

CITY OF WINCHESTER, KENTUCKY

small Municipal Separate Storm Sewer System (sMS4)

Stormwater Management Plan

Permittee Activities Matrix

Minimum Control Measure (MCM)

KPDES sMS4 Draft Permit



Permit Term (2010-2015)

Program Yr.

Calendar Term

PY-01	March 1, 2010 - February 28, 2011
PY-02	March 1, 2011 - February 29, 2012
PY-03	March 1, 2012 - February 28, 2013
PY-04	March 1, 2013 - February 28, 2014
PY-05	March 1, 2014 - February 28, 2015

City of Winchester, KY
Stormwater Quality Management Plan

1. PUBLIC EDUCATION AND OUTREACH - (Minimum Control Measure-MCM # 1)				
BMP - ACTIVITY DESCRIPTION	MEASURABLE GOAL	TARGET POINTS	RESPONSIBLE PARTY	TARGET DATE
1.A Maintain a public education program and conduct public outreach activities.	Pursue and complete activities during each permitting cycle that will promote the public education program.	Participate in community events and facilitate public participation in activities that promote SW education.	City, local officials	Annually
1.B Pursue an elevated litter reduction campaign.	Record the number of cigarette butt receptacles placed and handed out. Meet with a minimum of 100 students per year to discuss litter.	Provide cigarette butt litter receptacles to target areas and provide education on proper disposal methods.	City, Keep the Bluegrass Beautiful	Annually
1.C Brochures & Educational Materials 1.D Stormwater Advisory Group	Maintain stormwater brochure racks, MS4 boundary map, and educational displays.	Provide stormwater brochure racks, MS4 boundary map, and educational displays at City Hall.	City, SWAC, local officials	Annually Annually
	Maintain an active SWAC group	Hold regular meetings.	Local civic, commercial, and industrial organizations, & community members.	
1.E Web Site	Maintain website to encourage public awareness and participation and provide a location for illicit discharge reporting.	Track number of hits on the website and record number of illicit discharge complaints.	City	Continually
1.F Stenciling	Stencil 15 storm drains per year.	Document number of storm drains stenciled.	City personnel, students, & local local organizations.	Annually
1.G Tracking	Record all activities performed related to maintaining the public education program and conducting public outreach activities.	Implementation status of public education program.	City	Annually

City of Winchester, KY
Stormwater Quality Management Plan

2. PUBLIC PARTICIPATION/INVOLVEMENT - (Minimum Control Measure-MCM # 2)				
BMP - ACTIVITY DESCRIPTION	MEASURABLE GOAL	TARGET POINTS	RESPONSIBLE PARTY	TARGET DATE
2.A Implement a public involvement/participation program	Pursue and implement a program that will promote the public involvement and participation within the MS4 community.	Conduct a minimum of one (1) public involvement activity; hold a minimum of two (2) SWAC meetings per year; and set up a booth, speak, or provide materials for at least one (1) community event, field day, or clean up day.	City	Annually
2.B Facilitate volunteer opportunities (ie. community events)	Select activities appropriate for volunteers that would assist the MS4 program and identify/cultivate volunteering opportunities within the community.	Determine a minimum of one (2) target activity for volunteers to complete and establish a contact list of potential volunteers/civic groups.	City, SWAC, civic groups, community	Annually
2.C Stenciling	Stencil 15 storm drains per year.	Document number of storm drains stenciled.	City personnel, students, & local local organizations.	Annually
2.D Sediment & Erosion Control Inspector Training	Record number of inspectors trained.	Provide as needed erosion prevention & sediment control trainings for contractors.	City, Palmer Engineering, Inc.	Annually
2.E Tracking	Record all activities performed related to implementing the public involvement and participation program.	Track activities to facilitate the evaluation of program success and determine if objectives of MCM 2 are being met.	City	Annually

City of Winchester, KY
Stormwater Quality Management Plan

3. ILLICIT DISCHARGE DETECTION and ELIMINATION PROGRAM-IDDE- (Minimum Control Measure-MCM # 3)				
BMP - ACTIVITY DESCRIPTION	MEASURABLE GOAL	TARGET POINTS	RESPONSIBLE PARTY	TARGET DATE
3.A Implement and enforce the IDDE Ordinance.	Implement and enforce the IDDE ordinance that prohibits illicit discharges to the MS4.	Illicit Discharge Ordinance	City, Local Officials, SWAC	Annually
3.B Pubic Employee Training	Continue to provide employee training. Provide training on identification and reporting of illicit discharges.	Minimum of one (1) training per year on topics related to IDDE.	City, Public Employees	Annually
3.C Storm Sewer System Map	Map will include known major outfalls, waters of the Commonwealth that receive discharges from those outfalls, catch basins, pipes, ditches, retention and detention basins, & post construction bmps.	Mapping will be updated annually and at a minimum will include MS4 jurisdictional boundary, waters of the Commonwealth, the location of major outfalls, catch basins, pipes, ditches, flood control structures, & post construction bmps.	GIS and City Stormwater Personnel	Annually
3.D Conduct dry-weather screening of representative outfalls	Develop an action plan to complete dry-weather inspections all major outfalls within the permit term.	Target 20% of outfalls per year to complete dry-weather screening and visual inspections.	City	Annually
3.E Public reporting of spill and discharges	Advertise opportunity to report illicit discharges on the City's website.	Establish reporting mechanism and include all spill records and actions taken in annual report. Include contacting KDOW as part of the illicit discharge detection proceedure.	City	Annually
3.F IDDE Plan	Complete IDDE Plan.	Complete IDDE Plan within 90 days of permit issue.	City	Year 1
3.G Tracking	Record all activities performed related to detecting, enforcing, and educating about illicit discharges.	Track activities to facilitate the evaluation of program success.	City	Annually

City of Winchester, KY
Stormwater Quality Management Plan

4. CONSTRUCTION SITE STORMWATER RUNOFF CONTROL - (Minimum Control Measure-MCM # 4)				
BMP - ACTIVITY DESCRIPTION	MEASURABLE GOAL	TARGET POINTS	RESPONSIBLE PARTY	TARGET DATE
4.A Maintain requirements of the City's Erosion Prevention Sediment Control Ordinance	Implement & enforce existing ordinance to reduce pollutants in stormwater runoff from active construction sites.		City	Annually
4.B Measures of Success	Evaluate work flow from previous years to identify areas of deficiency, revise the program as needed, and implement.	Review MCM 4 BMP Goals for compliance with the SWQMP, relative to effectiveness and ability to complete the identified targets (ie. Tasks).	City	Annually
4.C Tracking	Record all activities performed related to investigating, regulating, and enforcing construction site runoff control measures.	Track activities to facilitate the evaluation of program success.	City	Annually

City of Winchester, KY
Stormwater Quality Management Plan

5. POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEV. AND REDEVELOPMENT - (Minimum Control Measure-MCM # 5)				
BMP - ACTIVITY DESCRIPTION	MEASURABLE GOAL	TARGET POINTS	RESPONSIBLE PARTY	TARGET DATE
5.A Post-Construction Ordinance	Implement the post construction runoff ordinance.	Implement and enforce the post construction runoff ordinance.	City, Local officials	Ongoing
5.B Run-off control standards	Continue to require standards of runoff control that protect high-quality waters from new development and re-development projects which result in new or expanded discharge from the MS4.	Continue to use the stormwater runoff quality treatment standard.	City	Ongoing
5.C New Development and Re-development Review Procedures	Continue to implement project review, approval, and enforcement procedures for new development and re-development procedures.	Project review and approval process must include a re-review process when changes to SW measures are required and an enforceable procedure that documents the installation of SW measures per design specifications.	City	Ongoing
5.D Maintenance Agreements	Implement procedures in place for the establishment of long-term maintenance requirements for all structural and non-structural BMPs related to new development and redevelopment projects.	Maintenance agreements identify responsible parties, carry responsibility within the deed, and require maintenance program and/or the location and history of the BMP.	City	Ongoing
5.E BMP Inspections	Continue inspections of installed BMPs.	Conduct annual inspections of a representative number of installed BMPs or allow property owner to complete a self-inspection with oversight from the permittee.	City	Annually
5.F Deficiency Notification	Provide deficiency notifications to owner for any deficiency related to post-construction stormwater management.	Utilize USPS mail or other methods to communicate deficiencies.	City	Annually
5.G Track	Record all activities performed related to investigating, regulating, and enforcing post-construction stormwater management measures.	Track activities to facilitate the evaluation of program success.	City	Annually

City of Winchester, KY
Stormwater Quality Management Plan

6. POLLUTION PREVENTION/GOOD HOUSE KEEPING for MUNICIPAL OPERATIONS - (Minimum Control Measure-MCM # 6)				
BMP - ACTIVITY DESCRIPTION	MEASURABLE GOAL	TARGET POINTS	RESPONSIBLE PARTY	TARGET DATE
6.A Operation and Maintenance Program (O & M)	Update written O & M plan to address pollution prevention and good housekeeping for municipal operations.	Complete development of the O&M Program and implement.	City	Year 1
6.B O & M program - Employee Training	O & M Program shall include employee training related to reducing stormwater runoff pollution related to municipal operations.	Complete employee training annually and ensure that each employee involved in the MS4 program receives a minimum of one (1) training per year.	City	Annually
6.C O & M Program - Inventory	O & M Program shall include an inventory of municipal facilities, maintenance activities, maintenance schedules, and ongoing inspection procedures for structural and non-structural BMPs.	Record the results of the inspection, including site description, materials stored on-site, pollutant exposure or introduction risks, maintenance actions, corrective measures and on-going inspection schedules for structural and non-structural BMPs located within the facilities of the MS4 owned property.	City	Annually
6.D Measures of Success	Evaluate the work flow from previous year(s) and identify areas of deficiency. Review and revise the O & M program to implement changes as needed.	Review MCM 6 BMP goals for compliance with the SWQMP, relative to effectiveness and ability to complete the identified targets (ie. Tasks).	City	Annually