutant stressors (outfall and upstream monitoring)**

**Phase 3: Post BMP monitoring**

**Dry Run: An iterative monitoring plan will be employed to ensure focused and effective expenditure of public funds. The sample locations at Dry Run Commons and Rothwell Ave. will be sampled two times per year.**

**Phase 1: Identify base line conditions of the stream in dry and wet weather (two sampling points)**

**Phase 2: Identify specific location of high priority sources of pollutant stressors (outfall and upstream monitoring)**

**Phase 3: Post BMP monitoring**



- 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?  
**Yes, when illicit discharges are discovered and investigated there will be visual documentation, pre and post inspections forms and documentation of the area and all important aspects of the discharge.**

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.

**The following BMPs are intended to reduce bacteria and sediment levels in the Tuscarora Creek and Dry Run through education of the public, training of employees and inspections by the city, and reduction of materials being discharged to streams by street sweeping and catch basin cleaning.**  
..

**BMPs for bacteria:**

**Pet waste program**-City installed pet waste stations are cleaned and maintained on a regular schedule. Pet Waste literature is handed out and documented with stormwater materials. (MCM #2)

**Identification and control of sanitary sewer inputs into MS4**-The identification and control of sanitary sewer inputs into MS4 will be monitored and reduced as identified. At this point 20 percent of the MS4 has combined systems and this area of 20 percent is treated through the wastewater plant. (MCM #3)

**Enhanced commercial inspection**-The IDDE inspection of commercial areas will be enhanced by conducting more inspections of these areas to reduce illicit discharges. (MCM #3)

**Enhanced construction site inspection**-Inspections of construction and post construction sites will be enhanced conducting necessary inspections as construction in the City increases. (MCM #4 and 5)

**Street sweeping**-Street sweeping is a BMP that is performed and documented daily. (MCM #6)

**Water conservation training to prevent discharges to MS4**-training to local residents and businesses to help reduce illicit discharges and the amount of water flowing to local streams after storm events.(MCM #2)

**Pre-storm season catch basin cleaning**-During the spring 40-50 percent of our catch basins are cleaned Cleaned and maintained to help reduce pollution during storm events. (MCM #6)

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

**The City of Martinsburg will determine that our SWMP and mix of BMP's will need to be modified by analyzing the results of our stream sampling program. At that point if pollution loads are not being reduced, other BMP's need to be implemented and illicit discharge investigations need to be performed to reduce pollution loads.**

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.

### **Section III. Minimum Control Measures**

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#### **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](http://www.epa.gov/npdes/stormwater/measurablegoals/index.htm)

USEPA's measurable 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: **Jeff Wilkerson**  
15.b. Title: **Public Works Director**  
15.c. Department: **Public Works Department**  
15.d. Address: **P.O. Box 828, Martinsburg, WV 25402**  
15.e. Phone number: **304-264-2126**  
15.f. Email address: **jwilkerson@cityofmartinsburg.org**

Part II.C.b.1.

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

**To educate and engage the public regarding the importance of water quality and the challenges of protecting receiving streams from pollutant loading as a result of contaminated stormwater runoff.**

15.h. State and describe your BMPs. Indicate if BMP are part of your existing program.

- 1) **Participate in local public events and distribute educational materials at these events-Existing**
  - a) **Participate in no less than three events;**
  - b) **Count materials distributed at these events**
  - c) **Survey public at these events for program awareness**
- 2) **Maintain, advertise and improve stormwater page on City website-Existing**
  - a) **Document visits to website.**
  - b) **Publicize site on printed materials.**
- 3) **Develop signage program for tributaries.**
  - a) **Install signs to increase public awareness of local water resources.**
- 4) **School curriculum for local schools-Existing**
  - a) **Participate in educating students at local schools.**
  - b) **Distribute literature to local students.**
- 5) **Educate the public, City staff and other community members on pollution prevention.**
  - a) **Continue to conduct compliance training for City staff.**
  - b) **Develop advertising campaign for City to educate public.**
  - c) **Continue to operate Stormwater Hotline.**

**The effectiveness of this program will be gauged by objective and budget review as follows:**

**We will document through a tracking tool several stormwater practices such as:**

1. **Develop a sign in sheet for events**
2. **Document materials distributed**
3. **Document comments at all public surveys**
4. **Document visits to web site**
5. **Document visits to local schools**
6. **Document and improve all stormwater training**
7. **Document and track all calls and comments to stormwater hotline**
8. **Document and track all advertising events for stormwater issues.**

**Ongoing primary staff review**

**Quarterly review by City Manager**

**Annual review by City Council**

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.

**Promote general public awareness of and support for MS4 controls and management and public awareness of the importance of pollution prevention through printed materials and in-person presentations. These presentations will include education relating to, but not limited to, reducing impervious surfaces, pet waste programs, proper vehicle maintenance, landscaping practices, reuse of water, etc. The City website contains a stormwater page that describes the stormwater program, contains our stormwater permit and has the local stormwater contact information.**

Part II.C.a.ii

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

**Guidance specific to these businesses may be included on the web site, in training sessions, and during permit reviews, including, but not limited to, best practices for auto repair and fueling businesses and car washes that will reduce oil, chemical and hazardous waste pollution.**

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

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

**Guidance specific to this group may be included on the web site, in training sessions and during permit reviews, including, but not limited to, yard care and fertilizer use guidance, runoff reduction techniques and deployment, construction and maintenance of structural controls.**

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.

**Guidance specific to this group may be included on the web site, in training sessions and during permit reviews, including, but not limited to, technical standards for design and maintenance of sediment and runoff reduction controls, stormwater treatment and flow control BMPs, and post-construction requirements.**

## **Schedule**

Part II.C.a.1

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

- 1) **Participate in local public events and distribute educational materials at these events-Existing Annually**
  - a) **Participate in no less than three events;**
  - b) **Count materials distributed at these events**
  - c) **Survey public at these events for program awareness**
- 2) **Maintain, advertise and improve stormwater page on City website-Existing Annually**
  - a) **Document visits to website.**

- b) **Publicize site on printed materials.**
- 3) **Develop signage program for tributaries. Implementation in 2017.**
  - a) **Install signs to increase public awareness of local water resources.**
  - b) **This program will begin after the initial mapping has been completed to identify existing tributaries.**
- 4) **School curriculum for local schools-Existing Annually**
  - a) **Participate in educating students at local schools.**
  - b) **Distribute literature to local students.**
- 5) **Educate the public, City staff and other community members on pollution prevention. Existing Annually**
  - a) **Continue to conduct compliance training for City staff.**
  - b) **Develop advertising campaign for City to educate public.**
  - c) **Continue to operate Stormwater Hotline.**

### **Measurable Goals**

Part II.B.4

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

- 1. **Continue to count materials distributed at these events**
- 2. **Continue to survey public at these events for program awareness**
- 3. **Document visits to the City website**
- 4. **Publicize stormwater information on website on printed materials**
- 5. **Document visits to local schools that involve stormwater curriculum.**
- 6. **Document all stormwater training for City staff.**
- 7. **Document and track all calls and comments to stormwater hotline**
- 8. **Document and track all advertising events for stormwater issues.**

### **Tracking**

Part II.C.b.1.c.

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

**All activities will be monitored and tracked by the Stormwater Management Team such as:**

- 1. **Count materials distributed at these events and document through a spreadsheet.**
- 2. **Document visits to the City website**
- 3. **Publicize City website on printed materials that are distributed.**
- 4. **Document visits to local schools through photos, sign in sheets and a spreadsheet.**

5. Document and all stormwater training for residents and City staff.
6. Document and track all calls and comments to stormwater hotline through a spreadsheet.
7. Document and track all advertising events for stormwater issues.

### **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 efficacy of these efforts will be measured by public event survey responses, calls to the storm water hotline, and hits on the website stormwater page.**

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.

West Virginia small MS4 general permit site registration application

**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: **Jeff Wilkerson**
- 16.b. Title: **Public Works Director**
- 16.c. Department: **Public Works Department**
- 16.d. Address: **P.O. Box 828, Martinsburg, WV 25402**
- 16.e. Phone number: **304-264-2126**
- 16.f. Email address: **jwilkerson@cityofmartinsburg.org**

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

**The overall goal of this MCM is to provide the general public, contractors, developers, and the engineering community with opportunities to participate in stormwater management. This will be accomplished by involving and promoting local environmental groups, advisory councils, or watershed associations in the development and implementation of the SWMP.**

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

- A. BMP-Hold annual event and provide materials and education guidance for the marking of storm drains throughout the MS4 area with “No Dumping, Drains to Streams” markers. Events will be completed with watershed groups, neighborhood associations, Girl Scout or Boy Scout troops, or any other type of relevant organization. The storm drains marked will be designated on the system mapping.-Existing**

**Measurable Goals**

- 1. Photo document each storm drain marking event**
- 2. Document the number of storm drains marked**

**Justification**

**This BMP has been implemented to meet Part II.7.b). Numbers 2 and 5 of the general permit. It is intended to provide the public with opportunities to participate in the development and implementation of the SWMP.**

**Implementation Schedule**

**Hold storm drain marking events- Continue annually**  
**Document the number of storm drains marked- Continue**

- B. BMP- Conduct Household Hazardous Waste Collection Day, Pet Waste Stations, Stream Clean-ups and “Adopt a Street/Drain” program. These programs will be used to educate the public, reduce pollution, clean polluted areas and promote environmental values that will assist in reducing pollution to local waterways.-Existing**



#### **Measurable Goals**

- 1. Advertise the event.**
- 2. Document the types and amounts of materials collected during each event.**
- 3. Document each event with photos.**

#### **Justification**

**This BMP has been implemented to meet Part II.7.b). Numbers 2 and 5 of the general permit. It is intended to provide the public with opportunities to participate in the development and implementation of the SWMP.**

#### **Implementation Schedule**

- 1. Advertise the event -Continue annually**
- 2. Document the types and amounts of materials collected-Continue annually**
- 3. Document each event with photos-Continue annual**

#### **C. BMP- Opportunity for Public to Comment on Changes to SWMP (New Program)**

**Get feedback from the public on the proposed changes prior to submission to DEP for approval. Any comments received from the public will be taken into consideration while developing the new plan.**

#### **Measurable Goals**

- 1. Document advertising for residents/interested parties to review the proposed SWMP.**
- 2. Provide the proposed SWMP on the City website for public review and comment.**
- 3. Document all public comments and consider them towards the development of the new SWMP.**

#### **Justification**

**This BMP has been implemented to meet Part II.7.b). Numbers 1 and 3 of the general permit. It is intended to provide the public with opportunities to participate in the development and implementation of the SWMP.**

#### **Implementation Schedule**

**Legal advertisement placed in local newspaper requesting public input on the proposed SWMP- Prior to final submission to DEP**

**Provide proposed SWMP on City website for public review and comment-Prior to final submission to DEP**

**Document public comments and consider in final draft-Prior to final submission to DEP**

#### **D. BMP- Public Stakeholder Group and Notification via Email List (New Program)**

**Compile an email list of public groups and environmental organizations that the City will routinely notify of upcoming events and opportunities for input on the programs implementation.**

#### **Measurable Goals**

- 1. Create a list of emails of public groups and environmental organizations**
- 2. Document all email notifications sent out to the email list**

### **3. Document and track all meetings with stakeholder groups**

#### **Justification**

**This BMP has been implemented to meet Part II.7.b). Number 6 of the general permit. It is intended to provide the public with opportunities to participate in the development and implementation of the SWMP.**

#### **Implementation Schedule**

**Create a list of emails, public groups, and environmental organizations- Six months from SWMP approval date**

**Document all email notifications sent out to the email list-Continue annually**

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. The proposed SWMP will be advertised and available on the City website for public review and comment prior to submission to DEP for approval.**
- 2. Notification and solicitation of at least two public/watershed groups to comment upon and/or participate in the implementation of the SWMP**
- 3. Track and document public comments.**

Part II.C.b.2.a

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

#### **1.Opportunity for Public to Comment on Changes to SWMP**

**Get feedback from the public on the proposed changes prior to submission to DEP for approval. Any comments received from the public will be taken into consideration while developing the new plan.**

#### **2.Public Stakeholder Group and Notification via Email List**

**Compile an email list of public groups and environmental organizations that the City will routinely notify of upcoming events and opportunities for input on the programs implementation. Conduct stakeholder meetings when necessary about stormwater issues.**

**Additionally, City Council, in public session, will review the SWMP.**

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).

- a. Staff research identifying potential participants**
- b. E-mail contact**
- c. Personal contact**
- d. Follow-up and informational meeting attendance, when planned.**

Part II.C.b.2.c

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

[www.cityofmartinsburg.org/stormwater](http://www.cityofmartinsburg.org/stormwater)

### **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.

- 1. Drain Marking-Existing Annually**
- 2. Hazardous Waste Collection Day-Existing Annually**
- 3. Stream Clean-up days-Existing Annually**
- 4. Adopt a Street/Drain program-Will be implemented in 2017 and will be updated annually.**
- 5. Public Comment Period-Existing Annually**
- 6. Public stakeholder group notification via email list-Existing Annually**

### **Measurable Goals**

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

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

**Hold annual event and provide materials and education guidance for the marking of storm drains throughout the MS4 area with “No Dumping, Drains to Streams” markers. Events will be completed with watershed groups, neighborhood associations, Girl Scout or Boy Scout troops, or any other type of relevant organization. The storm drains marked will be designated on the system mapping.**

#### **Measurable Goals**

- 1. Photo document each storm drain marking event**

West Virginia small MS4 general permit site registration application

## **2. Document the number of storm drains marked**

### **Household Hazardous Waste Collection Day, Stram Clean ups and Adopt a Street/Drain” program**

#### **Measurable Goals**

- 1. Advertise the event.**
- 2. Document the types and amounts of materials collected during each event.**
- 3. Document each event with photos.**

### **Opportunity for Public to Comment on Changes to SWMP (New Program)**

**Get feedback from the public on the proposed changes prior to submission to DEP for approval. Any comments received from the public will be taken into consideration while developing the new plan.**

#### **Measurable Goals**

- 1. Document advertising for residents/interested parties to review the proposed SWMP.**
- 2. Provide the proposed SWMP on the City website for public review and comment.**
- 3. Document all public comments and consider them towards the development of the new SWMP.**

### **Public Stakeholder Group and Notification via Email List (New Program)**

**Compile an email list of public groups and environmental organizations that the City will routinely notify of upcoming events and opportunities for input on the programs implementation. Meet with stakeholder group as needed.**

#### **Measurable Goals**

- 1. Create a list of emails of public groups and environmental organizations**
- 2. Document all email notifications sent out to the email list**
- 3. Document and track all meetings with stakeholder groups**

## **Tracking**

Part II.B.7.

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

**Activities and evaluations will be documented and stored/maintained by the Stormwater Management Team.**

- 1. Photo document each storm drain marking event**
- 2. Document the number of storm drains marked**
- 3. Document the types and amounts of materials collected during each event.**
- 4. Document each event with photos.**
- 5. Document advertising for residents/interested parties to review the proposed SWMP.**
- 6. Provide the proposed SWMP on the City website for public review and comment.**
- 7. Document all public comments and consider them towards the development of the new SWMP.**
- 8. Create a list of emails of public groups and environmental organizations**
- 9. Document all email notifications sent out to the email list**

## **10. Document and track all stakeholder meetings**

### **Evaluation**

Part II.B.7

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

**We will document through a tracking tool several stormwater practices such as:**

- 1. Photo document each storm drain marking event**
- 2. Document the number of storm drains marked**
- 3. Document the types and amounts of materials collected during each event.**
- 4. Document each event with photos.**
- 5. Document advertising for residents/interested parties to review the proposed SWMP.**
- 7. Document all public comments and consider them towards the development of the new SWMP.**
- 8. Create a list of emails of public groups and environmental organizations**
- 9. Document all email notifications sent out to the email list**
- 10. Document and track all stakeholder meetings**

**The effectiveness of this program will be gauged by objective and budget review as follows:**

**Ongoing primary staff review**

**Quarterly review by City Manager**

**Annual review by City Council**

**Document number of events and public comments**

### **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: **Jeff Wilkerson**  
17.b. Title: **Public Works Director**  
17.c. Department: **Public Works Department**  
17.d. Address: **P.O. Box 828, Martinsburg, WV 25402**  
17.e. Phone number: **304-264-2126**  
17.f. Email address: **jwilkerson@cityofmartinsburg.org**  
17.g. Is another entity sharing responsibility for the MCM? If so, who?

**NO**

## **Control Objective & BMPs**

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

**To minimize non stormwater discharges to the MS4. This will be accomplished by developing a program to locate non stormwater discharges, illicit connections to the storm system, and harmful/illegal dumping into the storm system.**

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

### **A. BMP-Stormwater Permitting Process Existing**

**The City will require all construction projects that are subject to the requirements of the stormwater management ordinance located within the MS4 to obtain a Land Disturbance Permit before construction. Plans submitted with the Land Disturbance Permit application will be reviewed to ensure proper discharge of stormwater and that all requirements under the MS4 are being met.**

#### **Measurable Goals**

**1. Document the number of stormwater permit applications reviewed and approved.**

#### **Justification**

**This BMP is implemented to meet Part II.7.c).- 4, 12, 17, 19, 19(a), 19(b), and 26 of the general permit. It is intended to maximize efforts at reducing pollutants of concern to waters of the state.**

#### **Implementation Schedule**

**Document the number of stormwater permit applications reviewed and approved**

### **B. BMP-Storm Sewer System Database and Storm System Map-Existing**

**Proof and update the storm system database and storm system map and add verified storm system components to the system mapping.**

#### **Measurable Goals**

- 1. Label all 303d and TMDL receiving waters on the storm system mapping**
- 2. Delineate drainage sheds within the storm system mapping to show which areas drain to impaired or TMDL streams**
- 3. Map storm sewer outfalls as they are found or constructed**
- 4. Document the number of stormwater management systems constructed each reporting period**

#### **Justification**

**This BMP has been implemented to meet Part II.7.c).-4, 6(a), 6(b), 6(c), 6(d), 6(e), 6(f), 7, 9, 18, 18(a), 18(b)(i), 19, 19(a), and 19(b) of the general permit. It is intended to maximize efforts at reducing pollutants of concern to impaired and TMDL waters of the state.**

#### **Implementation Schedule**

- 1. Label all 303d and TMDL receiving waters on the storm system mapping- See**
- 2. Delineate watersheds within the storm system mapping to show which areas drain to impaired or TMDL streams-**
- 3. Continue to add storm sewer outfalls to the system mapping as they are found- Continuing**
- 4. Document the number of stormwater management systems constructed each reporting period- Continuing**

#### **C. BMP-Illicit Discharge and Connection Detection Program Existing**

**Conduct field assessment activities such as outfall inspections and dye testing of structures to seek out illicit connections within the MS4. Continue monthly visual inspections for illicit discharges. Visually inspect stormwater outfalls during dry weather and dye test structures to search for illicit connections to the storm system.**

#### **Measurable Goals**

- 1. Complete a minimum of one field assessment per year following the dry weather inspections and inventory of dry weather flows**
- 2. Dye test storm sewer system as needed for pollution prevention purposes.**
- 3. Document the number of disconnect letters sent as a result of failed dye tests confirming an illicit connection of sanitary sewer into the storm sewer**
- 4. Document the number of re-inspected and corrected illicit discharges**
- 5. Develop an inventory of priority areas likely to have illicit discharges based on failed dye tests and results of the dry weather inspections of the stormwater outfalls.**
- 6. Document monthly visual illicit discharge inspections.**

#### **Justification**

**This BMP has been implemented to meet Part II.7.c).-4, 18(a), 18(b), 19, 19(a), 20, 20(a), 20(b), 20(e), 21 and 32(b) of the general permit. It is intended to maximize efforts at reducing pollutants of concern to impaired and TMDL waters of the state.**

#### **Implementation Schedule**

- 1. Complete a minimum of one field assessment per year following the dry weather inspections and inventory of dry weather flows- 12 months from SWMP Approval and continue annually**
- 2. Dye test system as needed for pollution prevention purposes- Continue annually**
- 3. Document the number of disconnect letters sent as a result of failed dye tests confirming an illicit connection of sanitary sewer into the storm sewer- Continue annually**
- 4. Develop a method to document the number of corrected illicit discharges-Within 12 months of SWMP approval**

**5. Develop inventory of priority areas likely to have illicit discharges- Complete within 12 months of SWMP approval date**

**D. BMP-Annual Staff Training Existing**

**Conduct annual training with staff on the proper procedure for identifying, reporting and removing illicit discharges. The training will include review of Illicit Connection Detection Program Procedures.**

**Measurable Goals**

- 1. Document dates of staff trainings and number of participants.**

**Justification**

**This BMP has been implemented to meet Part II.7.c)- 4, 14, 19, 19(a), 22(a), 22(b), 23(a), 23(a)(i), 23(a)(ii), 23(a)(iii), 23(b), 23(c), 24, 25, 26, 27, 30, 30(a), 30(b), 30(c), and 31 of the general permit. It is intended to maximize efforts at reducing pollutants of concern to impaired and TMDL waters of the state.**

**Implementation Schedule**

- 1. Document dates of staff trainings and those trained- Continue Annually**

**E. BMP- Publicize telephone number and email address for public to use to report spills and illicit discharges or any suspicious discharges into the MS4 system. Existing**

**Measurable Goals**

- 1. Document that the telephone numbers and e-mail, are advertised on the City website.**
- 2. Document the number of spills and suspicious discharges investigated as a result of phone calls and emails received from the public via phone calls or the stormwater email.**

**Justification**

**This BMP has been implemented to meet Part II.7.c).-5, 28, 29, 32(a), and 32(c) of the general permit. It is intended to maximize efforts at reducing pollutants of concern to impaired and TMDL waters of the state.**

**Implementation**

- 1. Document that the telephone number and email are advertised- 6 months from SWMP approval**
- 2. Document the number of phone calls and emails received regarding spills and suspicious discharges to the streams within the MS4 - Continuing**



**MCM Components**

Part II.C.b.3.a.

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

**Yes we do have a current map that will be attached. Also, at this time the City is using grant funds to update the stormwater map.**

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? No

17.n. The location and type of all other stormwater conveyances located within the boundaries of the permittees MS4 watershed? No

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

17.p. Geographic areas that discharge stormwater into the permittees MS4, which may not be located within the municipal boundary? No

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? **YES**

Part II.C.b.3.b.

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

The City's Ordinance shall be reviewed quarterly by the stormwater management team and on an annual basis by City Council. The Ordinance shall be reviewed to ensure that it contains the necessary required information that the MS4 general permit requires such as 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.

**The effectiveness of this program will be gauged by objective and budget review as follows:**

**Ongoing primary staff review**

**Quarterly review by Stormwater management team**

**Annual review by City Council**

**Document number of events and public comments**

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? **NO, however, any water from this process is sent through a water dechlorinating system before it is released to nearby sewer or stormdrains.**

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? **NO, Education material and curriculum will emphasis any pollution or sediment coming from private property into a City storm sewer system due to lawn watering and/or irrigation runoff will be considered as an illicit discharge, which is a violation of the City's Stormwater Ordinance and will be enforced as necessary.**

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? **NO, Education material and curriculum will emphasis any pollution or sediment coming from private property into a City storm sewer system due to street, parking lot, sidewalk wash water and external building wash down will be considered as an illicit discharge, which is a violation of the City's Stormwater Ordinance and will be enforced as necessary.**

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.

**When a person or persons has failed to comply with the terms and conditions of an approved Land Disturbance Permit, or the provisions of this Ordinance, the City of Martinsburg Planning Department or authorized agent thereof shall issue a written notice of violation to the applicant or responsible party. Method of service shall be satisfied by either hand delivery of notice upon the applicant or responsible party, or by sending notice to applicant or responsible party via first class mail to the address provided within permit documents or obtained from records available to the City of Martinsburg Planning Department.**

- (1) When a violation of this Ordinance occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint shall state fully the alleged violation and the basis thereof, and shall be filed with the City of Martinsburg Planning Department, which shall record the complaint. The City of Martinsburg Planning Department shall subsequently investigate the complaint.**

- (2) **The City of Martinsburg Planning Department and/or its authorized agents shall have the authority, upon presentation of proper credentials, to enter and inspect any land, building, structure, or premises to ensure compliance with this Ordinance.**

**Any person or persons violating the provisions of this Ordinance, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted in accordance with state and local laws, to include but not limited to the following:**

- (1) **When found guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not more than five hundred dollars (\$500.00) for each and every violation with costs imposed in the discretion of the court.**
- (2) **Each day that the violation continues shall be a separate offense.**
- (3) **In addition to other remedies described herein, the Mayor and Council of the City of Martinsburg may institute injunctive, mandamus or other appropriate action or proceedings at law or equity for the enforcement of this Ordinance or to correct violations of this Ordinance. A court of competent jurisdiction shall have the right to issue restraining orders, temporary or permanent, injunctions or mandamus or other appropriate forms of remedy or relief.**
- (4) **In the event the applicant or other responsible person fails to take the remedial measures set forth in the notice of violation or otherwise fails to cure the violations described therein within 10 days, or such greater period as the City of Martinsburg Planning Department shall deem appropriate after the City of Martinsburg Planning Department has taken one (1) or more of the actions described in Article VIII.B.–F., the City of Martinsburg may impose a penalty not to exceed \$500.00 (depending on the severity of the violation) for each day the violation remains after receipt of the notice of violation.**
- (5) **For intentional and flagrant violations of this Ordinance, the City of Martinsburg may issue a citation to the applicant or other responsible person, requiring such person to appear in court to answer charges for such violation. Upon conviction, such person shall be punished by a fine not to exceed \$500.00. Each act of violation and each day upon which any violation shall occur shall constitute a separate offense.**

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.

**Conduct field assessment activities such as outfall inspections and dye testing of structures to seek out illicit connections within the MS4. Visually inspect stormwater outfalls during dry weather and dye test structures to search for illicit connections to the storm system. Also conduct monthly visual illicit discharge inspections.**

- 1. Complete a minimum of one field assessment per year following the dry weather inspections and inventory of dry weather flows**
- 2. Dye test storm sewer system as needed for pollution prevention purposes.**
- 3. Document the number of disconnect letters sent as a result of failed dye tests confirming an illicit connection of sanitary sewer into the storm sewer**
- 4. Document the number of re-inspected and corrected illicit discharges**
- 5. Develop an inventory of priority areas likely to have illicit discharges based on failed dye tests and results of the dry weather inspections of the stormwater outfalls.**
- 6. Document and track all monthly illicit discharge inspections.**

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

17.y. Describe how you will locate “priority areas”.

**There are several ways to locate priority areas for illicit discharge purposes such as:**

**Ongoing monthly illicit discharge inspection results, tips from calls to our stormwater hotline, land disturbance permit inspection results, information obtained through our stormwater mapping program, information obtained through our illicit discharge and connection program and information obtained through training City staff.**

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

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

**Through several different methods such as, monthly illicit discharge inspection results, tips from calls to our stormwater hotline, land disturbance permit inspection results, information obtained through our stormwater mapping program, information obtained through our illicit discharge and connection program and information obtained through training City staff, that illicit discharges can be identified. Illicit discharges are identified due to information that characterize whether discharges are illicit or not. If a discharge has color, odor, turbidity, floating solids, foam, oil sheen or other indications of pollutants than it has characteristics of an illicit discharge and will be considered an illicit discharge violation.**

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

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

**Conduct field assessment activities such as outfall inspections and dye testing of structures to seek out illicit connections within the MS4. Continue monthly visual inspections for illicit discharges. Visually inspect stormwater outfalls during dry weather and dye test structures to search for illicit connections to the storm system.**

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

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

**Once an illicit discharge is identified, the source of the discharge will be investigated. Once the source of the discharge is found then it will be eliminated. The elimination of the discharge could take several steps such as communication with property owners, explaining the illicit discharge in writing or violation enforcement. Every effort will be made to identify an illicit discharge, investigate the source of the discharge and disconnect or discontinue the discharge.**

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.

**The City has several BMP's that will inform employees, businesses and the public of illicit discharges and improper disposal of waste.**

- 1. The permitting process**
- 2. Storm sewer system database and mapping**
- 3. Illicit Discharge and Connection Detection Program**
- 4. Annual Staff training**
- 5. Stormwater hotline**
- 6. Monthly inspections**

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.

**Conduct annual training with staff on the proper procedure for identifying, reporting and removing illicit discharges. One training session annually for City departments and facility stormwater coordinators. The training will include review of Illicit Connection**

West Virginia small MS4 general permit site registration application

**Detection Program Procedures. Document dates of staff trainings and number of participants.**

### **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.

- 1. Stormwater permitting process-Existing Annually**
- 2. Storm sewer system database and mapping-Existing Annually**
- 3. Illicit discharge detection program-Existing Annually**
- 4. Annual staff training-Existing Annually**
- 5. Publicize email address and hotline phone number-Existing Annually**
- 6. Monthly visual illicit discharge inspections-Existing Annually**

### **Measurable Goals**

Part II.B.4

17.ff. List and fully describe your Measurable goal(s) for this MCM:

- 1. Document the number of stormwater permit applications reviewed and approved.**
- 2. Label all 303d and TMDL receiving waters on the storm system mapping**
- 3. Delineate drainage sheds within the storm system mapping to show which areas drain to impaired or TMDL streams**
- 4. Map storm sewer outfalls as they are found or constructed**
- 5. Document the number of stormwater management systems constructed each reporting period**
- 6. Complete a minimum of one field assessment per year following the dry weather inspections and inventory of dry weather flows**
- 7. Dye test storm sewer system as needed for pollution prevention purposes.**
- 8. Document the number of disconnect letters sent as a result of failed dye tests confirming an illicit connection of sanitary sewer into the storm sewer**
- 9. Document the number of re-inspected and corrected illicit discharges**
- 10. Develop an inventory of priority areas likely to have illicit discharges based on failed dye tests and results of the dry weather inspections of the stormwater outfalls.**
- 11. Document dates of staff trainings and number of participants.**
- 12. Document that the telephone numbers and e-mail, are advertised on the City website.**
- 13. Document the number of spills and suspicious discharges investigated as a result of phone calls and emails received from the public via phone calls or the stormwater email.**
- 14. Document all monthly visual illicit discharge inspections.**

## **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.

**Activities and evaluations will be documented and stored/maintained by the Stormwater Management Team.**

- 1. Document the number of land disturbance applications reviewed and approved on a spreadsheet.**
- 2. Label all 303d and TMDL receiving waters on the storm system mapping.**
- 3. Delineate watersheds within the storm system mapping to show which areas drain to impaired or TMDL streams-**
- 4. Continue to add storm sewer outfalls to the system mapping as they are found- Continuing Annually**
- 5. Document the number of stormwater management systems constructed each reporting period- Continuing Annually**
- 6. Document the number of disconnect letters sent as a result of failed dye tests confirming an illicit connection of sanitary sewer into the storm sewer- Continue annually**
- 7. Develop a method to document the number of corrected illicit discharges-This procedure will be documented through a spreadsheet.**
- 8. Develop inventory of priority areas likely to have illicit discharges- This procedure will be tracked through a spreadsheet.**
- 9. Document dates of staff trainings and those trained through sign in sheets and a spreadsheet.- Continue Annually**
- 10. Document that the telephone number and email are advertised- 6 months from SWMP approval**
- 11. Document the number of phone calls and emails received regarding spills and suspicious discharges to the streams within the MS4 through a spreadsheet.- Continuing Annually**
- 12. Document and track all monthly illicit discharge inspections by keeping all inspection reports in a notebook.**

## **Evaluation**

Part II.B.7

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

**We will document through a tracking tool several stormwater practices such as:**

- 1) Land disturbance permits**
- 2) Stormwater infrastructure**
- 3) Field assessments**
- 4) Illicit discharge inspections and re-inspections**
- 5) Illicit discharge “high priority” list**
- 6) Illicit discharge training and education**
- 7) Number of calls to the stormwater hotline.**

**The effectiveness of this program will be gauged by objective and budget review as follows:**

**Ongoing primary staff review**

**Quarterly review by City Manager**

**Annual review by City Council**

**The program's effectiveness will be evaluated through the number of Land Disturbance permits approved, the number of dye tests completed, the number of staff trained on IDDE, the number of field assessment activities completed, and the number of phone calls and emails received with concerns on stormwater.**

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: **Jeff Wilkerson**  
18.b. Title: **Public Works Director**  
18.c. Department: **Public Works Department**  
18.d. Address: **P.O. Box 828, Martinsburg, WV 25402**  
18.e. Phone number: **304-264-2126**  
18.f. Email address: **jwilkerson@cityofmartinsburg.org**

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.

**To minimize the discharge of sediment from construction sites by educating contractors, engineers, and architects on the proper design and implementation of erosion and sediment control**



**BMP's, and requiring/regulating the same through a land disturbance permit program coordinated with the Planning Department along with an active construction site inspection program.**

18.i. State and describe your BMPs. Indicate which BMPs are part of your existing program.

**A. BMP-Site Plan Review-Existing**

**Review of proposed site plans for proper erosion and sediment control design. Provide comments and approvals for erosion and sediment control measures.**

**Measurable Goals**

- 1. Document reviewed and approved site plans.**
- 2. Update the Stormwater Permit database to reflect the number of approvals.**
- 3. Update the Stormwater Permit application form to include verification of approval under the DWWM WV/NPDES for sites greater than 1 acre and to show the relationship of the construction project to 303d/TMDL receiving waters.**

**Justification**

**This BMP has been implemented to meet Part II.7.d). Numbers 1, 3, 4, 4(a), 5(a), 5(b), 5(c), 5(d), 5(e), 5(f), 5(g), 8, 8(a), 9(a), 10(a), 10(b), and 10(c) of the general permit. It is intended to maximize efforts at reducing pollutants of concern to impaired and TMDL waters of the state.**

**Implementation Schedule**

- 1. Document reviewed and approved site plans- Continue**
- 2. Update the Stormwater Permit database to reflect the number of approvals- Continue**
- 3. Update the Stormwater Permit application form- Within 6 months of SWMP approval**

**B. BMP-Construction Site Inspections Existing**

**Continue to perform construction site inspections to observe and enforce compliance with approved erosion and sediment control plans.**

**Measurable Goals**

- 1. Document date and location of construction site inspections.**
- 2. Complete construction site inspection forms for inspections and will keep on file.**
- 3. Document comments received from the public regarding construction site concerns**
- 4. Document all issued Notice of Violations issued to permittees who have failed to comply with the approved E&S plan**

**Justification**

**This BMP has been implemented to meet Part II.7.d). Numbers 1, 3, 5(a), 5(b), 5(c), 5(e), 5(f), 5(g), 8, 8(a), 9(b), 9(d) and 12 of the general permit. It is intended to maximize**

efforts at reducing pollutants of concern to impaired and TMDL waters of the state while ensuring that runoff from construction sites is being managed and controlled.

**Implementation Schedule**

1. Document the date and location of construction site inspections- Continue
2. Complete construction site inspection forms for inspections- Continue
3. Document comments received from the public regarding construction site concerns- Continue
4. Document all issued Notice of Violations who have failed to comply with approved E&S plans- Continue

**C. BMP-Contractor/Engineer/Site Manager Education Existing**

Educate contractors, engineers, and site managers on the proper installation and maintenance for construction site BMPs by distributing educational training packets.

**Measurable Goals**

1. Document the individuals and dates to which the educational materials were provided.

**Justification**

This BMP has been implemented to meet Part II.7.d). Number 5(d), 5(c), 5(e), 7, and 9(c) of the general permit. It is intended to maximize efforts at reducing pollutants of concern to impaired and TMDL waters of the state.

**Implementation Schedule**

1. Document the individuals and dates to which the educational materials were provided-Continue

**MCM Components**

Part II.C.b.4.a.

18.j. Do you have an Ordinance to control construction site run-off? **YES**

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?

Yes.

Yes.

**Threshold is also for land disturbances under 1 acres that create, add, or replace 5,000 square feet or more of impervious cover.**

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

18.l. Does your Ordinance contain the nine required components? YES

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.

Sediment & erosion control BMPs → Yes

Requirements for construction site operators to actually implement the BMPs and to control waste → Yes

Demonstrate appropriate NPDES registration → Yes

Authority for site plan review → Yes

Authority for public input → Yes

Authority for site inspections and enforcement → Yes

Adequate funding for inspections and training → Yes

Training for construction site operators → Yes

Part II.C.b.4.b.

18.m. Describe the plan review process for your construction site run off program.

**Projects requiring post construction stormwater management are discussed in the very early stages of design by the City Planning Department. These meetings are generally where both erosion and sediment requirements and post construction stormwater management requirements are first discussed.**

**Following these meetings, an application for a Land Disturbance Permit and plans are submitted during the site plan approval process. City Building permits cannot be issued without a Land Disturbance Permit. The City reviews plans to ensure all requirements are being met and to provide comments and suggestions to the engineers and owners for any changes that need made with the design if they are not. Once all requirements are met, a permit number is assigned and a permit file is created within the stormwater database where all plans, approval letter, site inspections, site photos, any Notice of Violations issued, and all other site related documents are kept.**

18.n. Describe the inspection process of your construction site run off program.

- (1) **Periodic inspections of the stormwater management facilities during construction shall be conducted by the City of Martinsburg Planning Department or agents thereof. Construction inspections shall utilize the approved Stormwater Management Plan to establish whether the applicant is in compliance.**
- (2) **All inspections shall be documented by a written report prepared by the City of Martinsburg Planning Department or agents thereof and include each of the following:**
  - (a) **The date of the inspection**
  - (b) **The project location**
  - (c) **A statement regarding compliance with the approved stormwater plan**
  - (d) **Documentation of any variations from the approved stormwater plan**
  - (e) **Any other variations or violations regarding the on-site conditions as compared to the approved stormwater plan**
- (3) **The applicant shall be notified in writing of any violations and the required corrective actions.**

18.o. Describe the enforcement process of your construction site run off program.

- (1) **The applicant shall be notified in writing of any violations and the required corrective actions.**
- (2) **Additional work shall not proceed until the City of Martinsburg Planning Department or agents thereof inspect and approve all the facilities in violation. The applicant shall be notified in writing of the inspection and any outstanding violations.**
- (3) **For enforcement purposes, the City of Martinsburg Planning Department or agents thereof may utilize any combination of the following:**
  - (a) **A notice of violation that specifies the need for correction may be used.**
  - (b) **A stop-work order may be issued by the City of Martinsburg Planning Department or agents thereof.**
  - (c) **The bonds or securities may be held or the case can be referred for legal action if reasonable efforts to correct the violation have not been attempted.**
- (d) **A civil action or criminal prosecution may be brought against any person in violation of this Ordinance.**

**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.

**As stated in the City's Ordinance, any land disturbance of more than five thousand square feet will need a land disturbance permit which will start the stormwater permitting, inspection and enforcement process. The public and private sector will be regulated the same, in regards to the permitting, inspection and enforcement process.**

**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 City's Ordinance shall be reviewed quarterly by the stormwater management team and on an annual basis by City Council. The Ordinance shall be reviewed to ensure that it contains the necessary required information that the MS4 general permit**

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

**At this point our permit Complies with all standards required by the general permit. The plan and review process starts with the land disturbance permit application. The planning department has developed an inspection protocol for all new development and redevelopment. The City has developed an enforcement strategy through the City's Stormwater Ordinances, Article 937 and Ordinance 2013-17. Development and implementation of the application process starts with the land disturbance permit that includes education and training for site operators. All approved projects, inspections and enforcement are documented and recorded by the stormwater management team.**

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.

#### **Measurable Goals**

- 1. Document reviewed and approved site plans.**
- 2. Update the Stormwater Permit database to reflect the number of approvals.**
- 3. Update the Stormwater Permit application form to include verification of approval under the DWWM WV/NPDES for sites greater than 1 acre and to show the relationship of the construction project to 303d/TMDL receiving waters.**
- 4. Document date and location of construction site inspections.**
- 5. Complete construction site inspection forms for inspections and will keep on file.**
- 6. Document comments received from the public regarding construction site concerns**
- 7. Document the individuals and dates to which the educational materials were provided.**

## **Tracking**

Part II.B.7.

18.t. Describe your plan for tracking activities associated with this minimum control measure.

**Activities associated with this MCM will be documented within the stormwater database.**

- 1. Document reviewed and approved site plans through a spreadsheet- Existing**
- 2. Update the Land disturbance database to reflect the number of approvals through a spreadsheet.- Continue**
- 3. Update the Land disturbance application form- Within 6 months of SWMP approval**
- 4. Document the date and location of construction site inspections. This is tracked through the inspection form process.- Existing**
- 5. Complete construction site inspection forms for inspections. These documents will be kept on file.- Existing**
- 6. Document comments received from the public regarding construction site concerns. These will be tracked through a spreadsheet.- Existing**
- 7. Document all issued Notice of Violations who have failed to comply with approved E&S plans through a spreadsheet.- Existing**

## **Evaluation**

Part II.B.7

18.u. Explain how you plan to gauge the effectiveness of your Construction Site Run-off Control program.

**The effectiveness of the Construction Site Run-off Control program will be gauged by the number of site plans reviewed and Land Disturbance Permits issued, the number of construction site inspections completed along with the number of Notice of Violations Issued, the number of comments received on construction sites from the public, and the number of educational materials regarding construction site management distributed to the public. The site plan reviews, site inspections, notice of violations, training and education will be performed by City staff as required.**

### **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: **Jeff Wilkerson**  
19.b. Title: **Public Works Director**

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- 19.c. Department: **Public Works Department**  
19.d. Address: **P.O. Box 828, Martinsburg, WV 25402**  
19.e. Phone number: **304-264-2126**  
19.f. Email address: **jwilkerson@cityofmartinsburg.org**

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.

**To reduce the pollution from any development or re-development activities to the maximum extent practicable, by educating contractors, engineers, and architects on the proper design and implementation and maintenance of stormwater management facilities and erosion and sediment control BMP's, and requiring/regulating the same through a Land Disturbance Permit -coordinated with the City Planning Department- along with an active construction site inspection program.**

### **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	SMW Ordinance	2013
2. Preserving ecologically sensitive areas	Zoning Ordinance	1992
3.Reducing thermal impacts	SMW Ordinance	2013
4. Reducing or avoiding hydromodification	SMW Ordinance	2013
5. Tree protection	Zoning Ordinance	1992
6. Protection of native soils, prevention of compaction of soils	Subdivision Ordinance	1969

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 goal will be to promote the importance of utilizing these six elements in new development and redevelopment project planning and design. The City will track and document when any of these six elements are used. This will be reviewed annually. A way to encourage the use, when possible, of these six elements will be to:**

- 1. To promote importance of minimizing new impervious surfaces.**
- 2. To identify and promote importance of ecologically sensitive areas.**
- 3. To identify and promote reducing thermal impacts to City streams.**
- 4. To promote monitoring and stabilization of stream banks.**
- 5. To promote importance of tree maintenance and protection.**
- 6. To support native soils, reduce compaction and have tree protection support this element.**
- 7. We will use a spreadsheet to count the number of people educated.**

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

**A. BMP-Develop inventory of public and private BMP's-Existing**

**Develop a database that will inventory and track public and private BMP's citywide. Once database is created, continue to update each year.**

**Measurable Goals**

- 1. Document date and location of structural BMP's throughout the City.**
- 2. Develop database and will keep on file.**
- 3. Develop process of documenting maintenance of known BMP's, update annually.**
- 4. Document all issued Notice of Violations issued to permittees who have failed to comply with maintenance agreements for BMP's.**



### **Justification**

**This BMP is intended to maximize efforts at reducing pollutants of concern to impaired and TMDL waters of the state while ensuring that runoff from post construction sites is being managed and controlled.**

### **Implementation Schedule**

- 1. Will develop process to document the date and location of BMP's throughout City.**
- 2. Complete post construction site inspection forms for inspections.**
- 3. Document comments received from the public regarding post construction site concerns**
- 4. Document all issued Notice of Violations who have failed to comply with maintenance agreements.**

### **B.BMP-Develop tracking tool for potential pollutant loadings hot spots-(New Program)**

**Develop a tracking tool to help track and document activities for potential and identified Hot Spots throughout the City. Use this tool to describe pollutants, steps taken to reduce pollutants, education, violations and enforcement.**

### **Measurable Goals**

- 1. Document date and location of BMP's throughout the City.**
- 2. Develop database and will keep on file.**
- 3. Develop process of documenting maintenance of known BMP's, update annually.**
- 4. Document all issued Notice of Violations issued to permittees who have failed to comply with maintenance agreements for BMP's.**

### **Justification**

**This BMP has been implemented to meet Part II.7.e). Number 15 of the general permit. It is intended to maximize efforts at reducing pollutants of concern to impaired and TMDL waters of the state.**

### **Implementation Schedule**

- 1. Document conformed stormwater hot spots-New, developed within six months of approval.**
- 2. Educate and counsel hot spot locations, New, developed within six months of approval**
- 3. Develop a tracking tool that will document efforts to reduce pollutants at hot spots. New, developed within six months of approval.**

### **C. BMP-Post Construction Site Inspections-Existing**

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**Continue to perform post construction site inspections to observe and enforce compliance with approved erosion and sediment control plans.**

**Measurable Goals**

- 1. Document date and location of post construction site inspections.**
- 2. Complete post construction site inspection forms for inspections and will keep on file.**
- 3. Document comments received from the public regarding post construction site concerns**
- 4. Document all issued Notice of Violations issued to permittees who have failed to comply with the approved E&S plan**

**Justification**

**This BMP has been implemented to meet Part II.7.e). Numbers 1, 3, 4, 5, 6, 7, 8, 11, 12, 13 and 14 of the general permit. It is intended to maximize efforts at reducing pollutants of concern to impaired and TMDL waters of the state while ensuring that runoff is being managed and controlled.**

**Implementation Schedule**

- 1. Document the date and location of post construction site inspections- Existing**
- 2. Complete post construction site inspection forms for inspections- Existing**
- 3. Document comments received from the public regarding post construction site concerns- Continue**
- 4. Document all issued Notice of Violations who have failed to comply with approved E&S plans- Existing**

***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. **YES**

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, in ordinance 2013-17, table 2 on page 36 describes locations and restrictions for Hot Spots.**

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.

**The City has an established wellhead protection area, that is a public document.**

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.

**At this time the City is educating contractors, engineers and homeowners through the permitting process that can help reduce these surfaces and incorporate new pervious surfaces in new construction or redevelopment. The City will develop a checklist to review with general contractors before projects begin. The checklist will include stormwater practices that will include minimizing impervious surfaces, preserving ecologically sensitive areas, reducing thermal impacts, reducing or avoiding hydro modification, tree protection and protection of native soils, prevention of compaction of soils. This procedure will be tracked through a spreadsheet along with sign in sheets from meetings.**

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. (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.)

**There is currently no mitigation/payment in lieu program.**

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

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

**(1) This Ordinance shall be applicable to all land disturbance activities as defined herein. These standards apply to any new development or redevelopment parcel that meets one (1) or more of the following criteria:**

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- (a) **New development or redevelopment that involves:**
    - (i) **The creation of 5,000 square feet or more of Impervious Cover, or;**
    - (ii) **Involves other land disturbance activities of one (1) acre or more.**
  - (b) **Redevelopment that includes:**
    - (i) **The creation, addition, or replacement of 5,000 square feet or more of impervious cover, this includes redevelopment that results in increasing impervious surface on a site to 5,000 square feet or more, or;**
    - (ii) **Involves other land disturbance activity of one (1) acre or more or activity that results in increasing land disturbance to one (1) acre or more.**
  - (c) **Land disturbance activities that are smaller than the minimum applicability criteria set forth in items (a) and (b) above, if such activities are part of a larger common plan of development, which cumulatively meet the criteria set forth in items (a) and (b) above, even though multiple, separate, and distinct land disturbance activities may take place at different times on different schedules.**
- (2) **Compatibility with Other Permits and Ordinance Requirements**
- (a) **Compliance with the requirements herein does not create exclusion to permitting requirements from the West Virginia DEP, the U.S. Army Corps of Engineers, or any other agency or reviewing body that has jurisdiction over the proposed project area.**
  - (b) **Whenever this Ordinance imposes a conflicting restriction regarding stormwater regulation, the provisions of the more restrictive ordinance shall control. Where, due to vagueness or lack of clarity in the language of this Ordinance as recognized by the City, a reasonable doubt exists regarding the meaning of any restriction, said doubt shall be resolved in favor of the property owner.**
- (3) **The following activities are exempt from this Ordinance:**
- (a) **Any emergency activity that is immediately necessary for the protection of life, property, or natural resources**
  - (b) **Additions or modifications to existing primary or accessory structures that:**
    - (i) **Do not contain over 5,000 square feet of impervious surface**
    - (ii) **Will not result in the creation of the cumulative impervious surface area of 5,000 square feet or greater; and**
    - (iii) **are not part of a development resulting in a total disturbed area of more than one (1) acre.**
  - (c) **Development or redevelopment that does not result in the creation of 5,000 square feet or more of impervious surface and is not part of a development resulting in a total disturbed area of more than one (1) acre.**
  - (d) **Any logging or Agricultural Activity that is consistent with an approved farm conservation plan or a timber management plan prepared or approved by the Eastern Panhandle Conservation District**
  - (e) **Repairs to any Stormwater Management Facility**

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

19.r. Describe your plan review and approval process for new development and redevelopment projects.

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- (1) Any entity proposing to perform any Land Disturbance Activity(ies) pursuant to the applicability standards outlined under Article I of this Ordinance shall submit to the City of Martinsburg an application for a Land Disturbance Permit.
  - (a) The City of Martinsburg Land Disturbance Permit is required in addition to any permitting or Notice of Intent issuances required for land disturbance activities in excess of one acre as required by WVDEP.
- (2) Unless specified otherwise by this Ordinance, the Land Disturbance Permit consists of the following:
  - (a) Erosion & Sediment Control Plan in accordance with Article III.B
  - (b) Stormwater Management Plan in accordance with Article III.C.
  - (c) Maintenance requirements in accordance with Article III.D.
- (3) No application for a Land Disturbance Permit shall be approved until a satisfactory final Erosion and Sediment Control Plan (or agreement in lieu of), Stormwater Management Plan, and Maintenance requirements (or a waiver thereof) shall have undergone a review and been approved by the City of Martinsburg Planning Department or authorized representative after determining that the plan or waivers are consistent with the requirements of this Ordinance.
- (4) No application for Land Disturbance Permit shall be accepted for review by the City of Martinsburg Planning Department until all associated fees are secured and/or committed to by the property owner or developer. If at any time there is a default regarding required fees, the City of Martinsburg will immediately cease review activities until fee requirements are fully satisfied.
- (5) No owner or developer shall receive a Land Disturbance Permit without first meeting the requirements of this Ordinance prior to commencing the proposed activity

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.

**This is described in Article 3.D of the City's stormwater management ordinance. This ordinance includes a maintenance schedule, inspection requirements, and a sample maintenance agreement.**

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

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

**Several tracking tools are or will be in place to document and track stormwater practices implemented by the City, such as:**

- 1. Document reviewed and approved site plans.**
- 2 Document date and location of public and private BMP's throughout the City.**

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3. **Develop database and will keep on file.**
4. **Document and track all post construction inspections.**

**These databases will be updated annually.**

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 City of Martinsburg Planning Department or authorized representative shall ensure that preventative maintenance is performed by reviewing all inspection reports for all stormwater management systems. Inspections shall occur according to the following schedule:**

#### **Stormwater Facility Inspection Schedule**

1. **After construction is complete.**
2. **After the first year of operation**
3. **After any structural maintenance or maintenance in response to a violation takes place (within 30 days)**
4. **Within 30 days after a 3-inch rainfall within a 24-hour period storm event (2-year, 24-hour storm event)**
5. **As requested by the City of Martinsburg in response to complaints or other notice of possible violations.**

**Also, public and private BMP's will be inspected at least once during a five year permit cycle.**

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?

**The Planning Department administers the regulations regarding street design, parking and parking lots throughout the City. The current MS4 regulations apply to new development of public streets and parking lots.**

#### **Schedule**

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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 following items are existing and are completed annually:**

- 1. Document reviewed and approved site plans-Existing started 2014**
- 2. Will develop process to document the date and location of structural BMP's throughout City.  
Existing update annually**
- 3. Complete post construction site inspection forms for inspections. Existing 2014**
- 4. Document comments received from the public regarding post construction site concerns. Existing 2015**
- 5. Document all issued Notice of Violations who have failed to comply with maintenance agreements.  
Existing 2015**
- 6. Document confirmed stormwater hot spots-Existing 2015**
- 7. Educate and counsel hot spot locations, Existing 2015**
- 8. Develop a tracking tool that will document efforts to reduce pollutants at hot spots. Existing 2015**

**Measurable Goals**

Part IV.A

- 19.x. List and describe your measurable goals for this MCM.

- 1. Document reviewed and approved site plans.**
- 2. Document date and location of BMP's throughout the City.**
- 3. Develop database and will keep on file.**
- 4. Develop process of documenting maintenance of known BMP's, update annually.**
- 5. Document all issued Notice of Violations issued to permittees who have failed to comply with maintenance agreements for BMP's.**
- 6. Document and track all post construction inspections.**

**Evaluation**

Part II.B.7

- 19.y. Describe how you plan to gauge the effectiveness of your program for this MCM.

**We will document through a tracking tool several stormwater practices such as:**

- 1. Document reviewed and approved site plans.**
- 2. Document date and location of BMP's throughout the City.**

3. Develop database and will keep on file.
4. Document all issued Notice of Violations issued to permittees who have failed to comply with maintenance agreements for BMP's.
5. Document and track all post constructions inspections.

Ongoing primary staff review  
 Quarterly review by City Manager  
 Annual review by City Council

**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: **Jeff Wilkerson**
- 20.b. Title: **Public Works Director**
- 20.c. Department: **Public Works Department**
- 20.d. Address: **P.O. Box 828, Martinsburg, WV 25402**
- 20.e. Phone number: **304-264-2126**
- 20.f. Email address: **jwilkerson@cityofmartinsburg.org**

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

**NO**

**Control Objectives & BMPs**

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

**The goal of this MCM is to reduce pollution by implementing or continuing BMP's that will improve water quality and to improve the overall safety of municipal facilities. The City will conduct annual training with staff on the proper procedure for identifying, reporting and removing illicit discharges, develop site discharge monitoring program for Municipal facilities and continue to conduct catch basin cleaning program to reduce pollution from stormwater debris that collects in stormwater structures.**

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

**A. BMP-Annual Staff Training Existing**

**Continue to conduct annual training with staff on the proper procedure for identifying, reporting and removing illicit discharges. The training will include review of Illicit Connection Detection Program Procedures.**

**Measurable Goals**

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1. Document dates of staff trainings and number of participants.

#### **Justification**

This BMP has been implemented to meet Part II, C, 7, f) 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13 of the general permit. It is intended to maximize efforts at reducing pollutants of concern to impaired and TMDL waters of the state.

#### **Implementation Schedule**

1. Document dates of staff trainings and those trained- Existing
2. Document dates and employees that participate in MS4 annual refresher training

### **B. BMP- Conduct annual training with staff on the proper procedure for identifying, reporting and removing illicit discharges and continue site discharge monitoring program for Municipal facilities- Existing**

Conduct annual facility inspections to reduce pollution. Train City staff of the importance of reducing pollution from municipal facilities. Also to sample stormwater runoff from municipal sites.

#### **Measurable Goals**

1. Document dates and results of facility inspections
2. Document training of employees in proper facility inspections

#### **Justification**

This BMP has been implemented to meet Part II, C, 7, f) 14, 15, 16 and 19 of the general permit. It is intended to maximize efforts to reduce pollutants of Concern to impaired and TMDL waters of the state.

#### **Implementation Schedule**

1. Continue facility monitoring program to start inspecting City facilities.

### **C. BMP-Catch Basin cleaning program Existing**

Continue to conduct catch basin cleaning program to reduce pollution from Stormwater debris that collects in stormwater structures.

#### **Measurable Goals**

1. Document dates and results of debris collected from the catch basin cleaning program.
2. Train employees to properly conduct catch basin cleaning and the importance of conducting this program.

#### **Justification**

This BMP has been implemented to meet Part II, C, 7, f) 6, 7 and 8 of the general permit. It is intended to maximize efforts to reduce pollutants of Concern to impaired and TMDL waters of the state.

## **Implementation**

**Document date and location catch basins cleaned through the catch cleaning program**

### **MCM Components**

Part II.C.b.6

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

<b>Water/Sewer Dept. Maintenance Facility</b>	<b>600 Baltimore St., Martinsburg, WV 25401</b>
<b>Public Works Facility</b>	<b>800 Boston St., Martinsburg, WV 25402</b>
<b>Recycle Center</b>	<b>325 E. Stephen St., Martinsburg, WV 25402</b>

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.

#### **Water and Sewer Maintenance Facility**

**Daily operation and maintenance performed by City staff 5 days per week. Chemical storage will be placed on containment units. Facility will be part of the discharge monitoring program.**

#### **Public Works Facility**

**Daily operation and maintenance performed by City staff 5 days per week. Chemical storage will be placed on containment units. Facility will be part of the discharge monitoring program.**

#### **Recycle Center/Salt Storage**

**Daily operation by City staff 6 days per week. Salt storage protected under building with berm to prevent stormwater runoff. General housekeeping for Recycling Center. Facility will be part of the discharge monitoring program.**

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. **YES/YES**

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, all road right of ways, vacant lots, local parks or other public buildings have been identified by the MS4.**

Part II.C.b.6.b

20.n. Describe your overall pollution control approach policy and procedures for these lands.

- 1. Continue an operation and maintenance program that incorporates good housekeeping components at all municipal facilities.**
- 2. Continue to update current policies and procedures to reduce the discharge of pollutants in stormwater runoff from all lands owned or maintained by the permittee, including parks.**
- 3. Continue an on-going training program for employees of the permittee whose construction, operations or maintenance job functions may impact water quality.**
- 4. Each facility covered under this permit will follow required monitoring of stormwater discharges. Samples shall be collected once every six months, during the spring and fall seasons. Results will be submitted to the DWWM with the annual report.**

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.

- 1. Employee training should be a major component in ensuring the success of the facilities SWPPP. The more knowledgeable all employees are about the facility's SWPPP and what is expected of them, the greater the chance that the**

**plan will be successful. Training shall consist of topics such as: good housekeeping practices, inspection procedures, how their job can impact water quality, spill prevention and response procedures, waste minimization practices, pollution prevention, effects of reducing pollution, etc.**

- 2. City employees, Parks and Recreation Department employees and others as needed, will attend no less than one training session per year in an effort to reduce stormwater pollution.**
- 3. All training sessions will be documented and recorded.**

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.

<b>Wastewater Treatment Plant</b>	<b>NPDES</b>	<b>WV0023167</b>
<b>Big Springs Water Filtration Plant</b>	<b>NPDES</b>	<b>WV0115754</b>
	<b>PWSID</b>	<b>3300212</b>
<b>Kilmer Springs Water Filtration Plant</b>	<b>NPDES</b>	<b>WV0023167 IU02</b>
	<b>PWSID</b>	<b>3300212</b>

### **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.

- 1. Document dates of staff trainings and those trained- Continue Annually**
- 2. Document dates and employees that participate in MS4 annual refresher training**
- 3. Develop facility monitoring program to start inspecting City facilities.**
- 4. Document date and location catch basins cleaned through the catch cleaning program**

Part II.C.b.6

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

**As our pollution prevention plan states, all City facilities will be inspected monthly**

## **Measurable Goals**

Part IV.A

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

- 1. Document dates of staff trainings and number of participants.**
- 2. Document dates and results of facility inspections**
- 3. Document training of employees in proper facility inspections**
- 4. Document dates and results of debris collected from the catch basin cleaning program.**
- 5. Train employees to properly conduct catch basin cleaning and the importance of conducting this program.**

## **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.

- 1. Document dates of staff trainings and number of participants.**
- 2. Document dates and results of facility inspections**
- 3. Document training of employees in proper facility inspections**
- 4. Document dates and results of debris collected from the catch basin cleaning program.**
- 5. Train employees to properly conduct catch basin cleaning and the importance**
- 6. City employees, Parks and Recreation Department employees and others as needed, will attend no less than one training session per year in an effort to reduce stormwater pollution.**

## **Evaluation**

Part II.B.7

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

**The effectiveness of this MCM program will be gauged by the number of documented dates of staff trainings and number of participants, documented dates and results of facility inspections, document training of employees in proper facility inspections and document dates and results of debris collected from the catch basin cleaning.**

**Ongoing primary staff review  
Quarterly review by City Manager  
Annual review by City Council**

**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.

<b>00001 Water/Sewer Maintenance Facility</b>	<b>Steve Knipe</b>	<b>304-264-2116</b>
<b>00002 Public Works Facility</b>	<b>Jeff Wilkerson</b>	<b>304-264-2126</b>
<b>00003 Recycle Center</b>	<b>Jeff Wilkerson</b>	<b>304-264-2126</b>

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	
00001	77	58	03.23	39	27	53.30	
00002	77	58	15.78	39	27	52.37	
00003	77	57	39.26	39	27	10.48	

20.x. List the Standard Industrial Classification (SIC) Code designated for your facility/s.

Water/Sewer Facility	4959
Public Works Facility	4953
Recycle Center	4953

20.y. List the nature of activity at the industrial facility.

**Water and Sewer Maintenance Facility**

**Daily operation and maintenance performed by City staff 5 days per week. Chemical storage will be placed on containment units. Facility will be part of the discharge monitoring program.**

**Public Works Facility**

**Daily operation and maintenance performed by City staff 5 days per week. Chemical storage will be placed on containment units. Facility will be part of the discharge monitoring program.**

**Recycle Center/Salt Storage**

**Daily operation by City staff 6 days per week. Salt storage protected under building with berm**

**to prevent stormwater runoff. General housekeeping for Recycling Center. Facility will be part of the discharge monitoring program.**

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?

**NO**

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?

<b>Water/Sewer Maintenance Facility</b>	<b>YES</b>	<b>5 Acres</b>
<b>Public Works Facility</b>	<b>YES</b>	<b>15 Acres</b>
<b>Recycle Center</b>	<b>NO</b>	

20.bb. Do any of your storm water outlets discharge through an oil water separator? If yes, provide the outlet numbers. **NO**

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