



National Pollutant Discharge Elimination System (NPDES)

Storm Water Management Program

Site Registration Form

for

West Virginia

Municipal Separate Storm Sewer Systems (MS4s)

General Permit WV0116025

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

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

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

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

Section I. General Information

MS4 Operator

Part II.A.

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

Town of Star City

1.b. Mailing Address:

370 Broadway Avenue Star City, WV 26505

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: Herman Reid

1.d. Title: Mayor of the Town of Star City

1.e. Phone: 304-599-3550

1.f. E-mail address: *scmayor@comcast.com*

Certification

47CSR10

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

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

2.a. Authorized signature *Herman Reid*
(Mayor or Principle Executive Officer)

2.b. Print name Herman Reid

2.c. Title Mayor of Star City

2.d. Date 1/21/2016

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

Part III. A.

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

Section II. Storm Sewer System

Description of storm sewer system

- 4.a. Area (in acres) that drains into the MS4 from outside the corporate or jurisdictional boundaries:
The area that drains into The Town of Star City is 1,026.91 acres.
- 4.b. Area (in acres) within current corporate or jurisdictional boundaries:
The area within The Town of Star City is 303.4 acres
- 4.c. For all MS4s, population (using the most recent U.S. Census data) for area served:
The 2010 Census Total Population was 1,825. The Urban area as defined by the 2010 is all of the Town's 303.4 acres

Part IV.B.

- 4.d. Latitude and Longitude of representative outfall:
Longitude- **39° 39' 47" N**
Latitude- **79° 59' 16" W**

Part IV.B.

- 4.e. Describe the physical location of your representative outfall. If a street address is not possible use cross street descriptions.

North Main Street Drainage inlet located west of the intersection of North Main and Mon. Blvd.

Part IV.B.

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

The representative outfall will be sampled on a 6 month cycle (February & August) for the following parameters; Total Kjeldahl Nitrogen, Nitrate Nitrogen, Nitrite Nitrogen, and total Phosphorous.

Sampling shall be done from a storm greater than 1/10 inch and 72 hours after a previous storm greater than 1/10 of an inch. A grab sample is to be done within the first 30 minutes of discharge. If the sample cannot be taken within the first 30 minutes then a note will be attached to the report explaining why this was impractical.

Storm Sewer Infrastructure

Provide the most accurate number possible.

5.a. Storm sewers, in feet	43,062
5.b. Open ditches, in feet	12,780
5.c. Outfalls	7
5.d. Catch basins	200
5.e. Detention* facilities	7
5.f. Retention** facilities	None
5.g. Treatment facilities	None
5.h. Regional stormwater facilities	None

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. The Fenwick and Selwyn lines receive piped stormwater flow from the Morgantown Area. Poponoe Run has 953.32 acres of drainage in the Morgantown area and 109 acres of drainage from Star City.

8. Does your municipality contain combined sewer systems?

Yes

9.a. What percentage is drained by Combined Sewer System?

2.8%

9.b. What percentage is drained by separate storm sewer system?

97.2%

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?

No, the only industrial facility used by Star City's staff is not located within the MS4.

10.b. If yes, how many?

(Item 11 is intentionally empty)

Map Requirements

Please provide a legible map that identifies the following information:

12.a. City, County or jurisdiction boundaries **shown on map**

12.b. State or Federal operated vocational/college/university campuses and military institutions

None

- 12.c. Urban area as defined by the 2000 Census, use 2010 Census data if available,
The Urban area as defined by the 2010 Census is all of the Town's 303.4 acres
- 12.d. Municipal, County, or State wastewater treatment plants and their associated outfalls
Morgantown Utility Board sewage plant & outfall along river.
- 12.e. Landfills *None*
- 12.f. Municipal, County or State operated vehicle or fleet maintenance garages
Maintenance garage outside MS4
- 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.
Parks are noted, no State or county owed facilities, one fuel oil facility permitted
- 12.h. Arterial, Municipal, or State roads
All roads are shown
- 12.i. Stormwater discharge points and receiving streams *shown on map*
- 12.j. Streams and waterways within the MS4 *shown on map*
- 12.k. Delineation of watershed area that drains into your MS4 *shown on map*

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

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

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

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

Receiving Streams and Impaired Waterbodies/TMDLs

Part III.D.1

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

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

Part III.D.1.a.

- 13. Locations & Pollutants of Concern

Name of receiving stream	Impaired? Yes or No	Parameters of impairment	Has a TMDL been established? Yes or No
Monongahela River WVM-up Category 5	Yes	Fecal Coliform	no
UNT/Monongahela River RM 99.49(Popenoe Run) WVM-6.2 Category 4a	Yes	Chloride, Fecal Coliform	Yes

- 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.

BMPs for Fecal Coliform & Chloride

Steps to investigate TMDL in Monongahela River and Popenoe Run.

1. Conduct dry weather screening of South Leeway Street(Mon. River) and Kensington(Popenoe Run) outfalls for fecal coliform and chlorides

***If flow is present, investigate to determine the source of flow**

***If flow is identified as Illicit, remove source**

2. The Public outreach program shall be designed to reduce or eliminate behaviors and practices that cause or contribute to levels of fecal coliform and chlorides. The program documents all complaints and/or questions regarding IDDE submitted by to the Town's call center or at public meetings such as regular Town council meetings. Fliers with surveys are handed out at Town Hall business office to gauge understanding.

3. The current report of 303d listed water 2010 West Virginia Integrated Water Quality Monitoring and assessment Report showed that Star City discharges into 2 impaired streams.

Star City has a watershed map showing each sub-watershed within the Town and outside the town that discharge into these streams.

Outlets of the sub-watersheds have been labeled on the map. Testing & monitoring locations are labeled.

The categories found in the report for each impaired stream have been added to the map.

4. The Public Works Department shall hand out fliers to residents or leave fliers at homes and or business warning them of dumping leaves or grass into the storm system or other pollution problems that are found and that enforcement measures will follow if the problem continues.

Public Works employees will be trained in how to educate the residents & business that are found in non-compliance, giving guidance as to how to comply, enforcement measures for non-compliance and where to find information concerning storm water regulations within the town.

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.

Monitoring: The following outfalls South Leeway Street (Monongahela River) and Kensington Avenue (Popenoe Run) outfalls shall be sampled yearly and at least one dry weather field assessments made for yearly.

- 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?

Visual documentation of fecal coliform or chlorides is not feasible.

Should an illegal connection or discharge be found visual documentation would be used before and after to demonstrate how the connection was re-routed to proper containment or the discharge stopped.

Pollutant removal will be documented by sampling results. When an in-line camera is used to examine lines video recording are taken and filed.

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.

Waste Load allocations shall be achieved by:

- 1. Monitoring data and dry weather inspections.*
- 2. Removal or repair of identified illicit discharges found by monitoring or dry weather inspections.*
- 3. Star City's public education program shall work toward achieving marked improvement in the public's understanding, behaviors and practices concerning stormwater pollution, and the impaired water bodies that the Town discharges into and how their actions can reduce stormwater pollution. A reduction of pollutants in the outfall will be a result of changes to behavioral practices.*
- 4. The current report of 303d listed water 2010 West Virginia Integrated Water Quality Monitoring and assessment Report showed that Star City discharges into 2 impaired streams. Star city has a watershed map showing each sub-watershed within the Town and outside the town that discharge into these streams. The three combined manholes are labeled. Testing & monitoring locations are labeled on the map, the representative outlet North Main & TMDL outlets South Leeway & Kensington. The categories found in the report for each impaired stream have been added to the map. The revised Storm water Ordinance contains IDDE enforcement required, construction E & S requirements and new & re-development requirements to achieve waste load allocations.*

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

The SWMP, results of sampling, results of surveys, inspections and field assessments will need to be reviewed and modified to meet the waste load allocations if reductions are not made in pollutant levels at the outfall and if behavior changes are not noted in the public.

Section III. Minimum Control Measures

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: *Mary Lou Prudnick*
15.b. Title *Utility Clerk*
15.c. Department:
15.d. Address: *370 Broadway Avenue, Star City, WV*
15.e. Phone number: *304-599-3550*
15.f. Email address: *mprudnick@starcitywv.com*

Part II.C.b.1.

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

*The overall objectives are to provide the public with education on;
General impacts of storm water pollution flowing into the 303d/TMDL impaired stream and river
into which the Town discharges.*

*Impacts from impervious surfaces, thermal impacts, hydromodification of water ways, loss of trees
& other vegetation, compaction of soils, & loss of ecologically sensitive areas.*

*Reduce behaviors in the residents, business, and industry in Star City that contribute to storm
water pollution.*

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

*1. The Star City web site stormwater section has information on Illicit discharges, spill reporting &
procedures, yard care techniques, storage of household chemicals, pet waste disposal, vehicle
maintenance methods to protect water quality. (Web site to be update annually)*

The web site provides links to the stormwater (ordinance 934),

*The town web site has forms and information on the Building permit application which includes
construction site E & S and storm water permitting information.*

The SWMP and annual report are posted on the web site and are available at Town Hall.

The above BMP is existing

*2. Star City has started using informational fliers with a survey attached to provide information to
the public and to gauge the public's understanding. A minimum of 4 fliers with surveys, per year
will be used, this is an existing element.*

*3. Web Site to post notices of storm water events and provide information on the 303d/TMDL
program and impacts, new item implementation by March 2016*

*4. Star City will be organizing an annual public education event on stormwater,
new item implementation by March 2016*

5. Star City will hold one Public meeting on Storm water per year, new item.

*6. Star City will offer a training class annually addressing technical standards for construction site
sediment & erosion control, runoff reduction techniques, stormwater treatment and flow control
BMPs. New item implementation by March 2016*

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.

*The educational and outreach strategy in targeting the general public is to achieve measurable
improvements in the understanding of stormwater pollution and how their behaviors can reduce
it's impacts. Fliers with surveys and information on the web site will be used to reach this group.*

*Fliers and surveys will be handed out at the business office to everyone that comes in to the
business: contractors, the residents and business paying utility bills, developers and the public in
general. Fliers will be handed out at Storm water events and educational seminars.*

*Public Work Employees shall hand out informational fliers at homes & business in areas where
problems are occurring.*

Part II.C.a.ii

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

The educational and outreach strategy in targeting businesses, including home-based and mobile businesses shall focus on pollutant associated with that type of business, the impacts of illicit discharges, spill reporting procedures and the enforcement in place in the Town's Ordinances that will affect non-compliance. Fliers with surveys handed out at the Town's Business office will gauge the understanding of this group. Information on the web site and available at Town Hall concerning requirements for doing business and Storm water requirements in the Town will be used to reach this group. Public Works Employees and enforcement personnel shall provide storm water information to mobile business when encountered in the field.

Storm water information shall address specific contributors of storm water pollution such as illegal dumping, pressure washing, pet waste, vehicle maintenance, cigarette butts, oil, yard chemicals and trash. A minimum of 4 fliers shall be used per year.

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

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

The educational and outreach strategy in targeting homeowners, landscapers and property managers will focus on yard care techniques to protect water quality, use & storage of pesticides and fertilizers, carpet cleaning and auto repair maintenance, run off reduction techniques and storm water detention maintenance.

Fliers with surveys, Compliance personnel will act as educators in the field and information on the web site will be used to reach this group.

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.

The educational and outreach strategy in targeting engineers, contractors, developers, review staff and land use planners is to offer a training class annually addressing;

Technical standards for construction site sediment & erosion control

Runoff reduction techniques, including site design, pervious pavement, etc.

Stormwater treatment and flow control BMPs.

Impacts of increased stormwater flows into receiving water bodies.

Schedule

Part II.C.a.1

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

1. The Star City web site stormwater. Existing Update in June

2. Star City informational fliers with a survey Existing.

3. Web Site to post notices of storm water events and provide information on the 303d/TMDL program and impacts, new item to be included in June Up-date of web site

4. Star City will be organizing an annual public education event on stormwater, new item Tentatively scheduled for March once SWMP is approved

5. Star City will hold one Public meeting on Storm water per year, new item Tentatively scheduled for April once SWMP is approved.

6. Star City will offer a training class annually addressing technical standards for construction site sediment & erosion control, runoff reduction techniques, stormwater treatment and flow control BMPs. New item Tentatively scheduled for March once SWMP is approved.

Measurable Goals

Part II.B.4

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

- 1. Educate the public, business, and industry in their responsibility regarding stormwater discharges and practices and what enforcement measures will be taken if they do not comply.**
- 2. Involve the public, business and industry in development of the stormwater program.**
- 3. Documentation behavioral changes that occur as a result of the Town's efforts.*

Tracking

Part II.C.b.1.c.

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

Activities will be tracked using a hard copy filing system divided into years. All events, correspondence, pictures, promotional material, media and informational literature will be held in permit year filing system. Yearly activities shall be tracked in the Annual Report.

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.

Effectiveness of the program will be tracked by records (sign in sheets) kept of the number of people attending public meetings and SW related events.

Records (written & electronic) are kept of business seeking information on construction projects and related Stormwater permits.

The monitoring program results will show improvement as good practices are put into effect.

Surveys will be used to gauge public understanding.

All these items will be noted in the Annual Report which is posted on the Town's web site and at Town Hall.

Public Involvement and Participation – MCM #2

Part II.C.b.2.

Responsible Person:

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

16.a. Name: ***Mary Lou Prudnick***

16.b. Title:

16.c. Department:

16.d. Address: ***370 Broadway Avenue, Star City, WV 26505***

16.e. Phone number: ***304-599-3550***

16.f. Email address: ***mprudnick@starcitywv.com***

- 16.g. State your overall objective for this minimum control measure.
The overall objective is to offer opportunities to the public to participate in storm water management by promoting a committee open to the public to foster input into developing a rate structure and Storm water related Ordinance and SWMP updates. One Public meeting will be held annually to give the public a chance to learn more about, ask questions and comment on proposed changes to the SWMP and related ordinance changes.
- 16.h. State and describe your BMPs. Indicate if the BMP is part of the existing program.
1. Star City will hold an annual public education event on stormwater, new item Tentatively scheduled for March once SWMP is approved
2. Star City will hold one Public meeting on Storm water per year, new item Tentatively scheduled for April once SWMP is approved
3. Star City will offer a training class annually addressing technical standards for construction site sediment & erosion control, runoff reduction techniques, stormwater treatment and flow control BMPs. New item Tentatively scheduled for March once SWMP is approved
- 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. Informational fliers with surveys to be handed out at Town Hall and at area events.
2. Star City will hold an annual public education event
3. Star City will hold one annual Public meeting
4. Notices posted on the Town web site and posted at Town Hall shall inform the public of opportunities to be involved & comment on the SWMP review.

Part II.C.b.2.a

- 16.k. Describe how you will accommodate public participation in the decision making process for your SWMP.
All comments and concerns brought by the public in Town council meetings, the public education event and the public meeting shall be considered and taken into account as the reviews and updates 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).
Notices posted on the Town web site and posted at Town Hall shall inform the public of opportunities to be involved & comment on the SWMP review.

Part II.C.b.2.a

Part II.C.b.2.c

- 16.m. List the URL of your **Stormwater** website.
The Star City stormwater web site is www.starcitywv.com/stormwater.html.

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. Star City will hold an annual public education event on stormwater, new item interim 6 months, full implementation 12 months Tentatively scheduled for March once SWMP is approved*
- 2. Star City will hold one Public meeting on Storm water per year, new item interim 6 months, full implementation 12 months Tentatively scheduled for April once SWMP is approved*
- 3. Star City will offer a training class annually addressing technical standards for construction site sediment & erosion control, runoff reduction techniques, stormwater treatment and flow control BMPs. New item interim 6 months, full implementation 12 months Tentatively scheduled for March once SWMP is approved*

Measurable Goals

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

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

The measureable goals for public participation are

- 1. Documentation of routine communications concerning storm water issues*
- 2. Attendance of public events & meetings*
- 3. Results of surveys*
- 4. Documentation of Public participation (public suggestions and opinions) and their impact in the continuing development of the SWMP.*
- 5. Citizen involvement in the incorporation of new green infrastructure into the Town.*

Part II.B.7.

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

Hard copies of routine communication, attendance of public events & meetings, the results of surveys and any informational materials used shall be kept filed by year. The annual report of which a copy shall be posted on the Town web site and a hard copy at Town hall shall track all Storm Water activities.

Evaluation

Part II.B.7

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

The effectiveness of the Public Involvement and Participation program will be accessed by the attendance of public events & meetings and the results of surveys provided.

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: **Kevin Nuce**
- 17.b. Title: **Director of Public Works**
- 17.c. Department: **Public Works**
- 17.d. Address: **370 Broadway Avenue, Star City, WV 26505**
- 17.e. Phone number: **304-599-3550**
- 17.f. Email address: **starcitywv@comcast.com**
- 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.
Enforcement of the Illicit Discharge Detection and Elimination sections of the Stormwater Ordinance, prohibiting improper disposal and the detection and removal of illicit connections and discharges.
- 17.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.
 - 1. Star City has a record keeping system to log in complaints about illicit discharges and spills. Existing occurs when a complaint is logged in.**
 - 2. The Public Works staff is annually trained in spill procedures. Each Star City truck has a copy of the pollution prevention plan that outlines emergency calls that must be made, and procedures to handle situations involving hazardous spills. Existing February**
 - 3. Monitoring was started in 2011. Existing**
 - 4. The SWMP and Ordinances will be reviewed and updated annually, Existing April**
 - 5. The map of Star City is annually upgraded. Existing June**
The mapping will be labeled in accordance with Part III.D.1 & 2.
 - 6. The Town web site has information on illicit discharges, and spill reporting . Existing**
Up dated in June
 - 7. Informational fliers with surveys are used to relay illicit discharge information. Existing**

MCM Components

Part II.C.b.3.a.

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

Yes,

Does 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?
None, and none are planned for the future.

17.n. The location and type of all other stormwater conveyances located within the boundaries of the permittees MS4 watershed?
Yes, currently Star City is seeking information and mapping from the City of Morgantown on shared storm and sanitary lines, we have found several WVDOT maps.

17.o. Updating the known connections to the municipal separate storm sewer authorized after July 22, 2009?
Yes

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

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 stormwater ordinance (ordinance 934) is annually reviewed. The Mayor, the Director, the Building inspector, and the engineer shall review all construction projects, stormwater related complaints, inspections, and enforcement documents. Discuss the problems and changes needed in the Building/Stormwater Permit Application process and/or in Ordinances. Proposed changes to said document will be put up for public comment, and a public meeting held before the first reading and vote by Town Council.

•
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?
Yes, any chlorinated water must be dechlorinated to a concentration of 0.1ppm or less prior to discharge into the storm system (ordinance 934.14). The discharge's volume and velocity must be controlled to prevent suspension of sediments in the discharge.

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?
Yes, it is referenced in ordinance 934.14.

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?
Yes this is addressed in ordinance 934 and in the public outreach program.

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

17.v. Does your IDDE Ordinance include escalating enforcement procedures and actions?
Yes this is addressed in the ordinance 934.15 and in the public outreach program.

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

17.w. Briefly describe your enforcement strategy.

The owner or other responsible party of the property from which the pollutant is found will be immediately notified verbally by a Star City official. A spill report will be generated and a copy sent to the owner of said property with instructions to stop said discharge within 72 hours of the original verbal notification. If said discharge is not stopped within 120 hours of the original notice, Star City shall take whatever measures are needed to halt the illicit discharge. The responsible party must notify Star City when the discharge has been eliminated and Star City will conduct a follow up investigation and field screening to verify that the discharge has been eliminated, a report of which must be filed at Town Hall with the original spill report. The director may direct the responsible person to sample and monitor the discharge for a set period, if deemed necessary to ensure compliance.

Liability for such discharge, including, but not limited to, the cost of remedial activity, field investigations, sampling, damage to other properties, escalating enforcement and legal action shall be the responsibility of the person or firm in violation of the ordinance. Failure to pay related costs would result in legal actions being taken to disconnect water, sanitary and stormwater services to any property in violation of the ordinance.

See Star City Ordinance 934.15

Part II.C.b.3.c .

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

Field assessment of priority outfalls discharging into impaired waters shall be made annually, during dry weather and shall include an outfall that discharges into each of the two 303d impaired water bodies within the Town. Records of field assessments shall be kept on file at Town Hall. Please note all outfalls of sub-watersheds within this small town discharge to Popenoe Run or the Monongahela River both listed as impaired streams.

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

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

Priority areas will be located based areas likely to have illicit discharges, previous complaint locations, and evaluations of storage of large quantities of materials that could result in spills. Star city shall create an inventory of priority areas that will include a listing of all facilities with Above-ground storage tanks that are not covered by an NPDES permit, the locations, number of tanks, contents and ownership information will be included and this information will be included in the Annual Report.

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

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

The procedures for characterization of illicit discharges are as follows they shall be assessed as to volume of discharge and the potential for public or environmental threat(Minimal, Clustered or severe). Outfall Characterization will be used based on the following indicators Odor, color, turbidity and floatables based on the relative severity index. Then further classification will be used; Unlikely, Potential (2 or more indicators), Suspect (one or more indicators with a severity of 3) or obvious.

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

Star City shall investigate within 24 hours of receiving any complaints, reports, or monitoring information indicating a potential illicit discharge, spill, or illegal dumping. The WVDEP will be contacted concerning problems and violations determined to be emergencies.

When a questionable discharge is found, it will be traced up the water way and/or pipeline and each storm structure will be checked. When an area of the watershed/ pipeline is located above the pollutant, loading an in-line camera can help locate the pipes that may be contributing the questionable discharge. The secondary pipelines and or ditches will be followed until the discharge's point of origin is located. Written documentation on the search process shall be kept and shall include photographs, in-line camera videos, dye testing and analysis.

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

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

934.15 DISCHARGE IN VIOLATION OF PERMIT.

Any discharge that would cause a violation of a Municipal NPDES Permit and any amendments, revisions or reissuance thereof, either separately considered or when combined with other discharges, is prohibited. The Owner or other responsible party of the property from which the pollutant is found will be notified immediately, by phone by the Director or other officer of the Town. A spill report will be filled by the town at the time and a copy sent to the owner of said property with instructions to stop said discharge within 72 hour, of the original notice by phone. If said discharge is not stopped within 120 hours of the original notice the Town shall take whatever measures are needed to halt the illicit discharge. The responsible party must notify The Town when the discharge has been eliminated and Star City will conduct a follow up investigation and field screening to verify that the discharge has been eliminated, a report of which must be filled at Town Hall with the original spill report. The Director may direct the responsible party to sample and monitor the discharge for a set time period, if deemed necessary to ensure compliance. Liability for any such discharge, including, but not limited to, the cost of remedial activity, field investigations, sampling, damage to other properties, escalating enforcement and legal actions shall be the responsibility of the person(s) causing or responsible for the discharge.

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.

Public Work employees of Star City have received written instructions and annual training on potential hazards of illicit discharges, spill prevention, reporting and clean up.

There is information on the Town Web site as well as numbers to call to report spills.

There is one phone line into Town Hall and it is answered 24 hours, after business hours the calls go into the Town police who have had training in emergency procedures.

Part II.C.b.3.f.

17.dd. Describe your plan to train your staff on the identification and reporting of illicit discharges. Include the number of training sessions planned for each year.

The training program shall address the importance of protecting water quality, the requirements of the NPDES Permit, operational and maintenance standards, inspection procedures, selecting ways to perform their job activities to prevent or minimize impacts to water quality(found in the Star City pollution prevention plan manual), and procedures for reporting water quality concerns, including illicit discharges. Follow up and refresher training will be held at least once a year and shall include any changes in procedures, techniques or requirements. Records shall be maintained of training sessions and attendance.

Star City will train other Staff that may come in contact with illicit discharges. New Public works employees will be trained within 3 months of starting employment.

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. Star City has a record keeping system to log in complaints about illicit discharges and spills. Once a complaint is received the Director of Public Works is to be notified and will within 24 hours or less will have complaint investigated. Records of the entire investigation and resolution will be documented. Existing This occurs as needed when a complaint is filed.

2. The Public Works staff is annually trained in spill procedures. Each Star City truck has a copy of the pollution prevention plan that outlines emergency calls that must be made, and procedures to handle situations involving hazardous spills. Existing Annual Public Works training is held in February of each year

3. Monitoring was started in 2011. Existing Monitoring for the representative outfall will occur January and again in August, once this SWMP is approved. TMDL sampling shall occur in January with dry weather inspections in July, once this SWMP is approved

4. The SWMP and Ordinances will be reviewed and updated annually, Existing To be held in March

5. The map of Star City is annually upgraded. Existing The map up-grading is an on-going project as the public Work Employees gather more information it is added to the mapping. Formal up date for mapping June

6. The Town web site has information on illicit discharges, and spill reporting. Existing The storm water section of the Web site always has information on illicit discharges, and details with phone numbers for spill reporting. Annually, in June the content shall be up-graded

7. Informational fliers with surveys are used to relay illicit discharge information. Existing A minimum of 4 fliers shall be produced per year.

Measurable Goals

Part II.B.4

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

1. The Star City record keeping of complaints will measure the effect of the program.

2. Monitoring results will give a measure of the program's effectiveness.

3. Surveys on illicit discharges will gauge the understanding and behaviors of the public.

4. Develop and implement strategies to reduce pollutants to impaired/TMDL waters.

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.

1. The storm mapping records include information on lines, ditches, inlets and storm manholes noting any repairs or maintenance. The master map is being upgraded annually.

This information is kept in a notebook and files at the Municipal shop. The Master Map is available on the shop's computer and the consultant have the Auto Cadd version.

2. Monitoring logs are kept with details of outfall inspections, complaint investigations, investigation results, analysis data, tracking and enforcement information.

Hard copies are kept at Town Hall.

3. Employee training is being tracked.

Hard copies of attendance records are kept at Town Hall.

4. Public involvement is being tracked

Hard copies of attendance records are kept at Town Hall.

5. Tracing and eliminating the source of pollutants.

Complaint records, investigations & results are kept at Town Hall.

6. The Town spill hot line is 304-599-3550, with recommendations that 911 also be contacted.

7. The Annual Report documents the years Storm Water activities and is on file at Town Hall and on the Star City web site.

Evaluation

Part II.B.7

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

The IDDE program effectiveness will be gauged by the information gathered on the type and number of spills, illicit discharges identified, inspections conducted, illicit connections removed, and any feedback received from public education efforts.

The review & updating process of the storm water mapping, SWMP and Ordinances will gauge the program effectiveness. Training records will gauge program effectiveness.

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: **Phil Davis**

18.b. Title:

18.c. Department: **Public Works**

18.d. Address: **307 Broadway Avenue
Star City, WV 26505**

18.e. Phone number: **304-599-3550**

18.f. Email address: **scpublicworks@starcitywv.com**

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

No

Control Objective & BMPs

18.h. State your overall objective for this minimum control measure.

The overall objective to reduce pollutants in stormwater runoff from construction sites of 150 square feet and up. Application for building and /or grading permit requires construction site operators shall;

1. Install and maintain adequate erosion and sediment controls per WV’s E & S Control manual.

2. Control site waste

3. Demonstrate registration under WV/NPDES Construction Stormwater General Permit if an acre or more, and other state & local permits as required

- 18.i. State and describe your BMPs. Indicate which BMPs are part of your existing program.
- 1. An annual Ordinance review, existing**
 - 2. Stormwater Ordinance 934.13 Construction sites includes;**
 - a. Procedures for inspection, enforcement, & tracking records of E & S controls on sites, Existing**
 - b. Coordination of plan review with all departments, existing**
 - c. Education and training measures for construction site operators –existing**
 - d. Submittal of a stormwater pollution prevention plan-existing**
 - e. Require a plan check list for 303d/TMDL sewershed, new item implementation by March 2016**
 - f. Pre-construction site plans for review of proposed E &S controls and ordinance compliance. existing**

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, Projects with a disturbance of 150 square feet or more are required to obtain a grading permit, disturbances over 1,000 square feet must apply for a storm water permit disturbances of 3,000 sq. ft. and must file a stormwater management plan.

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

- 18.l. Does your Ordinance contain the nine required components?
No
- 1. Sediment and erosion control BMPs – Yes, in Ordinances 934.20 and 934.22**
 - 2. Requirements to implement BMPs – Yes, in Ordinances 934.20 and 934.22**
 - 3. Requirements to control waste – Yes, in Ordinance 934.20**
 - 4. Demonstration of NPDES registration – Yes, in Ordinance 934.20**
 - 5. Site plan review authority– Yes, in Ordinance 934.22**
 - 6. Authority for public input – Yes *Town Council meeting are always open for public comment on construction project issues.***
 - 7. Authority for site inspections and enforcement– Yes, in Ordinances 934.20 and 934.22**
 - 8. Adequate funding for inspections and enforcement – *Funded out of the General Fund.* stormwater. Funding options are being explored.**
 - 9. Training for site operators– Yes**

Part II.C.b.4.b.

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

Application Review from existing Ordinance

(1) All applications for a grading permit must be submitted at least 30 days before the start of the project to give the Town time to review the application. Operators of the construction activity are prohibited from commencing construction activity until they receive receipt of written approval of the plans and the pre-construction inspection has taken place. If the plan is revised the revisions must have written approval before construction can start.

(A) The Town shall assess the application for compliance under the Town's Ordinances and permits related to stormwater runoff, including the implementation and maintenance of designated minimum control measures.

(B) Assess the appropriateness of planned control measures and their effectiveness

(C) Provide education and outreach on stormwater pollution prevention, as needed.

(D) Check for other permits required by this type of construction, NOI, WVDOT WV/NPDES, and other local & state permits if required.

(E) Operators of the construction activity are prohibited from commencing construction activity until they receive receipt of written approval of the plans and the pre-construction inspection has taken place. If the plan is revised, the revisions must have written approval before construction can start.

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

1. A representative of Star City will hold a pre-construction meeting on site with the contractor and/or owner to go over the erosion and sediment control plan and stormwater management plan (ordinance 934.22.a.3).

2. Prior to construction beginning, a site inspection of erosion and sediment controls outlined in the project's plans needs to be made to ensure they are in place and functional (ordinance 934.13.c.1.A).

3. Inspections during construction shall be done within 48 hours of a significant rainfall and no less than bi-weekly for sites 1 acre or more. Sites under an acre shall be inspected as needed (ordinance 934.13.c.1.B)

4. Following active construction the site shall be inspected to ensure that all graded areas have reached final stabilization and that all temporary control measures have been removed before a Certificate of Occupancy is issued (ordinance 934.13.c.1.C).

All inspections need to be recorded in writing and pictures, copies of which shall be kept at Town Hall (ordinance 934.13.c.1)

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

The building inspector, the mayor, the director or the engineer can issue violations for non-compliance with the approved plans and the site can be shut down until needed repairs are made. Upon re-inspection and approval of remediation the construction can resume.

A minor violation is one that is resolved in under 24-hours and does not occur again.

Any violation that is not resolved within 24 hours or continues to violate the Ordinance will result in a total shut down of work on the site and work will not resume till the problem is fixed and the Town removes the shutdown order.

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.

Each site is reviewed individually and the same rules apply for both private and public projects. Public Works employees are trained in erosion and sediment control, Good housekeeping and Ground water pollution prevention. Should a Town employee violate the construction regulations they will receive a warning and be required to stop the problem.

If there is a second offense or the problem continues enforcement would be determined by the Director, based on enforcement measures already in place in the Ordinance.

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.

Star City shall hold yearly review meetings. The mayor, the director, the building inspector, and the engineer shall review all construction projects and related concerns, stormwater problems, changes needed in the building permit application process, inspections and enforcement, changes needed in ordinances. Proposed changes will be submitted to the town council for comment and approval. Changes will be voted on and adopted as needed.

The review shall prioritize projects that drain to 303d/TMDL waters.

Please note all outfalls of sub-watersheds within this small town discharge to Popenoe Run or the Monongahela River both listed as impaired streams.

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.

The Ordinance contains all the standards required except for funding. Star City is currently funding stormwater through the General Fund. Creation of storm water fees has not been taken up by Town council to date.

Measurable Goals

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

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

The measurable goal for this minimum control measure are;

1. The tracking system for all activities and documents described in this section. Existing

2. The application shall have a form showing the relationship of the construction project to 303d/TMDL receiving waters. Note all the watersheds within Star city discharge to either Popenoe Run or the Monongahela River both considered 303d impaired.

new item implementation by March 2016

Tracking

Part II.B.7.

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

Tracking activities shall include the tracking and filing of all records of all regulated construction activities, number of projects with locations & site details, contractor training on PPP, inspection reports, warning letters and enforcement documentation Existing.

Evaluation

Part II.B.7

- 18.u. Explain how you plan to gauge the effectiveness of your Construction Site Run-off Control program.
Effectiveness of this program shall be gauged by tracking the number of construction sites, the number of inspections, warning letters, number of contractors trained and Enforcement actions needed to attain compliance. Prioritize projects that drain to 303d/TMDL waters.
Please note all outfalls of sub-watersheds within this small town discharge to Popenoe Run or the Monongahela River both listed as impaired streams.

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: **Phil Davis**
19.b. Title:
19.c. Department: **Public Works**
19.d. Address: **307 Broadway Avenue**
Star City, WV 26505
19.e. Phone number: **304-599-3550**
19.f. Email address: **scpublicworks@starcitywv.com**
19.g. Is another entity sharing responsibility for this MCM? If so, who?
No

Control Objectives & BMPs

- 19.h. State your overall objective for this MCM.
The overall objective for this MCM is to reduce runoff and pollutants from new and redevelopment projects to protect waters of the state.

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	Star City Ordinances 1321.01 note 7 and 1321.11	Yearly, in January
2. Preserving ecologically sensitive areas	To be added to Star City Ordinance 934, proposed adoption by May of 2016	Yearly, in January
3. Reducing thermal impacts	Star City Ordinance 934	Yearly, in January
4. Reducing or avoiding hydromodification	To be added to Star City Ordinance 934, proposed adoption by May of 2016	Yearly, in January
5. Tree protection	To be added to Star City Ordinance 934 proposed adoption by May of 2016	Yearly, in January
6. Protection of native soils, prevention of compaction of soils	Star City Ordinance 934	Yearly, in January

State regulations requires that changes to ordinances must have a Class 1 legal ad run for 2 weeks & 2 readings during a Town Council meetings at least a week apart before it can be voted upon to be adopted. If there is public opposition to the changes the Town Council may have to table the changes and have another review & more readings which could push back our proposed date to incorporate the changes.

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.

1. Minimizing impervious surfaces quantifiable objectives: *The number of projects that have an increased percent of green space or utilize porous pavement or other approved BMPs to reducing imperious surfaces. Reference the WV Stormwater guidance manual. Existing*

2. Preservation of ecologically sensitive areas quantifiable objectives: *The number of ecological sensitive acres that are impacted by projects within the Town. This is being proposed as an addition to the existing Ordinance 934, public comment and the Town review meetings set for March, with reading in Town Council set for April and hopefully adoption by May of 2016*

3. Reduction of thermal impacts quantifiable objectives;
The number of detention systems, vegetative swales or other approved BMPs to reduction of thermal impacts. Existing

4. Reduction or avoidance of hydromodification quantifiable objectives;
The number of projects that have reduced or avoided hydromodification on the site. This is being proposed as an addition to the existing Ordinance 934, public comment and the Town review meetings set for March, with reading in Town Council set for April and hopefully adoption by May of 2016

5. Tree protection quantifiable objectives;
The number of trees kept on an existing site and/or the number of trees planted on a new site, This is being proposed as an addition to the existing Ordinance 934, public comment and the Town review meetings set for March, with reading in Town Council set for April and hopefully adoption by May of 2016

6. Protection of native soils and prevention of compaction quantifiable objectives;
The amount of undisturbed area on a construction site & the proper use & storage of topsoil. Existing

- 19.k. State and describe your BMPs. Indicate if any BMPs are part of your existing program.
1. **Ordinance 1321.01 note 7 requires that 10% of the lot must be green space. Ordinance 1321.11 requires a vegetated buffer with shrubs and trees be left between residential and commercial areas.**
 2. **Preservation of ecologically sensitive areas** *This is being proposed as an addition to the existing Ordinance 934, public comment and the Town review meetings set for January, with reading in Town Council set for February and hopefully adoption by May of 2016*
 3. **Ordinance 934.01.o defines pollutant as including degradation of the thermal properties of the waters of the State. Ordinance 934.13.a.1.C requires Pollution Prevention Measures for minimizing the discharge of pollutants from equipment, vehicle washing, building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary wastes, spills, and leaks for any construction sites.**
 4. **Reduction or avoidance of hydromodification** *This is being proposed as an addition to the existing Ordinance 934, public comment and the Town review meetings set for January, with reading in Town council set for February and hopefully adoption by May of 2016*
 5. **Tree protection** *This is being proposed as an addition to the existing Ordinance 934, public comment and the Town review meetings set for January, with reading in Town Council set for February and hopefully adoption by May of 2016*

 6. **Ordinance 934.13.a.1.B.7 states “Minimize soil compaction and, unless infeasible preserve topsoil.”**

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, ordinance 934 covers design standards. Ordinance 934.22 details the submission and review process, and ordinance 934.20h requires the managing of the first inch of rainfall in a 24-hr storm following 48 hrs without rain for any new development or redevelopment disturbing an acre or more.

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, the Ordinance has provision for reducing pollution loading from hot spots. YES there are provisions for proper disposal of storm water discharges at a treatment/disposal facility.

- a) **A project that is a potential hot spot with reasonable potential for pollutant loading(s) must provide water quality treatment for associated pollutants before infiltration or discharge into the storm system.**
- b) **A project that is a potential hot spot with reasonable potential for pollutant loading(s) that cannot implement adequate preventative water quality standards, must properly convey**

stormwater to a NPDES permitted waste water treatment facility or via a licensed waste hauler to a permitted treatment and disposal facility.(934.20.h.1)

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.

There are no drinking water source protection areas within Star City. No information to be kept confidential. All drinking water is provided by Morgantown Utility Board.

The only drinking water source in our area is from the Morgantown Utility Board. See their SWMP for their policies (WVR030030).

<http://www.mub.org/sites/default/files/reports/MUB - Stormwater management plan.pdf>

19.o. Describe your program for reducing impervious surfaces.

Star City Codified Ordinance 1321.01 note 7 requires that 10% of a lot must remain green space.

Star City Codified Ordinance 1321.11 requires a vegetated buffer with shrubs and trees be left between residential and commercial areas.

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.

YES, the Stormwater Ordinance has mitigation/payment in lieu for projects that cannot implement the one-inch capture. The language of the Ordinance gives the potential of mitigation projects on private property but the Town cannot list any projects that would require the purchase or donation of private land but it is an option.

An inventory of appropriate mitigation projects shall be created by March of 2016. New street inlets with sediment sumps, treatment filters and a management agreement for continued maintenance will be an item on the mitigation list. Prioritize projects that drain to 303d/TMDL waters. Please note all outfalls of sub-watersheds within this small town discharge to Popenoe Run or the Monongahela River both listed as impaired streams.

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

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

The plan submission and review process shall be coordinated with and integrated into the Town's planning and permitting process. Following the effective date of this section, no building permit shall be issued without an approved stormwater management plan if required under this article.

(a) The owner/applicant/design engineer for any project that disturbs an acre or greater (including projects of less than one acre that are part of a common plan of development or sale that will disturb, in total one acre or more) must develop and submit a Pre-Application Stormwater Concept Plan. This should be done early in site planning process before infrastructure & lot configurations are locked down.

The Concept Plan should include:

1. Graphic elements showing the general type, location and size of proposed stormwater BMPs that will be used to meet the requirements to manage the first one-inch of rainfall.

2. Narrative & Computations Elements that describe:

a) Site design incentives

b) Conceptual or preliminary computations that show the Target Treatment Volume and the Stormwater BMP types and sizing necessary to control it.

c) A project specific version of the Design Compliance Spreadsheet shall be included in the submittal.

3. Pre-Application Meeting shall be held for a preliminary review of the concept Plan to discuss site compliance issues, allow for constructive interaction and head off any issues that would cause delays in the approval process.

4. Review and approval of the Concept plan: Coordinate with other departments & Agency reviews. This review is to ensure there is enough information to ensure complete and compliant Final Storm Water Management Plan. Engineering details and final computations are not expected at this stage. This review will also allow the Town to review the project for compliance with Zoning, Building and other codes, access to utilities, check potential traffic issues and coordination with other agencies.

5. Revise Concept Plan in Response to Comments

6. Develop the Final Stormwater Management Plan

7. Review & Approval of Final Stormwater Management Plan Coordinate with other Departments & Agency reviews

8. Revise Final plan in response to comments. Issue permit when all comments have been addressed and approved.

9. Inspection and Verification of post-Construction Stormwater BMPs

Post –construction BMPs shall be inspected at critical stages during construction and a final inspection shall be done to verify that the BMP is installed in accordance with the approved plan and/or any approved field changes.

10. Submit As-Builts. As-Built survey should confirm Placement of BMP within easements, proper sizing, dimensions and materials. Elevations of inlets, outlets, risers, embankments, etc. Vegetation cover must be established and conform with the planting plan. The as-built must show the location of the permanent access easements for maintenance.

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

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

The final stormwater management plan application is to be submitted for review by Star City along with the building permit application. The complete application is reviewed by Star City. Any comments and issues must be resolved and approved by Star City before the stormwater permit is issued.

A pre-construction meeting shall be held to educate the site operator and to review and inspect erosion and sediment controls prior to construction beginning.

A post-construction meeting shall be held to inspect site for compliance.

Submittal of ‘as-built’ drawings are required.

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.

A maintenance agreement for permanent BMPs is required to acquire a stormwater permit. Star City ordinance 934.23 requires the owners to maintain their BMPs or Star City will do so at the owner’s expense.

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

- 19.t. Describe your method of inventory and tracking of stormwater control practices for this MCM.
A list of all private detention or stormwater treatment systems is kept by the Town with files for each containing information, details and drawings of systems, the file shall contain the maintenance agreement if one was required at the time the facility was built.
The Town will inspect all of said systems as part of employee training starting in March and a calendar will be set up for inspections to occur again routinely during the permit cycle.
New facilities will be inspected in the next calendar year after construction is complete and they will be added to the permit cycle calendar for further inspection.

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
Protocol for the inspection of private detention systems or other BMP's will be a review of site plans, inspection of all structure to ensure they are operating as designed and a review of the owners maintenance paper work.
There are currently seven sites with detention systems, two site & facility inspections will be done per year till all have been done, then they will be re-inspected on same schedule.
Implementation by March 2016 All sites must be inspected at least once during the permit term.

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?
NO, The Town of Star City has requirements in the Building Ordinances for parking for designated building types and uses, but not parking lots or streets. It is enforced by Planning and Zoning. Note Star City is a very small MS4 the town does not have the resources to design & build new streets or parking lots. Any new streets and or parking lots that occur will be done privately and be regulated under New and Re-development Practices that will minimize impervious areas and maximize vegetation.

Schedule

Part II.C.b.5

- 19.w. Describe how and when you will implement each component of this minimum control measure. Include mid-point and full implementation dates for Ordinance revisions, implementation of plan review and approval, inspection and enforcement procedures, and for developing/acquiring and using a tracking system.
Review of the Stormwater and other related Ordinances shall be held annually in March. This session shall at least include the Mayor, Building Inspector, and the Director of Public Works.
Plan review and approval for Site Design Standards shall be held annually in March. This session shall at least include the Mayor, Building Inspector, and the Director of Public Works.
Inspection & Enforcement Procedures are starting in 2016
They are Existing in the Town's current Ordinance and shall be reviewed annually in March of each year, . The Mayor, Building Inspector, and the Director of Public Works shall handle inspections and enforcement with records kept at Town Hall.
Developing/acquiring and using a tracking system: The Building inspector keeps records of each project and duplicate records pertaining to each project shall be kept at Town Hall.
Public works Department shall keep records of all BMP and inspections with duplicates kept at Town Hall.

Measurable Goals

Part IV.A

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

The measurable goals are:

- 1. To incorporate water shed protection elements into the Stormwater and Building Ordinances.*
- 2. To reduce pollution from new and redevelopment sites to protect the physical, chemical and biological integrity of receiving waters and their designated use.*
- 3. Emphasis on improving drainage to 303d/TMDL waters*

Evaluation

Part II.B.7

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

The effectiveness of the program will be gauged by;

- 1. Changes in current Ordinances that incorporate the watershed elements.*
- 2. The number of construction site & existing stormwater system Inspections & the number of Enforcement incidences.*
- 3. The depth and quality of tracking procedures.*
- 4. A public education event shall be held in March of each year before the yearly SWMP and Ordinance review meeting so suggestions, comments and concerns of the public can be addressed. The input of the Public in the yearly Public meeting will also impact the decision making for Ordinance changes and may result in more review meetings, and delays in adopting Ordinance changes.*

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: **Kevin Nuce**
20.b. Title: **Director of Public Works**
20.c. Department: **Public Works**
20.d. Address: **307 Broadway Avenue, Star City, WV 26505**
20.e. Phone number: **304-599-3550**
20.f. Email address: **scpublicworks@starcitywv.com**

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.
- 1. Training of municipal staff in pollution prevention, good housekeeping practice, illicit discharge detection, reporting, investigation and resolution.**
 - 2. Preserving the integrity of receiving waters**
 - 3. Improve operation/Maintenance standards**
- 20.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.
- The Public Works staff have been issued the Pollution Prevention Plan for the Town of Star City and attend an annual training class in February of each year. Existing**
- The PPP includes prevention and is based on activities that may reasonably be expected to contaminate Ground/Storm water and procedures designed to protect Ground/Storm water from identified potential contamination sources. The PPP contains a Spill Response Plan detailing how to report a spill and how & if an employee should try to contain a spill.*
- Annual inspections of Town Owned facilities shall occur March of each year starting in 2016. Pollution prevention and good housekeeping within the town include: grass cutting, basic landscaping, street maintenance, building maintenance, cleaning of inlets & storm manholes. Please note this is a very small MS4 any large projects are subcontracted out and the municipal garage is not within the MS4.*

MCM Components

Part II.C.b.6

- 20.j. List the municipal facilities and their locations owned by your MS4.
- Cass District, Tax Map 12, Parcel 117.1 - Municipal Shop outside city limits, separate permit 109 #8 Hollow Road, Pursglove, WV 26546**
- Union District, Tax Map 12A, Parcels 1,2,3,4,5,7,8,120 - Former Quality Glass site, public parking adjacent to the rail trail. Out of MS4 no address along the Monongahela River at the bottom of Van Voorhis Road.**
- Star City District, Tax Map 5, Parcel 126 - Town Hall 370 Broadway St., Star City, WV**
- Star City District, Tax Map 3, Parcel 6.1 - River Front Park along the Monongahela River at the end of University Avenue.**
- The town of Star City owns the city streets and the utility lines(water potable, sewer serving Star City & storm lines) in the city streets and utilities lines for which there is a prescribed easement to the town. Note there are numerous sewer lines that run from the Town of Morgantown that are not a part of the Star City system. There are storm lines on private property for which the town of Star City does not own, maintain or otherwise claim responsibility for.*

Part II.C.b.6.a

- 20.k. Briefly describe your operation and maintenance program for each municipal facility.
- Public Works employees keep grass cut, perform general landscaping maintenance, perform minor building repairs and maintenance, perform street work, and make minor repairs to utility lines on Star City owned property. Large jobs are contracted out.**
- Note: Star city is a very small MS4 and has a Pollution Prevention Plan in place that covers all municipal facilities within the Town. The Town has no salt storage areas in the MS4.**

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.
Star City has developed a single pollution prevention plan(PPP) for all its properties. A copy is in all Public Works vehicles and at Town Hall. The PPP has a spill response section with procedures and emergency numbers. The PPP is all about "prevention" the name of the document will be changed to Pollution Prevention plan and an up-dated version of the Plan will be disturbed at the next training class.

Part II.C.b.6.b

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

Part II.C.b.6.b

- 20.n. Describe your overall pollution control approach policy and procedures for these lands.
Star City's Public Works employees are trained on their pollution prevention plan and a copy is in each of their trucks. The PPP includes plans for handling fertilizers, pesticides and herbicides, vegetation disposal, trash management, cleaning and maintenance of building exteriors, chemical and material storage, street sweeping, and cleaning of inlets and catch basins.

Part II.C.b.6.c

- 20.o. Describe your training program including your target employees, and how often training occurs.
All Public Works employees are required to attend a yearly training class covering pollution prevention, good housekeeping practices, and illicit discharge detection, reporting, investigation, and resolution. New employee whose construction, operations or maintenance job function could impact water quality will be trained within 3 months of the employee starting with the Town.
- 20.p. For any industrial facilities owned or operated by your MS4, list each facilities registration number under the WV NPDES General Permit for Stormwater 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.
The only industrial facility owned and operated by Star City is the Municipal Shop located at 109 #8 Hollow Road, Pursglove, WV 26546. The NPDES permit is WV/NPDES Permit No. WV0111457, General Permit WVG611737. The location of the shop is outside the MS4.

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.
**The Pollution Protection Plan has been in existence for 3 years.
Public Work Employee training occurs in late February. New employees shall be trained within 3 months of starting employment.
Annual inspection of municipal facilities shall occur in March starting in 2016 and be done yearly.**

Part II.C.b.6

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

Annual inspections of municipal facilities will be made to ensure these sites are in compliance. Hard copies of inspection reports for each facility shall be kept on file at Town Hall.

Measurable Goals

Part IV.A

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

The measureable goal for this MCM is to;

1.0 maintain municipal facilities, so runoff from said facilities does not adversely affect water quality

2. Provide annual training for Public Works and other Town employees that may come in contact with illicit discharges. New employee whose construction, operations or maintenance job function could impact water quality are to be trained within 3 months of the employee starting with the Town. Training shall include detecting, identify and reporting illicit discharges and to perform good housekeeping practices to protect water quality.

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.

Star City keeps hard copies of employee training sign in sheets and notes on the content of training can be found in the Annual report.

Hard copies of facilities inspections and BMP inspections will be kept in the storm water file at Town Hall.

Hard copies of the Pollution Prevention Plan are kept at Town Hall and the municipal garage.

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 good housekeeping/municipal operations will be evident in the following;

1. Annual inspections of the facilities. Note no Municipal garage or material storage within MS4.

2. Records of infrastructure repairs logs

3. Tracking of Public Works Employees, they must detail work records so hours, equipment used and materials used on each task so each can be properly be accounted for and applied to the correct utility or facility.

These items are reviewed by the Director of Public Works

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.
NOTE: The only industrial facility owned and operated by Star City is the Municipal Shop located at 109 #8 Hollow Road, Pursglove, WV 26546. The NPDES permit is WV/NPDES Permit No. WV0111457, General Permit WVG611737. This facility is outside the MS4.
Contact person: Kevin Nuce, Director of Public Works
Phone number: 304-599-3550
Email address: scpublicworks@starcitywv.com

20.w. For each outlet, list the latitude and longitude to the nearest second and the River Mile Point (if known).
N/A NO INDUSTRIAL OUTLETS within MS4

Outlet Number	Longitude			Latitude			River Mile
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds	

20.x. List the Standard Industrial Classification (SIC) Code designated for your facility/s. *N/A Municipal Garage outside MS4 and permitted separately.*

20.y. List the nature of activity at the industrial facility. *N/A Municipal Garage outside MS4 and permitted separately.*

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? *N/A Municipal Garage outside MS4 and permitted separately.*

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? *N/A Municipal Garage outside MS4 and permitted separately.*

20.bb. Do any of your storm water outlets discharge through an oil water separator? If yes, provide the outlet numbers. *N/A Municipal Garage outside MS4 and permitted separately.*
 Based on your responses to this section, a Discharge Monitoring Report may be issued.