

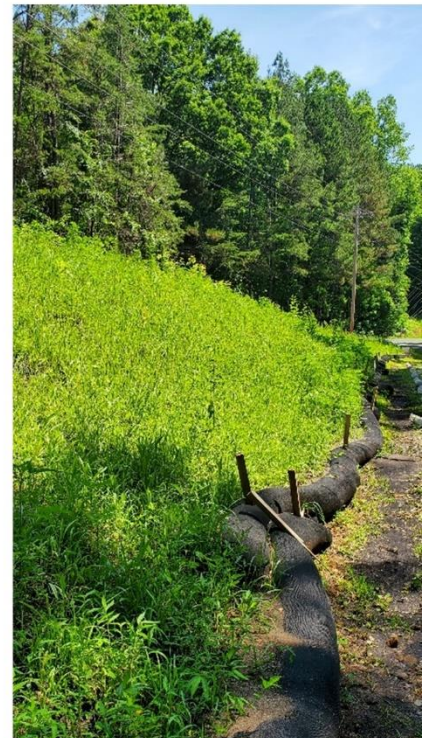


DRAFT

Stormwater Management Plan

NPDES Phase II MS4 Permit #NCS000466

March 11, 2024



The Stormwater and Environmental Services Division oversees the town's stormwater management program and stormwater utility.

The mission of this program is to reduce stormwater runoff pollution reaching the Eno River.



Draft Stormwater Management Plan
Town of Hillsborough
NCS000466

March 11, 2024

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PART 1: INTRODUCTION

The purpose of this Stormwater Management Plan (SWMP) is to establish and define the means by which the Town of Hillsborough will comply with its National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit and the applicable provisions of the Clean Water Act to meet the federal standard of reducing pollutants in stormwater runoff to the maximum extent practicable.

This SWMP identifies the specific elements and minimum measures that the Town of Hillsborough will develop, implement, enforce, evaluate and report to the North Carolina Department of Environmental Quality (NCDEQ) Division of Energy, Minerals and Land Resources (DEMLR) in order to comply with the MS4 Permit number NCS000466, as issued by NCDEQ. This permit covers activities associated with the discharge of stormwater from the MS4 as owned and operated by the Town of Hillsborough and located within the corporate limits of the Town of Hillsborough.

In preparing this SWMP, the Town of Hillsborough has evaluated its MS4 and the permit requirements to develop a comprehensive 5-year SWMP that will meet the community's needs, address local water quality issues and provide the minimum measures necessary to comply with the permit. The SWMP will be evaluated and updated annually to ensure that the elements and minimum measures it contains continue to adequately provide for permit compliance and the community's needs.

Once the SWMP is approved by NCDEQ, all provisions contained and referenced in this SWMP, along with any approved modifications of the SWMP, are incorporated by reference into the permit and become enforceable parts of the permit. Any major changes to the approved SWMP will require resubmittal, review and approval by NCDEQ, and may require a new public comment period depending on the nature of the changes.

PART 2: CERTIFICATION

By my signature below I hereby 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 fines and imprisonment for knowing violations.

I am also aware that the contents of this document shall become an enforceable part of the NPDES MS4 Permit, and that both the Division and the Environmental Protection Agency have NPDES MS4 Permit compliance and enforcement authority.

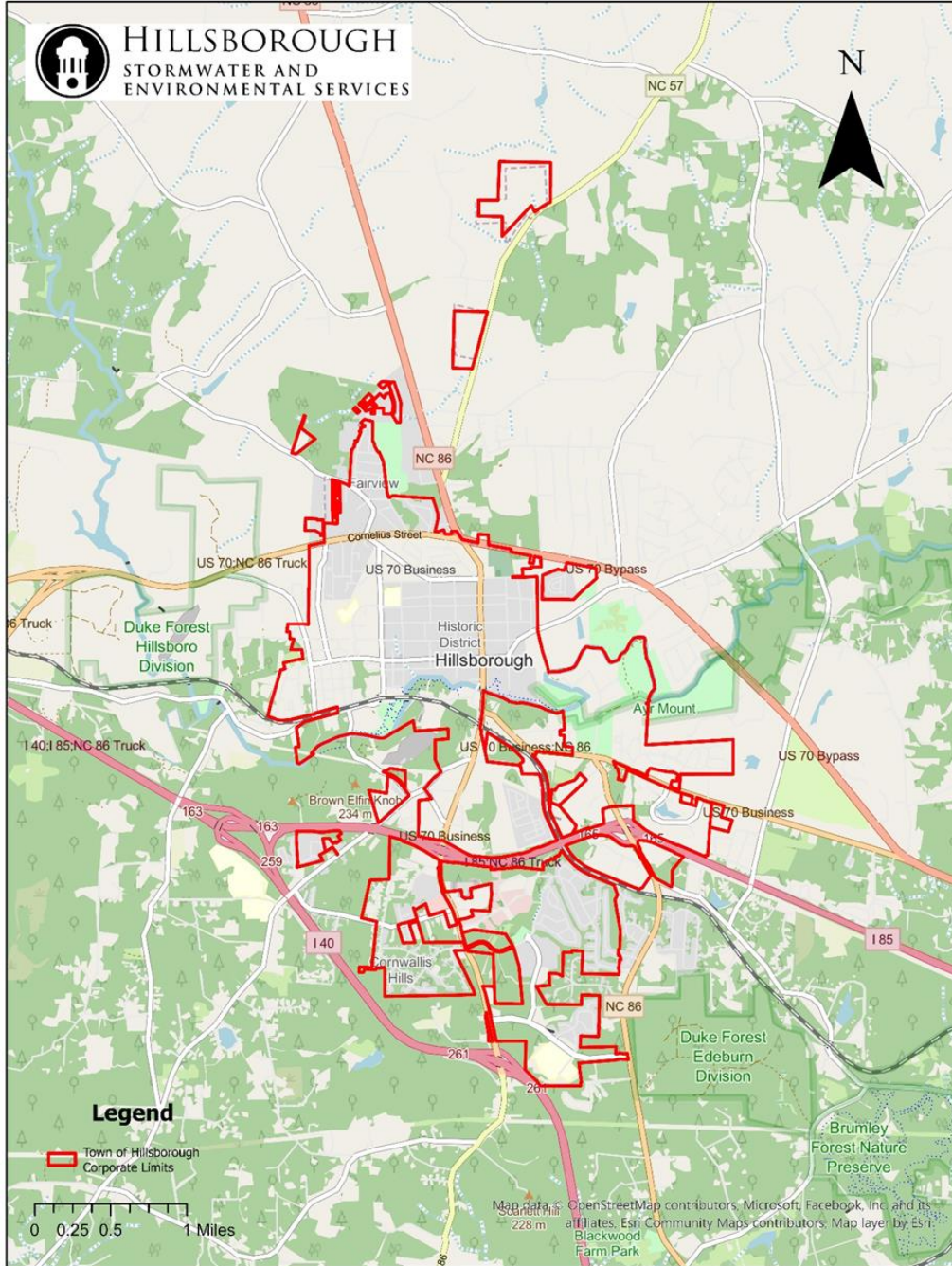
- I am a ranking elected official.
- I am a principal executive officer for the permitted MS4.
- I am a duly authorized representative for the permitted MS4 and have attached the authorization made in writing by a principal executive officer or ranking elected official which specifies me as (*check one*):
 - A specific individual having overall responsibility for stormwater matters.
 - A specific position having overall responsibility for stormwater matters.

| | |
|---|----------------------|
| <i>Signature:</i> | |
| <i>Print Name:</i> | <i>Eric Peterson</i> |
| <i>Title:</i> | <i>Town Manager</i> |
| Signed this <input type="text"/> day of 20 <input type="text"/> | |

PART 3: MS4 INFORMATION

3.1 Permitted MS4 Area

This SWMP applies throughout the corporate limits of the Town of Hillsborough, including all regulated activities associated with the discharge of stormwater from the MS4. The map on the following page shows the corporate limits of Town of Hillsborough as of the date of this document.



3.2 Existing MS4 Mapping

The current MS4 mapping includes data for inlets, junction boxes, pipes, outfalls, channels, and ditches. Mapping is maintained in a geodatabase which is updated periodically with as-built information from completed development projects. The MS4 mapping also includes locations of both privately-owned and town-owned Stormwater Control Measures (SCM), locations of town-owned property, and streams and waterbodies. The stream and waterbodies geodatabase is periodically updated based on field work associated with stream determinations.

Table 1: Summary of Current MS4 Mapping

| | | |
|-------------------------------|-----|---------|
| Percent of MS4 Area Mapped | 95 | % |
| No. of Major Outfalls* Mapped | 124 | Total** |

**An outfall is a point where the MS4 discharges from a pipe or other conveyance (e.g. a ditch) directly into surface waters. Major outfalls are required to be mapped to meet permit requirements. A major outfall is a 36-inch diameter pipe or discharge from a drainage area > 50-acres; and for industrial zoned areas a 12-inch diameter pipe or a drainage area \geq 2-acres.*

***This total includes all stormwater outfalls within the Town of Hillsborough's MS4. Not all of these outfalls are major outfalls. The town is in the process of assessing all outfalls to determine which are major outfalls based on the definition above.*

3.3 Receiving Waters

The Town of Hillsborough MS4 is located within the Neuse River Basin and discharges directly into receiving waters as listed in Table 2 below. Applicable water quality standards listed below are compiled from the following NCDEQ sources:

- [Waterbody Classification Map](#)
- [Impaired Waters and TMDL Map](#)
- Most recent NCDEQ Final [303\(d\) List](#)

Table 2: Summary of MS4 Receiving Waters

| Receiving Water Name | Stream Index / AU Number | Water Quality Classification | 303(d) Listed Parameter(s) of Interest |
|---|--------------------------|------------------------------|--|
| Eno River (Corporation Lake, Lake Ben Johnston) | 27-2-(3.5) | WS-II; HQW, CA, NSW | |
| Eno River | 27-2-(7) | C; NSW, N | |
| Seven Mile Creek | 27-2-6-(1.5) | WS-II; HQW, CA, NSW | |
| Rocky Run | 27-2-6-2-(2) | WS-II; HQW, NSW | |
| Cates Creek | 27-2-8 | C; NSW | |
| Stroud's Creek | 27-2-9 | C; NSW | |
| Stony Creek | 27-2-13-(1) | C; NSW | |

3.4 MS4 Interconnection

The Town of Hillsborough MS4 is not interconnected with another regulated MS4 and directly discharges to the receiving waters as listed in Table 2 above.

The MS4 does interconnect with the statewide NCDOT MS4 and includes:

- a. The interconnection is receiving stormwater from the NCDOT MS4. The number of interconnections is estimated. Quantity: 19.
- b. The interconnection is discharging stormwater into the NCDOT MS4. The number of interconnections is estimated. Quantity: 52.
- c. The Town of Hillsborough MS4 mapping does identify interconnections with the NCDOT MS4.
- d. The Town of Hillsborough MS4 mapping does include NCDOT MS4 outfalls.

3.5 Total Maximum Daily Loads (TMDLs)

The TMDL(s) listed in Table 3 below have been approved within the MS4 area, as determined by the map and list provided on the [NCDEQ Modeling & Assessment Unit web page](#). The table also indicates whether the approved TMDL has a specific stormwater Waste Load Allocation (WLA) for any watershed directly receiving discharges from the permitted MS4, and whether a Water Quality Recovery Program has been implemented to address the WLA.

Table 3: Summary of Approved TMDLs

| Water Body Name | TMDL Pollutant(s) of Concern | Stormwater Waste Load Allocation (Y/N) | Water Quality Recovery Program (Y/N) |
|-----------------|------------------------------|--|--------------------------------------|
| Statewide | Mercury | N | N |
| Falls Lake | Chlorophyll a | N | Y |

The Statewide TMDL for mercury does not require any actions by the NPDES stormwater permittee because most mercury in stormwater comes from atmospheric deposition.

Falls Lake was listed as impaired for chlorophyll a and placed on the 303(d) in 2008. Subsequently the state adopted the Falls Lake Rules in January 2011 which were developed to achieve water quality standards in the lake by reducing the amount of nutrient pollution entering upstream. The rules are a staged nutrient management strategy designed to reduce nutrient discharges to the lake from various sources, including stormwater runoff from new and existing development, wastewater treatment plants and agriculture. These rules are an approved TMDL alternative and the lake was placed in category 4b in 2012.

The Town of Hillsborough complies with the current Falls Lake rules by implementing stormwater rules for new development, participating in a state approved joint compliance program that meets requirements for stormwater runoff from existing development, and by meeting nutrient limits in the effluent from the town’s wastewater treatment plant.

3.6 Endangered and Threatened Species and Critical Habitat

Significant populations of threatened or endangered species and/or critical habitat are identified within the regulated MS4 urbanized area. Based upon a review of the [Endangered and Threatened Species and Species of Concern by County for North Carolina Map](#) and [Listed species believe to or known to occur in North Carolina map](#) as provided by the [U.S. Fish and Wildlife Service](#), the species listed in Table 4 have the potential to occur within the regulated MS4 urbanized area. Of those species listed, Table 4 summarizes the species that may be significantly impacted by the quality of surface waters within their habitat.

Table 4: Potential Federally Listed Species/Habitat Impacted by Surface Water Quality

| Scientific Name | Common name | Species Group | Federal Listing Status |
|---------------------------------|----------------------|-----------------|------------------------|
| <i>Alasmidonta heterodon</i> | Dwarf Wedgemussel* | Clam | E |
| <i>Fusconaia masoni</i> | Atlantic Pigtoe | Clam | T |
| <i>Lasmigona subviridis</i> | Green Floater | Clam | PT |
| <i>Necturus lewisi</i> | Nuese River Waterdog | Amphibian | T |
| <i>Noturus furiosus</i> | Carolina madtom | Freshwater Fish | E |
| <i>Haliaeetus leucocephalus</i> | Bald Eagle | Bird | BGPA |

*Historical occurrence

3.7 Industrial Facility Discharges

The Town of Hillsborough MS4 jurisdictional area includes the following industrial facilities which hold NPDES Industrial Stormwater Permits, as determined from the [NCDEQ Maps & Permit Data web page](#).

Table 5: NPDES Stormwater Permitted Industrial Facilities

| Permit Number | Facility Name |
|---------------|---|
| NCG110115 | Town of Hillsborough Wastewater Plant |
| NCGNE1451 | Town of Hillsborough – Fleet Facility |
| NCG020157 | Resco Products Inc. – Piedmont Minerals |

3.8 Non-Stormwater Discharges

The water quality impacts of non-stormwater discharges have been evaluated by the Town of Hillsborough as summarized in Table 6 below. The unpermitted non-stormwater flows listed as incidental do not significantly impact water quality. The Town of Hillsborough has evaluated residential and charity car washing and street washing for possible significant water quality impacts.

Street washing discharges are addressed under the Pavement Management Program in Part 10 of this SWMP. The Division has not required that other non-stormwater flows be specifically controlled by the Town of Hillsborough.

Wash water associated with car washing that does not contain detergents or does not discharge directly into the MS4 is considered incidental. Non-commercial car washing is exempt from the Town of Hillsborough’s IDDE ordinance and is considered to be any occasional automotive washing performed by individuals or groups without charging any fee or in exchange for a charitable donation. This shall include but is not limited to car washes performed by local church groups, school groups, athletic teams, youth organizations, and individuals at their place of residence. However, these types of non-stormwater discharges that do contain detergents have been evaluated by the Town of Hillsborough to determine whether they may significantly impact water quality.

Table 6: Non-Stormwater Discharges

| Non-Stormwater Discharge | Water Quality Impacts |
|---|-----------------------|
| Water line and fire hydrant flushing | Incidental |
| Landscape irrigation | Incidental |
| Diverted stream flows | Incidental |
| Rising groundwater | Incidental |
| Uncontaminated groundwater infiltration | Incidental |
| Uncontaminated pumped groundwater | Incidental |
| Uncontaminated potable water sources | Incidental |
| Foundation drains | Incidental |
| Air conditioning condensate | Incidental |
| Irrigation waters | Incidental |
| Springs | Incidental |
| Water from crawl space pumps | Incidental |
| Footing drains | Incidental |
| Lawn watering | Incidental |
| Residential and charity car washing* | Exempt per ordinance |
| Flows from riparian habitats and wetlands | Incidental |
| Dechlorinated swimming pool discharges | Possible |
| Street wash water | Possible |
| Flows from firefighting activities | Incidental |

*While currently exempt, this could be a source of pollutants and the town will monitor

3.9 Target Pollutants and Sources

In addition to those target pollutants identified above, the Town of Hillsborough is aware of other significant water quality issues within the permitted MS4 area. These include fertilizer and application of lawn care products, yard waste, disposal of household chemicals, dumping of used oil, disposal of restaurant wash water (fats, oil and grease), pet waste and litter. Some of these topics are currently targeted by our regional partnership with the Clean Water Education Partnership (CWEP). Others are addressed through the Town of Hillsborough’s Stormwater and Environmental Services Division based on field observations, citizen complaints and implementation of the town’s Illicit Discharge Detection and Elimination (IDDE) plan.

Based on multiple citizen complaints and staff field observations, local residents are often the source of fertilizer, yard waste and other lawn care products. Some of these complaints have determined that lawn

care companies are a source as well. Citizen complaints and field investigation has also shown that restaurants are a source of wash water that may contain fats, oil and grease. Field observations from town staff indicate that litter is an issue town-wide and generally an issue in both residential and commercial areas. Dumping of used oil is an occasional issue in less developed areas of town.

Table 7 below summarizes the water quality pollutants identified throughout Part 3 of this SWMP, the likely activities/sources/targeted audiences attributed to each pollutant and identifies the associated SWMP program(s) that address each. In addition, the Town of Hillsborough has evaluated schools, homeowners and businesses as target audiences that are likely to have significant stormwater impacts.

Table 7: Summary of Target Pollutants and Sources

| Target Pollutant(s) | Likely Source(s)/Target Audience(s) | SWMP Program Addressing Target Pollutant(s)/Audience(s) |
|----------------------|---|--|
| Fertilizer | Residents, Businesses | Public Education & Outreach |
| Household Chemicals | Residents | Public Education & Outreach |
| Pet Waste | Residents | Public Education & Outreach |
| Illicit Discharges | Businesses, Residents, Municipal Operations | Public Education & Outreach, Illicit Discharge Detection and Elimination, Pollution Prevention and Good Housekeeping |
| Used Oil | Residents, Businesses | Public education & Outreach, Illicit Discharge Detection and Elimination |
| Yard Waste | Residents, Landscaping Businesses | Public education & Outreach, Illicit Discharge Detection and Elimination |
| Fats, Oil and Grease | Restaurants | Public education & Outreach, Illicit Discharge Detection and Elimination |
| Litter | Residents, Businesses, Schools | Public Education & Outreach, Public Involvement & Participation |

PART 4: STORMWATER MANAGEMENT PROGRAM ADMINISTRATION

4.1 Organizational Structure

The Town of Hillsborough’s NPDES Phase II stormwater program is implemented through the Stormwater and Environmental Services Division within the Community Services Department. The Stormwater and Environmental Services Manager is responsible for the day-to-day implementation of the program. The Stormwater and Environmental Services Division also includes two dedicated staff, Stormwater Program Coordinator and Stormwater Technician.

The Public Works Division is responsible for maintenance and operation of the town’s MS4, including implementation of portions of minimum control measure #6. Currently one FTE within the Public Works Division is funded by the town’s stormwater program. The following organizational chart details the Community Services Department and highlights the town’s stormwater staff and Table 8 provides a list of SWMP components and responsible positions.

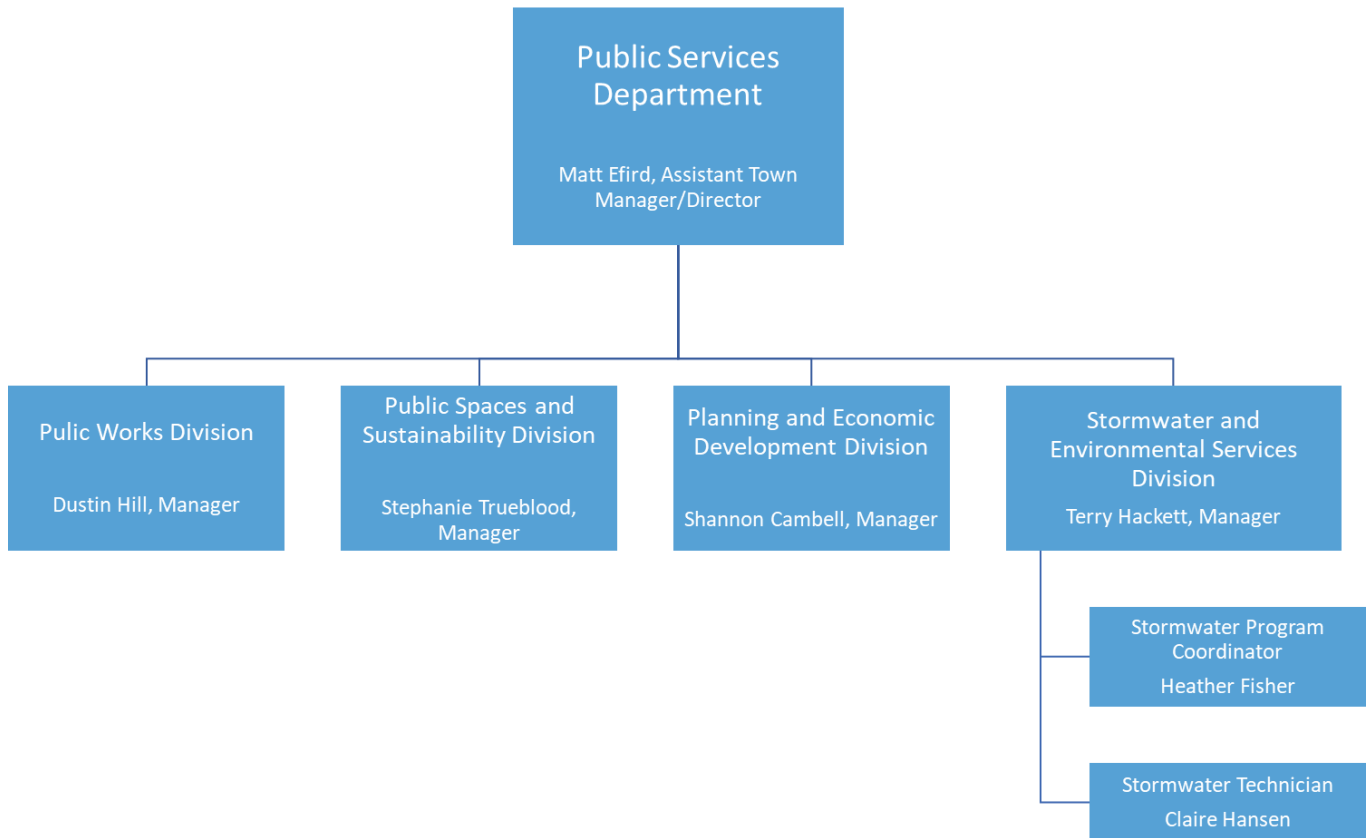


Table 8: Summary of Responsible Parties

| SWMP Component | Responsible Position | Staff Name | Department |
|---|---|-------------------|--|
| Stormwater Program Administration | Stormwater and Environmental Services Manager | Terry Hackett | Community Services |
| SWMP Management | Stormwater and Environmental Services Manager | Terry Hackett | Community Services |
| Public Education & Outreach | Stormwater Program Coordinator | Heather Fisher | Community Services |
| Public Involvement & Participation | Stormwater Program Coordinator | Heather Fisher | Community Services |
| Illicit Discharge Detection & Elimination | Stormwater Technician | Claire Hansen | Community Services |
| Construction Site Runoff Control | Erosion Control and Stormwater Supervisor | Steve Kaltenbach | Orange County Planning and Inspections |
| Post-Construction Stormwater Management | Stormwater Program Coordinator | Heather Fisher | Community Services |
| Pollution Prevention/Good Housekeeping for Municipal Operations | Stormwater Technician | Claire Hansen | Community Services |
| Municipal Facilities Operation & Maintenance Program | Facilities Coordinator | Rod Jones | Community Services |
| Spill Response Program | Safety & Risk Officer | David Moore | Administrative Services |
| MS4 Operation & Maintenance Program | Public Works Manager | Dustin Hill | Community Services |
| Municipal SCM Operation & Maintenance Program | Public Works Manager | Dustin Hill | Community Services |

| | | | |
|--|------------------------------|--------------|-------------------------|
| Pesticide, Herbicide & Fertilizer Management Program | Public Works Manager | Dustin Hill | Community Services |
| Vehicle & Equipment Cleaning Program | Fleet Maintenance Supervisor | David Wisely | Administrative Services |
| Pavement Management Program | Public Works Manager | Dustin Hill | Community Services |
| Total Maximum Daily Load (TMDL) Requirements | n/a | n/a | n/a |

4.2 Program Funding and Budget

In accordance with the issued permit, the Town of Hillsborough shall maintain adequate funding and staffing to implement and manage the provisions of the SWMP and comply with the requirements of the NPDES MS4 Permit. The budget includes the permit administering and compliance fee, which is billed by the Division annually.

The Town of Hillsborough Stormwater Management Program is funded through a stormwater management utility fee. Currently residential properties are charged a flat fee of \$75/annually. Non-residential properties are billed using a tiered flat rate based on impervious surface. Currently, three positions are funded in the town’s Stormwater and Environmental Services Division that oversee and implement the town’s stormwater management program. Two positions are also funded in the Public Works Division and assist with operation and maintenance of the town’s MS4 infrastructure.

For the fiscal year beginning July 1, 2023 and ending June 30, 2024 (FY24), the approved stormwater program management operating budget is \$999,279. It is estimated that the following revenues will be available in the Stormwater Fund for FY24:

- Licenses, Permits, and Fees \$716,100
 - Retained Earnings Appropriated \$283,179
- Total \$999,279

4.3 Shared Responsibility

The Town of Hillsborough will share the responsibility to implement the following minimum control measures, which are at least as stringent as the corresponding NPDES MS4 Permit requirement. The Town of Hillsborough remains responsible for compliance if the other entity fails to perform the permit obligation and may be subject to enforcement action if neither the Town of Hillsborough nor the other entity fully performs the permit obligation. Table 9 below summarizes who will be implementing the component, what the component program is called, the specific SWMP BMP or permit requirement that

is being met by the shared responsibility, and whether or not a legal agreement to share responsibility is in place.

Table 9: Shared Responsibilities

| SWMP BMP or Permit Requirement | Implementing Entity & Program Name | Legal Agreement (Y/N) |
|--------------------------------|--|-----------------------|
| Permit Section 3.2.2 & 3.2.4 | Clean Water Education Partnership (CWEP) | Y |
| Permit Section 3.5 | Orange County Erosion Control Program | Y |

4.4 Co-Permittees

There are no other entities applying for co-permittee status under the NPDES MS4 permit number NCS000466 for the Town of Hillsborough. Table 10 summarizes contact information for each co-permittee.

Table 10: Co-Permittee Contact Information

| Co-Permittee MS4 Name | Contact Person | Phone & E-Mail | Interlocal Agreement (Y/N) |
|-----------------------|----------------|----------------|----------------------------|
| N/A | | | |

4.5 Measurable Goals for Program Administration

The Town of Hillsborough will manage and report the following Best Management Practices (BMPs) for the administration of the Stormwater Management Program.

| Table 11: Program Administration BMPs | | | | |
|---------------------------------------|---|--|-----------------------------------|-------------------------|
| Permit Ref. | 2.1.2 Program Implementation Measures to evaluate the performance and effectiveness of the SWMP program components at least annually. Results shall be used by the permittee to modify the program components as necessary to accomplish the intent of the Stormwater Program. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 1. | Annual Self-Assessment | | | |
| | Evaluate the performance and effectiveness of the program components at least annually. Results shall be used to modify the program components as necessary to accomplish the intent of the Stormwater Program. | 1. Prepare, conduct and document an annual evaluation of the program components. | 1. Annually Permit Years 1 – 5 | 1. Yes/No |

Table 11: Program Administration BMPs

| Permit Ref. | 1.6: Permit Renewal Application Measures to submit a permit renewal application no later than 180 days prior to the expiration date of the NPDES MS4 permit. | | | |
|--|---|--|---|-------------------------|
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 2. | Permit Renewal Application | | | |
| | Submit a permit renewal application and Draft SWMP no later than 180 prior to permit expiration. | 1. Draft SWMP applicable to the proceeding 5 years following permit re-issuance. | 1. Permit Year 5 | 1. Yes/No |
| 2. Certify the stormwater permit renewal application (Permit renewal application form and Draft SWMP for the next 5-year permit cycle) and submit to NCDEQ at least 180 days prior to permit expiration. | | 2. Permit Year 5 | 2. Date of permit renewal application submittal | |
| Permit Ref. | 2.1.1: Adequate Funding and Staffing Ref. The permittee shall maintain adequate funding and staffing to implement and manage the provisions of the SWMP and meet all requirements of this permit. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 3. | Adequate Funding and Staffing | | | |
| | Permittee shall maintain adequate funding and staffing to meet all the permit requirements. | 1. Evaluate funding and staffing needs annually as part of the town’s budgeting process in order to maintain an adequate program to satisfy permit requirements. | 1. Permit Years 1-5 | 1. Yes/No |
| Permit Ref. | | 2.2.2 Written Procedures The Permittee shall maintain written procedures for implementing the six minimum control measures. | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 4. | Create and/or update written program plans for all 6 minimum control measures. Plans will be reviewed and | 1. Create a written Public Education and Outreach Program plan. | 1. Permit Year 1 | 1. Yes/No/Status |

Table 11: Program Administration BMPs

| | | | | |
|--------------------|--|--|--|---|
| | updated accordingly when program components need to be modified. | 2. Create a written Public Involvement and Participation Program Plan. | 2. Permit Year 1 | 2. Yes/No/Status |
| | | 3. Review existing IDDE, operation & maintenance, pollution prevention, public education and public involvement plans annually and update accordingly. | 3. Permit Years 1-5 | 3. Yes/No |
| Permit Ref. | 2.1.7, 3.2.3 and 3.6.5(c): Web Site Measures to provide a web site designed to convey the program’s message(s) and provide online materials including ordinances, or other regulatory mechanisms, or a list identifying the ordinances or other regulatory mechanisms, providing the legal authority necessary to implement and enforce the requirements of the permit and SWMP. The web page shall also provide developers with all relevant post-construction requirements, design standards, checklists and/or other materials. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 5. | Informational Website | | | |
| | Continue to maintain the stormwater web pages with information on relevant ordinances, post-construction requirements, design standards, pollution prevention, education and involvement, and other relevant stormwater information on the Town’s official website. | 1. Maintain web pages. | 1. Annually, Permit Years 1-5 | 1. Yes/No |
| | | 2. Monitor engagement. | 2. Annually, Permit Years 1-5 | 2. Number of web stormwater web page visits |
| 6. | Social Media Coverage | | | |
| | Continue to distribute information on pollution prevention, green infrastructure and general stormwater management and related issues on the Town’s stormwater division social media accounts | 1. Choose a target pollutant, green infrastructure or general stormwater information to share. | 1. Weekly, Permit Years 1-5 | 1. Yes/No |
| | | 2. Share posts via social media accounts | 2. Weekly, Permit Years 1-5 | 2. Number of posts |

| Permit Ref. | 3.2.5 and 3.31: Stormwater Hotline and Public Input Measures for a stormwater hotline/helpline for the purpose of public education and outreach. Mechanisms for public involvement that provide for input on stormwater issues and the stormwater program. | | | |
|-------------|--|--|------------------------------------|---|
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 7. | Stormwater Infoline | | | |
| | Continue maintaining a stormwater Infoline that allows citizens to ask stormwater questions, report stormwater issues and request educational programming. The Infoline is advertised on the stormwater web pages. | 1. Promote and maintain a phone number and stormwater specific email address for the public to provide input on the town's stormwater program, request public education and outreach, programs and to report stormwater issues and concerns. | 1. Annually, Permit Years 1-5 | 1. Yes/No |
| | Maintain a stormwater Infoline and stormwater specific email address for citizens to report stormwater concerns or provide input to the town's stormwater program. | 2. Continue to publicize the Infoline and stormwater email in materials developed for the stormwater program and on the stormwater web pages. | 2. Annually, Permit Years 1-5 | 2. Yes/No |
| | | 3. Continue tracking the number of calls/emails, types of requests and input received. | 3. Annually, Permit Years 1-5 | 3. Number of Infoline calls/emails received and types of requests and input received. |
| 8. | Stormwater Public Meetings | | | |
| | Provide opportunities for the general public to give input on the town's stormwater program. | 1. At least once annually, provide an update on the stormwater program to the town board at a town board meeting or workshop that is open to the public. Advertise the meeting and encourage the public to attend and provide input. | 1. Once annually, permit years 1-5 | 1. Yes/No |

PART 5: PUBLIC EDUCATION AND OUTREACH PROGRAM

The Town of Hillsborough will implement a Public Education and Outreach Program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and steps the public can take to reduce pollutants in storm water runoff.

The target audiences and identified pollutants listed in Part 3.9 of this SWMP, which will be addressed by the Public Education and Outreach Program, are summarized in Table 12 below. In addition, the Town of Hillsborough is required to inform businesses and the general public of the hazards associated with illicit discharges, illegal dumping and improper disposal of waste.

Table 12: Summary of Target Pollutants & Audiences

| Target Pollutants/Sources | Target Audience(s) |
|----------------------------|---|
| Fertilizer | Residents, Business |
| Household Chemicals | Residents |
| Pet Waste | Residents |
| Used Oil | Residents, Businesses |
| Yard Waste | Residents, Landscaping Businesses |
| Fats, Oil and Grease | Restaurants |
| Litter | General Public, Businesses, Schools |
| Illicit Discharges | General Public, Businesses, Municipal Employees |
| Illegal Dumping | General Public, Businesses, Municipal Employees |
| Improper Disposal of Waste | General Public, Businesses, Municipal Employees |

The Town of Hillsborough will manage, implement and report the following public education and outreach BMPs.

| Table 13: Public Education and Outreach BMPs | | | | |
|--|--|---|--|--|
| Permit Ref. | 3.2.2 and 3.2.4: Outreach to Targeted Audiences Measures to identify the specific elements and implementation of a Public Education and Outreach Program to share educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and how the public can reduce pollutants in stormwater runoff. The permittee shall provide educational information to identified target audiences on pollutants/sources identified in table 12 above, and shall document the extent of exposure of each media, event or activity, including those elements implemented locally or through a cooperative agreement. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 9. | Partnership with Clean Water Education Partnership (CWEP) | | | |
| | Continue to engage with CWEP on education and outreach efforts. Outreach mechanisms include | 1. Review/Renew legal agreement with CWEP | 1. Permit Year 1 (as required in Permit Years 2-5) | 1. Yes/No/Status |

Table 13: Public Education and Outreach BMPs

| | | | | |
|------------|--|---|-------------------------------|--|
| | television, movie, online, and radio ads, newspaper and print ads, handouts, promotional items, annual targeted pollutant outreach, and events. | 2. Monitor CWEP activities to ensure partnership commitments are met, specifically with media programming including approximately 12 weeks of digital pre-roll video PSAs and 8 weeks of television, radio, social media and/or digital PSAs across various target audiences. | 2. Annually, Permit Years 1-5 | 2. Report number and types of programming and total audience reached |
| 10. | Town-Sponsored Activities | | | |
| | Conduct at least one activity or for a target audience that discusses pollution prevention for target pollutants, use of green infrastructure and/or general stormwater management. Examples of activities include, but are not limited to, presentations, walking tours, canvassing campaigns, education/outreach at volunteer events, and targeted videos. Target audiences include local businesses, HOAs and other civic groups. | 1. Select a target audience and develop or identify at least one activity to provide education information on target pollutants. | 1. Annually, Permit Years 1-5 | 1. Yes/No/Status |
| | | 2. Provide the activity to the selected target audiences. | 2. Annually, Permit Years 1-5 | 2. Contact hours or number of people reached |
| 11. | Public Events | | | |
| | Continue to distribute information on pollution prevention, green infrastructure and general stormwater management and related issues during at least one public event or festival annually. | 1. Develop or identify one interactive activity at the event that addresses target pollutant(s), green infrastructure or general stormwater education. | 1. Annually, Permit Years 1-5 | 1. Yes/No/Status |
| | | 2. Staff an event/festival and perform the activity. | 2. Annually, Permit Years 1-5 | 2. Number of contact hours |
| 12. | School Events | | | |
| | Continue participating in at least one school (or school aged children) event annually to provide an activity and present and/or distribute information on pollution prevention and/or general stormwater education. | 1. Develop or identify one interactive activity at the school event that addresses target pollutant(s) or general stormwater education. | 1. Annually, Permit Years 1-5 | 1. Yes/No/Status |
| | | 2. Staff an event/festival and perform the activity. | 2. Annually, Permit Years 1-5 | 2. Number of contact hours |

PART 6: PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM

This SWMP identifies the minimum elements and implementation of a Public Involvement and Participation Program that complies with applicable State, Tribal and local public notice requirements. The Town of Hillsborough will manage, implement and report the following public involvement and participation BMPs.

| Table 14: Public Involvement and Participation BMPs | | | | |
|--|---|--|---|--------------------------------|
| Permit Ref. | 3.3.2: Volunteer Opportunities Measures to provide volunteer opportunities designed to promote ongoing citizen participation. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 13. | Town-Sponsored Volunteer Opportunities | | | |
| | Continue to plan and implement at least one town-sponsored volunteer opportunity annually. This includes but is not limited to litter/stream cleanups, volunteer monitoring, invasive plant removal, planting rain gardens, riparian buffer plantings, etc. | 1. Develop or identify at least one volunteer activity that addresses a target pollutant or pollutants. | 1. Annually, for Permit Years 1-5 | 1. Yes/No/Status |
| 2. Coordinate and host the activity. | | 2. Annually, for Permit Years 1-5 | 2. Type of event, number of participants, waste removed in pounds, area planted, etc. | |
| 14. | Creek Week | | | |
| | Plan and promote at least one volunteer activity as part of the local and/or regional Creek Week celebration. | 1. Develop or identify at least one Creek Week activity that addresses a target pollutant or pollutants. | 1. Annually, for Permit Years 1-5 | 1. Yes/No/Status |
| 2. Coordinate and host the activity. | | 2. Annually, for Permit Years 1-5 | 2. Type of event, number of participants | |

PART 7: ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

The Town of Hillsborough will develop, manage, implement, document, report and enforce an Illicit Discharge Detection and Elimination Program which shall, at a minimum, include the following illicit discharge detection and elimination BMPs.

| Table 15: Illicit Discharge Detection and Elimination BMPs | | | | |
|---|--|---|------------------------------------|--|
| Permit Ref. | 3.4.1: MS4 Map Measures to develop, update and maintain a municipal storm sewer system map including stormwater conveyances, flow direction, major outfalls and waters of the United States receiving stormwater discharges. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 15. | Updates to the MS4 Map | | | |
| | Maintain the MS4 map with information including stormwater conveyances, outfalls, flow direction, and receiving waters. Update the map annually with newly identified or constructed stormwater infrastructure | 1. Review current MS4 mapping and update with as-built information, for areas not previously mapped. | 1. Permit Year 1 | 1. Yes/No/Status |
| | | 2. Review current MS4 mapping and add flow direction if missing. Target is 20% of existing mapping annually. | 2. Permit Years 1-5 | 2. Yes/No/Status |
| | | 3. Add new conveyances/outfalls to the MS4 map as they are located or constructed. | 3. Permit Years 1-5. | 3. Number of new outfalls added |
| 16. | Updates to Major Outfalls | | | |
| | Review currently mapped outfalls to determine status; update outfall status as major, minor or not an outfall. | 1. Review currently mapped outfalls to determine outfall status | 1. Permit Year 1-2 | 1. Yes/No/Status |
| | | 2. Update outfall status in MS4 map. | 2. Permit Year 1-2 | 2. Total number of major outfalls mapped |
| | | 3. Modify IDDE dry weather screening form to include major outfall condition. | 3. Permit Year 1 | 3. Yes/No |
| | | 4. Update condition of major outfalls in MS4 map. Target all major outfalls annually and other mapped outfalls at least once during the permit cycle. | 4. Permit Year 1-5 | 4. Number of major outfalls updated |

Table 15: Illicit Discharge Detection and Elimination BMPs

| Permit Ref. | 3.4.2: Regulatory Mechanism Measures to provide an IDDE ordinance or other regulatory mechanism that provides legal authority to prohibit, detect, and eliminate illicit connections and discharges, illegal dumping and spills into the MS4, including enforcement procedures and actions. | | | |
|-------------|---|--|----------------------------------|------------------------------|
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 17. | Maintain Adequate Legal Authority | | | |
| | Ensure the continued applicability, accuracy and legal standing of the IDDE provision in the town’s Code of Ordinances (Chapter 11, Article V). | 1. Evaluate the IDDE Ordinance and revise as necessary. | Permit Year 1 | 1. Yes/No/Status |
| Permit Ref. | 3.4.3: IDDE Plan Measures to maintain and implement a written IDDE Plan to detect and address illicit discharges, illegal dumping and any non-stormwater discharges identified as significant contributors of pollutants to the MS4. The plan shall provide standard procedures and documentation to: a) Locate priority areas likely to have illicit discharges, b) Conduct routine dry weather outfall inspections, c) Identify illicit discharges and trace sources, d) Eliminate the source(s) of an illicit discharge, and e) Evaluate and assess the IDDE Program. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 18. | Maintain IDDE Plan | | | |
| | Maintain a written IDDE plan to detect and address illicit discharges, illegal dumping and non-stormwater dischargers identified as significant pollutants to the MS4, including provisions for program assessment and evaluation. | 1. Maintain and implement the written IDDE plan. Once annually conduct review of IDDE plan, standard documentation, forms and SOPs; make changes as necessary. | 1. Annually, Permit Years 1-5 | 1. Yes/No/Status |

Table 15: Illicit Discharge Detection and Elimination BMPs

| BMP No. | A | B | C | D |
|--------------------|--|---|-----------------------------|---|
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 19. | Dry Weather Outfall Screenings | | | |
| | In accordance with the town’s IDDE plan, conduct and track dry weather outfall screenings to proactively identify illicit discharges and connections. | 1. Conduct dry weather screenings of all major outfalls annually; conduct dry weather screenings of other mapped outfalls at least once during the permit cycle. | 1. Permit Years 1-5 | 1. Number of major outfalls inspected; number of other mapped outfalls inspected |
| Permit Ref. | 3.4.4: IDDE Tracking Measures for tracking and documenting the date(s) an illicit discharge, illicit connection or illegal dumping was observed, the results of the investigation, any follow-up of the investigation, the date the investigation was closed, the issuance of enforcement actions, and the ability to identify chronic violators. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 20. | IDDE Tracking Database | | | |
| | Maintain existing IDDE tracking database to document dry weather screenings and incident investigations. | 1. Track IDDE dry weather screenings and document the date of the screening, condition of the outfall, results of the screening, follow-up investigations, and enforcement actions. | 1. Permit Years 1-5 | 1. Number of NOVs issued; Number of NOVs closed; Number of further enforcement actions. |
| | | 2. Track IDDE incident investigations and document the date(s) observed, results of investigation, follow-up required, enforcement actions, and date investigation closed. | 2. Permit Years 1-5 | 2. Number of NOVs issued; Number of NOVs closed; Number of further enforcement actions |
| Permit Ref. | 3.4.5: Staff IDDE Training Measures to provide training for municipal staff and contractors who, as part of their normal job responsibilities, may observe an illicit discharge, illicit connection, illegal dumping or spills. Training shall include how to identify and report illicit discharges, illicit connections, illegal dumping and spills. Each staff training event shall be documented, including the agenda/materials, date, and number of staff participating. | | | |

Table 15: Illicit Discharge Detection and Elimination BMPs

| BMP No. | A | B | C | D |
|--------------------|--|---|-----------------------------|--|
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 21. | Staff IDDE Training | | | |
| | Provide training to educate town staff about indicators of potential illicit discharges, illicit connections, illegal dumping, and how to report potential incidents. | 1. Review and update existing IDDE training materials/presentation for both virtual and in-person training. Incorporate virtual IDDE training into town's onboarding process for new employees. | 1. Permit Year 1 | 1. Yes/No/Status |
| | | 2. Schedule and conduct in-person IDDE training for existing staff at least once during permit cycle. | 2. Permit Year 1 | 2. Yes/No/Status; number of employees trained |
| Permit Ref. | 3.4.6: IDDE Reporting Measures for the public and staff to report illicit discharges, illegal dumping and spills. The mechanism shall be publicized to facilitate reporting and shall be managed to provide rapid response by appropriately trained personnel. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 22. | Infoline | | | |
| | Maintain and publicize a stormwater Infoline and stormwater specific email address for community members to report potential illicit discharges, illicit connections, illegal dumping, and spills. | 1. Maintain a phone number and stormwater specific email address for the community to report IDDE concerns. | 1. Permit Years 1-5 | 1. Yes/No |
| | | 2. Publicize the Infoline and stormwater email on the town's web site and related IDDE print materials.. | 2. Permit Years 1-5 | 2. Yes/No; number of IDDE complaints received. |

PART 8: CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

In accordance with 15A NCAC 02H .0153, the Town of Hillsborough relies upon the North Carolina Sedimentation Pollution Control Act (SPCA) of 1973 as a qualifying alternative program to meet a portion of the NPDES MS4 Permit requirements for construction site runoff control measures. The SPCA requirements include reducing pollutants in stormwater runoff from construction activities that result in land disturbance of greater than or equal to one acre, and includes any construction activity that is part of a larger common plan of development that would disturb one acre or more. The state SPCA Program is either delegated to a city/town, delegated to a county, or implemented by NCDEQ in non-delegated areas.

Table 16: Qualifying Alternative Program Components for Construction Site Runoff Control Program

| Permit Reference | State or Local Program Name | Legal Authority | Implementing Entity |
|------------------|---|--|---------------------|
| 3.5.1 - 3.5.4 | Orange County Erosion Control Delegated SPCA Program* | 15A NCAC Chapter 04, NCDEQ Approved Delegation, Interlocal Agreement/Joint Resolution, Local Ordinance | Orange County |

* The local delegated SPCA Program ordinance(s)/regulatory mechanism(s) can be found at:

<https://www.orangecountync.gov/3054/Erosion-Control-and-Stormwater-Management>

The Town of Hillsborough also implements the following BMPs to meet NPDES MS4 Permit requirements.

| Table 17: Construction Site Runoff Control BMPs | | | | |
|---|---|---|-----------------------------|-------------------------|
| Permit Ref. | 3.5.1: Regulatory Mechanism | | | |
| | Provide an ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under State, Tribal or local law. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 23. | Interlocal Agreement | | | |
| | Review, update and approve an interlocal agreement for Orange County to implement and enforce Construction Site Runoff Controls within the town planning jurisdiction. | 1. Review existing interlocal agreement and update as appropriate. | 1. Permit Year 1. | 1. Yes/No/Status |
| | | 2. Approve updated interlocal agreement by Orange County and Town of Hillsborough Board of Commissioners. | 1. Permit Year 1 | 1. Yes/No/Status. |

Table 17: Construction Site Runoff Control BMPs

| Permit Ref. | 3.5.6: Public Input Measures to provide and promote a means for the public to notify the appropriate authorities of observed erosion and sedimentation problems. | | | |
|-------------|---|---|----------------------------------|------------------------------|
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 24. | Municipal Staff Training | | | |
| | Train municipal staff who receive calls from the public on the protocols for referral and tracking of construction site runoff control complaints. | 1. Train municipal staff on proper handling of construction site runoff control complaints. | 1. Annually Permit Years 1-5 | 1. Number of staff trained |
| 25. | Infoline | | | |
| | Maintain and publicize a stormwater Infoline and stormwater specific email address for community members to report observed erosion and sedimentation problems associated with construction sites. | 1. Maintain a phone number and stormwater specific email address for the community to report construction site runoff concerns. | 1. Permit Years 1-5 | 1. Yes/No |
| | | 2. Publicize Infoline and stormwater email on developed materials and on the town's web site. | 2. Permit Years 1-5 | 2. Yes/No |
| Permit Ref. | 3.5.5: Waste Management Measures to require construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impact to water quality. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 26. | Maintain Adequate Legal Authority | | | |
| | Ensure that the town and/or Orange County has authority to enforce waste management requirements for applicable construction site. | 1. Evaluate town and Orange County ordinances and revise as necessary. | Permit Year 1 | 1. Yes/No/Status |
| 27. | Contractor Education | | | |
| | Communicate waste management requirements to construction site operators. | 1. Develop fact sheet to share at preconstruction meetings. | 1. Permit Year 2 | 1. Yes/No/Status. |
| | | 2. Add fact sheet to town's web site. | 2. Permit Year 2 | 2. Yes/No/Status. |

PART 9: POST-CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

This SWMP identifies the minimum elements to develop, implement and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that are located within the Town of Hillsborough and discharge into the MS4. These elements are designed to minimize water quality impacts utilizing a combination of structural Stormwater Control Measures (SCMs) and/or non-structural BMPs appropriate for the community and ensure adequate long-term operation and maintenance of SCMs.

In accordance with 15A NCAC 02H .0153 and .1017, the Town of Hillsborough implements the following State post-construction program requirements, which satisfy the NPDES Phase II MS4 post-construction site runoff control requirements as Qualifying Alternative Programs (QAPs) in the MS4 area(s) where they are implemented.

Table 18: Qualifying Alternative Program(s) for Post-Construction Site Runoff Control Program

| State QAP Name | State Requirements | Local Ordinance / Regulatory Mechanism Reference |
|--|--------------------|---|
| Falls Reservoir Water Supply Nutrient Strategy: Stormwater Management for New Development* | 15A NCAC 02B .0277 | Town of Hillsborough’s Unified Development Ordinance, <i>Section 6.20 Stormwater Management</i> |
| Neuse River Basin: Nutrient Sensitive Waters (NSW) Management Strategy: Protection and Maintenance of Existing Riparian Buffers* | 15A NCAC 02B .0714 | Town of Hillsborough’s Unified Development Ordinance, <i>Section 6.20.16 Riparian Buffers</i> |

*QAP covers the Town of Hillsborough’s entire MS4 area.

Table 19: Summary of Existing Post-Construction Program Elements does not apply since the QAP listed above covers the entire Town of Hillsborough’s jurisdictional area.

| Table 20: Post Construction Site Runoff Control BMPs | | | | |
|--|---|---|----------------------------------|---|
| Permit Ref. | 3.6.5(a), 3.6.5(b), and 4.1.3: Minimum Post-Construction Reporting Requirements | | | |
| | Measures to document activities over the course of the fiscal year (July 1 – June 30) including appropriate information to accurately describe progress, status, and results. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 28. | Standard Reporting | | | |
| | Implement standardized tracking, documentation, inspections and reporting mechanisms to compile appropriate data for the annual self- | 1. Track number of low density and high density plan reviews performed. | 1. Continuously Permit Years 1-5 | 1. Number of plan reviews performed for low density and high density. |

Table 20: Post Construction Site Runoff Control BMPs

| | | | | |
|---|--|--|------------------------------------|---|
| | assessment process. Data shall be provided for each Post-Construction/Qualifying Alternative Program being implemented as listed in Tables 18 and 19. | 2. Track number of low density and high density plans approved. | 2. Continuously Permit Years 1-5 | 2. Number of plan approvals issued for low density and high density. |
| | | 3. Maintain a current inventory of low density projects and constructed SCMs including SCM type or low density acreage, location and last inspection date. | 3. Continuously Permit Years 1-5 | 3. Summary of number and type of SCMs added to the inventory; and number and acreage of low density projects constructed. |
| | | 4. Track number of SCM inspections performed. | 4. Continuously Permit Years 1-5 | 4. Number of SCM inspections. |
| | | 5. Track number of low density inspections performed. | 5. Continuously Permit Years 1-5 | 5. Number of low density projects inspected. |
| | | 6. Track number and type of enforcement actions taken. | 6. Continuously Permit Years 1-5 | 6. Number of enforcement actions issued. |
| Permit Ref. | 2.3 and 3.6: Qualifying Alternative Program(s) Measures to develop, implement and enforce additional BMPs in order to comply with the QAP state program requirements. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| The QAP requirements are fully met by the existing QAP for post-construction, see references provided in Table 18. The Town of Hillsborough implements one QAP for the entire MS4 permit area. | | | | |
| Permit Ref. | 3.6.2: Legal Authority Measures to maintain adequate legal authorities through ordinance or other regulatory mechanism to: (a) review designs and proposals for new development and redevelopment to determine whether adequate stormwater control measures will be installed, implemented, and maintained, (b) request information such as stormwater plans, inspection reports, monitoring results, and other information deemed necessary to evaluate compliance with the Post-Construction Stormwater Management Program, and (c) enter private property for the purpose of inspecting at reasonable times any facilities, equipment, practices, or operations related to stormwater discharges to determine whether there is compliance with the Post-Construction Stormwater Management Program. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| This permit requirement is fully met by the existing QAP for post-construction program, see reference provided in Table 18. The Town of Hillsborough implements one QAP for the entire MS4 permit area. | | | | |

Table 20: Post Construction Site Runoff Control BMPs

| | | | | |
|---|---|---------------------------|------------------------------------|--------------------------------|
| Permit Ref. | 3.6.3: Plan Review and Approval Measures to maintain plan review and approval authority, standards and procedures to: (a) Require Federal, State, and local government projects to comply with Post-Construction Program requirements throughout the entire MS4 permitted area, unless the entity is subject to its own NPDES MS4 permit or a qualifying alternative program, (b) Conduct site plan reviews of all new development and redeveloped sites that disturb greater than or equal to one acre, and sites that disturb less than one acre that are part of a larger common plan of development or sale for compliance with 15A NCAC 02H .1017 and the qualifying alternative programs that apply within your jurisdiction, (c) Ensure that each project has an Operation and Maintenance Agreement that complies with 15A NCAC 02H .1050(12), (d) Ensure that each project has an Operation and Maintenance Plan that complies with 15A NCAC 02H .1050(13), (e) Ensure that each project has recorded deed restrictions and protective covenants, that require the project to be maintained consistent with approved plans, and (f) Ensure that each SCM and associated maintenance accesses be protected in a permanent recorded easement per 15A NCAC 02H 1050 (9) and (10). | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| This permit requirement is fully met by the existing QAP for post-construction program, see reference provided in Table 18. The Town of Hillsborough implements one QAP for the entire MS4 permit area. | | | | |
| Permit Ref. | 3.6.4: Inspections and Enforcement Measures to maintain inspection and enforcement authority, standards and procedures to: (a) Conduct post-construction inspections prior to issuing a Certificate of Occupancy or a Temporary Certificate of Occupancy. Alternatively, the project owner may provide a surety bond to guarantee compliance with the approved plan(s), (b) Ensure that the project has been constructed in accordance with the approved plan(s), (c) Ensure annual inspection of each permitted SCM to ensure compliance with the approved Operation and Maintenance Agreement, (d) Ensure inspection of low density projects at least once during the permit term, and (e) Require that inspections be conducted by a qualified professional | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| This permit requirement is fully met by the existing QAP for post-construction program, see reference provided in Table 18. The Town of Hillsborough implements one QAP for the entire MS4 permit area. | | | | |
| Permit Ref. | 3.6.6: Fecal Coliform Reduction Measures to control, to the maximum extent practicable, sources of fecal coliform per 15A NCAC 02H .1017(7). At a minimum, the program shall include: (a) A pet waste management component, which may be achieved by revising an existing litter ordinance, and (b) An on-site domestic wastewater treatment system component, if applicable, which may be coordinated with local county health department, to ensure proper operation and maintenance of such systems. | | | |

Table 20: Post Construction Site Runoff Control BMPs

| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
|---------|---|--|----------------------------------|--|
| 29. | Revisions to Code of Ordinances | | | |
| | Revise existing ordinance to add controls of fecal coliform from pet waste. | 1. Revise code to add controls of fecal coliform from pet waste. | 1. Permit year 2 | 1. Report code reference and date adopted. |
| 30. | Orange County On-Site Wastewater Treatment | | | |
| | Coordinate with Orange County Environmental Health to provide outreach and education of proper operation and maintenance of on-site domestic wastewater treatment (OSDWT) | 1. Coordinate with Orange County Environmental Health to determine the number of OSDWT sites in town limits. | 1. Permit year 2 | 1. Number of sites identified. |
| | | 2. Distribute educational materials to OSDWT owners in the town. | 2. Permit year 2-5 | 3. Number of materials distributed |

PART 10: POLLUTION PREVENTION AND GOOD HOUSEKEEPING PROGRAMS

This SWMP provides a comprehensive pollution prevention and good housekeeping strategy for the Town of Hillsborough municipal facilities and operations. Pollution prevention and good housekeeping is accomplished through the implementation of seven required programs, which collectively address the ultimate goal of preventing or reducing pollutant runoff from municipal operations such as parks and open space maintenance, fleet and building maintenance, new construction and land disturbances, and municipal storm sewer system maintenance.

Pollution prevention and good housekeeping for municipal operations includes the following programs:

1. Municipal Facilities Operation and Maintenance Program
2. Spill Response Program
3. MS4 Operation and Maintenance Program
4. Municipal SCM Operation and Maintenance Program
5. Pesticide, Herbicide and Fertilizer Management Program
6. Vehicle and Equipment Maintenance Program
7. Pavement Management Program

The Town of Hillsborough will manage, implement and report the pollution prevention and good housekeeping BMPs as specified in Table 21 below for each required program.

| Table 21: Pollution Prevention and Good Housekeeping BMPs | | | | |
|--|---|--|---|---|
| Permit Ref. | 3.7.1: Municipal Facilities Operation and Maintenance Program Measures to manage facilities that are owned and operated by the permittee and have the potential for generating polluted stormwater runoff. The permittee shall maintain a current inventory of municipal facilities; perform facility inspections and routine maintenance; establish specific frequencies, schedules, and standard documentation; provide staff training on general stormwater awareness and implementing pollution prevention and good housekeeping practices. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 31. | Facility Mapping | | | |
| | Maintain a current inventory of municipal facilities. | 1. Review existing facility inventory and ensure all current town-owned properties are listed; update inventory and map if necessary. 2. Review list of town-owned facilities annually and update inspection priority based on pollution potential. | 1. Permit Year 1 2. Permit Years 1-5 | 1. Yes/No/ Number of facilities added 2. Yes/No |

Table 21: Pollution Prevention and Good Housekeeping BMPs

| | | | | |
|--------------------|--|--|---|------------------------------------|
| 32. | Facility Inspection | | | |
| | Conduct facility inspections in accordance with the town’s written pollution prevention plan that has established frequencies, schedules and standard documentation requirements. | 1. Inspect facilities with pollution potential at least once annually. | 1. Permit Years 1-5 | 1. Number of facilities inspected. |
| | | 2. Inspect facilities with low pollution potential at least once during permit cycle. | 2. Permit Years 1-5, at least once during permit cycle. | 5. Number of facilities inspected. |
| 33. | Staff Pollution Prevention Training | | | |
| | Review and update pollution prevention/good housekeeping training materials/presentation for town employees. | 1. Review and update existing pollution prevention/good housekeeping training materials/presentation. Incorporate virtual training into town’s onboarding process for new employees. | 1. Permit Year 1 | 1. Yes/No/Status |
| | | 2. Schedule and conduct in-person pollution prevention training for existing staff at least once during permit cycle. | 2. Permit Year 1 | 2. Number of staff trained |
| Permit Ref. | 3.7.2: Spill Response Program Measures for facilities and operations that store and/or use materials that have the potential to contaminate stormwater runoff if spilled. The permittee shall maintain written spill response procedures and train staff on spill response procedures. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 34. | Spill Response Plan and Procedures | | | |
| | Maintain and implement spill response procedures as part of the town’s SPCC Plan for town-owned facilities that store and/or use materials with the potential to spill and contaminate runoff. | 1. Continue to keep SPCC plan updated and located at appropriate locations. | 1. Permit Years 1-5. | 1. Yes/No |
| 35. | Spill Responses Training | | | |
| | Provide spill response training as part of the town’s pollution prevention/good housekeeping training program. | 1. Schedule and conduct in-person spill response training as part of the pollution prevention training for existing staff at least once during permit cycle. | 1. Permit Year 1 | 1. Number of staff trained |

Table 21: Pollution Prevention and Good Housekeeping BMPs

| Permit Ref. | 3.7.3: MS4 Operation and Maintenance Program Measures to minimize pollutants in the stormwater collection system. The permittee shall provide operation and maintenance staff training on stormwater awareness and pollution prevention, perform MS4 inspections, maintain the collection system including catch basins and conveyances; and establish specific frequencies, schedules, and standard documentation. | | | |
|-------------|--|---|----------------------------------|---|
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 36. | MS4 Operation and Maintenance Plan | | | |
| | Continue Implementing the town’s written MS4 Operation and Maintenance Plan (OMP) which establishes frequencies, schedules and standard documentation requirements. | 1. Review and update as necessary, the town’s MS4 OMP annually. | 1. Permit Years 1-5. | 1. Yes/No |
| 37. | MS4 Inspections | | | |
| | Conduct formal MS4 inspections based on the written OMP and conduct informal inspections based on public complaints or concerns. | 1. Conduct formal MS4 inspections of at least 20% of town-owned MS4 annually. | 1. Permit Years 1-5 | 1. Percentage of MS4 system inspected. |
| | | 2. Conduct informal MS4 inspections based on public complaints or concerns. | 2. Permit Years 1-5. | 2. Number of informal inspections completed |
| | | 3. Track locations of public complaints or concerns in town’s GIS to determine “hot spots.” | 3. Permit Years 1-5. | 3. Yes/No |
| 38. | MS4 Maintenance | | | |
| | Schedule and complete MS4 maintenance identified through the formal and informal MS4 inspections. | 1. Clean/maintain catch basins, inlets, cross pipes/culverts and ditches. | 1. Permit Years 1-5 | 1. Number of maintenance activities completed |
| Permit Ref. | 3.7.4: Municipal SCM Operation and Maintenance Program Measures to manage municipally-owned, operated, and/or maintained structural stormwater control measures (SCMs) that are installed for compliance with the permittee’s post-construction program. The permittee shall maintain a current inventory of SCMs, perform SCM inspections and maintenance, and shall establish specific frequencies, schedules, and documentation. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 39. | Town-owned SCM Inventory | | | |

Table 21: Pollution Prevention and Good Housekeeping BMPs

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| | Document and maintain inventory of town-owned and/or operated SCMs. | 1. Update and maintain GIS inventory of town-owned and operated SCMs annually. | 1. Permit Years 1-5 | 1. Yes/No |
| 40. | SCM Inspection and Maintenance | | | |
| | Conduct town-owned SCM inspections and complete maintenance in accordance with the town’s written Operation and Maintenance Plan (OMP) for SCMs that contains established frequencies, schedules and standard documentation requirements. | 1. Review SCM O&M plan and update as necessary. | 1. Annually, Permit Years 1-5 | 1. Yes/No |
| | | 2. Inspect all town-owned or operated SCMs at least once annually. | 2. Permit Years 1-5 | 2. Number of SCMs inspected |
| | | 3. Document maintenance identified during SCM inspections and complete maintenance. | 3. Permit Years 1-5 | 3. Number of SCMs maintained. |
| Permit Ref. | 3.7.5: Pesticide, Herbicide and Fertilizer Management Program Measures to minimize water quality impacts from the use of landscape chemicals. The permittee shall provide routine pollution prevention and chemical use, storage and handling training, and shall ensure compliance with permits and applicator certifications. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 41. | Applicator Training | | | |
| | Continue training of town staff who apply landscape chemicals and are required to attend certification classes. | 1. Require staff to maintain certifications and verify annually. | 1. Permit Years 1-5 | 1. Number of certified staff. |
| Permit Ref. | 3.7.6: Vehicle and Equipment Maintenance Program Measures to prevent and minimize contamination of stormwater runoff from areas used for municipal vehicle and equipment maintenance and/or cleaning. The permittee shall ensure that municipal industrial facilities subject to NPDES industrial permitting comply with those permit requirements, provide routine pollution prevention training to staff, perform routine inspections, and establish specific frequencies, schedules, and documentation. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 42. | Vehicle and Equipment Maintenance | | | |
| | Implement measures to prevent or minimize contamination of stormwater runoff from all areas used for town-owned vehicles and equipment maintenance. | 1. Continue to utilize the town’s Fleet Maintenance Facility to maintain town-owned vehicles and equipment. | 1. Permit Years 1-5 | 1. Yes/No |

Table 21: Pollution Prevention and Good Housekeeping BMPs

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| | | 2. Inspect the fleet maintenance facility annually as part of the pollution prevention inspections to determine compliance with the existing “No Exposure” certificate. | 2. Permit Years 1-5 | 2. Yes/No |
| | | 3. Maintain “No Exposure” certificate for Fleet Maintenance facility or obtain coverage under appropriate general NPDES stormwater permit. | 3. Permit Years 1-5 | 3. Yes/No/Status |
| 43. | Vehicle and Equipment Cleaning | | | |
| | Implement measures to prevent or minimize contamination of stormwater runoff from all areas used for town-owned vehicles and equipment cleaning. | 1. Encourage all employees to utilize Fleet’s wash station for vehicle washing. Include information about vehicle washing in the pollution prevention training program. | 1. Permit Years 1-5 | 1. Yes/No |
| | | 2. Review other locations if used for vehicle or equipment cleaning as part of the town’s facility inspections listed in pollution prevention inspection program. | 2. Permit Years 1-5 | 2. Number of wash areas inspected. |
| | | 3. Review and update the town’s OMP at least annually to reflect the number of allowable wash stations and add procedures as necessary. | 3. Permit Years 1-5 | 3. Yes/No |
| Permit Ref. | 3.7.7: Pavement Management Program Measures to reduce pollutants in stormwater runoff from municipally-owned streets, roads, and parking lots within the permittee’s corporate limits. The permittee shall implement measures to control litter, leaves, debris, particulate and fluid pollutants associated with vehicles, and establish specific frequencies, schedules, and documentation. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 44. | Street Sweeping Program | | | |

Table 21: Pollution Prevention and Good Housekeeping BMPs

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| | Implement a street sweeping program for town-owned streets and parking lots. | 1. Continue implementing street sweeping for approximately 88,952 linear feet of curb and gutter streets and parking lots in accordance with the town’s written OMP procedures. | 1. Permit Years 1-5 | 1. Quantity of sediment/debris removed |
| | | 2. Analyze at least annually, the number of streets in the street sweeping program and compare effectiveness with previous years. | 2. Permit Years 1-5 | 2. Yes/No/Status |
| | | 3. Add additional streets based on the review in item 2 above. | 3. Permit Years 1-5 | 3. Linear feet of streets swept/number of parking lots swept |
| 45. | Litter/Debris Management | | | |
| | Implement measures to reduce litter loading in public areas. | 1. Evaluate litter loading within town-owned street rights-of-way and public parking areas and document locations. | 1. Permit Years 1-5 | 1. Yes/No |
| | | 2. Remove litter and debris from town-owned street rights-of-way and public parking areas. | 2. Permit Years 1-5 | 2. Ponds/tonnage of litter/debris removed |
| 46. | Leaf Removal | | | |
| | Collect and remove leaves to reduce pollutants and prevent/reduce clogging of MS4 infrastructure. | 1. Advertise the town’s leaf collection services to the public through the town’s website, social media and press releases | 1. Permit Years 1-5 | 1. Yes/No |
| | | 2. Seasonally provide leaf collection services for residents that rake leaves to the street right-of-way. | 2. Permit Years 1-5 | 2. Pounds/Tonnage of leaves collected |