

SWMP TEMPLATE INSTRUCTIONS

1. Additional guidance for using this Stormwater Management Plan (SWMP) Template can be found on the DEQ stormwater web page at <https://deq.nc.gov.sw> under the NPDES MS4 Program Forms & Resources tab, in the MS4 Toolbox. It is strongly recommended that the posted instructional SWMP webinar be viewed prior to beginning development of the SWMP.
2. An MS4-specific Annual Self-Assessment (ASA) Template will be developed based upon the approved Final SWMP. This ASA will be an Excel spreadsheet that lists each SWMP measurable goal and reporting metric for each reporting year. Please be aware that the responses must be brief and answers of Yes/No/Partial, a quantity, or a date are the preferred reporting metrics. There is a small character limited comment box to provide the status of each entry, but there is no option to attach documents to the ASA.
3. The SWMP Template has instructions embedded in the document. They are always highlighted:

Red italicized text with gray highlighting denotes an instruction or guidance that should be deleted from the document after completion. For example, *[insert a map]*.

Plain highlighted text indicates an item that must be edited to provide the appropriate information, for example:

- **has / has not** would be replaced with either has or has not
 - **Document Date** would be replaced with the date, written as February 6, 2019 or 02/06/2019
 - Permit Number NCS000**xxx** would be replaced with the NPDES MS4 permit number assigned by DEQ (e.g. NCS000300).
4. The SWMP Template has standard text that should not be edited or deleted, including all listed permit conditions and some provided BMPs. The provided text works hand in hand with the 2021 Permit Template to define a compliant MS4 program.
 5. Number the BMPs in the tables consecutively, starting with BMP No. 1. Do not restart numbering in each BMP table. The consecutive numbering supports quick referencing of the individual table cells (e.g. BMP 1.B.1 or BMP 15.C.3).
 6. Add or delete rows to enter as many BMPs and Measurable Goals as are necessary to satisfy each permit requirement.
 7. Each BMP should answer three basic questions and the reporting metric should, ideally, represent what the MS4 will use to evaluate whether the BMP/Measurable Goal is successful/useful or not:

- a. What will be done? Describe the specific task(s) to be completed.
 - b. When will it be completed? Include a frequency and applicable permit year(s).
 - c. How will it be measured and reported to DEQ each year? See Item 2 above.
8. Do not change “Draft” on the SWMP document until DEQ provides instructions in writing to change the title to Draft Final or Final.
9. Helpful Hints:
 - Search and replace “City of Shelby” with the name of the municipality (e.g. City of Smithville) throughout the document.
 - Think through BMP commitments, timing and available vs. needed resources. Establish reasonable time frames to complete the program goals by the end of the 5-year permit term. The MS4 will be accountable for the commitments and timing provided.
 - Identify components that need to be in place prior to BMP implementation and consider whether they should be included as interim tasks/steps towards compliance (e.g. developing tracking spreadsheets, staff training, etc.).
 - The Division will specifically request additional information if needed to approve the Final SWMP.
 - Clear and concise wording is strongly recommended.
 - It is recommended that an MS4 not include extraneous information, because it becomes an enforceable component of the permit.



NCS000560

Draft Stormwater Management Plan

City of Shelby

March 15, 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 City of Shelby 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 City of Shelby 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 NCS000560, as issued by NCDEQ. This permit covers activities associated with the discharge of stormwater from the MS4 as owned and operated by the City of Shelby and located within the corporate limits of the City of Shelby.

In preparing this SWMP, the City of Shelby 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.

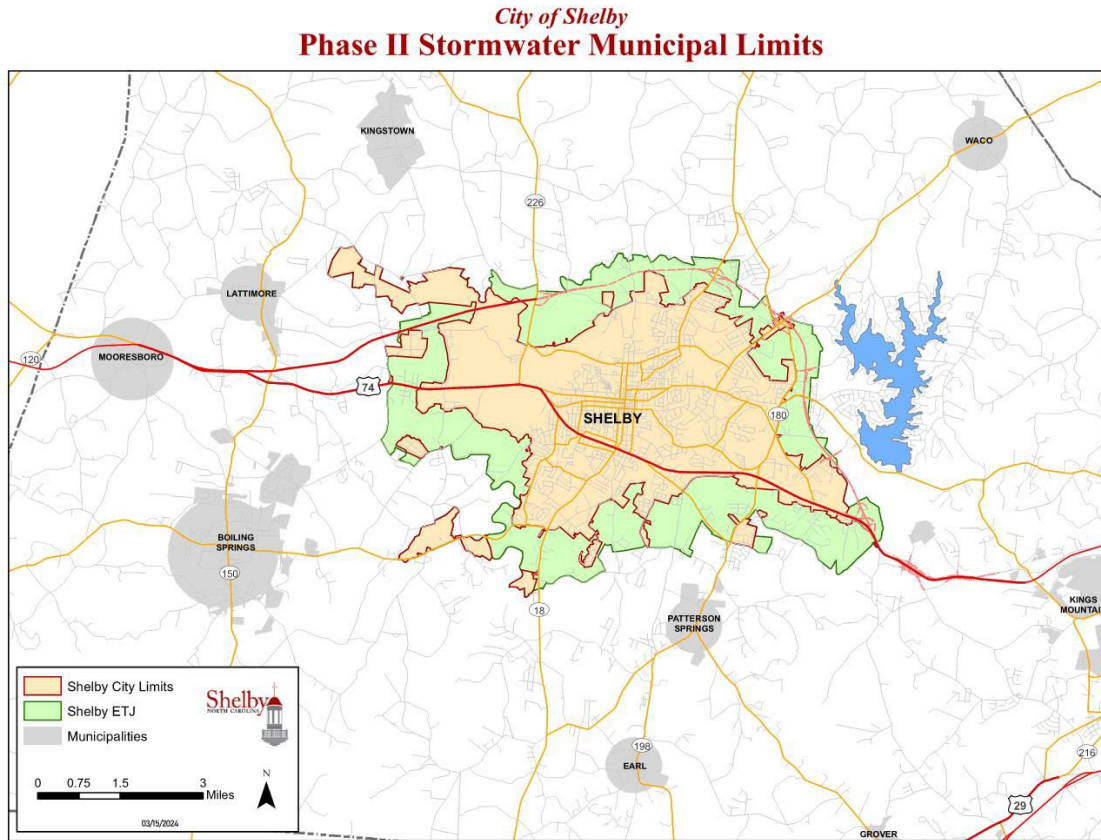
- I am a ranking elected official.
- I am a principal executive officer for the permitted MS4.
- I am a duly authorized representative for the permitted MS4 and have attached the authorization made in writing by a principal executive officer or ranking elected official which specifies me as (*check one*):
 - 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>Title:</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 City of Shelby, including all regulated activities associated with the discharge of stormwater from the MS4. The map below shows the corporate limits of City of Shelby as of the date of this document.



3.2 Existing MS4 Mapping

The current MS4 mapping includes drainage structures such as stormwater pipes with flow direction, inlets (open pipe and various types of catch basins), junction boxes (buried, exposed and manhole access), discharges (non-outfall, outfall and major outfall), and stormwater control measures (City permitted, State permitted and existing). In addition to location, each structure has attributes such as size, material, etc.

Table 1: Summary of Current MS4 Mapping

| | | |
|-------------------------------|-----|-------|
| Percent of MS4 Area Mapped | 98 | % |
| No. of Major Outfalls* Mapped | 310 | 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 ≥ 2-acres.*

3.3 Receiving Waters

The City of Shelby MS4 is located within the Broad 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 |
|--|--------------------------|------------------------------|--|
| Beaverdam Creek | 9-50-32 | C | |
| Brushy Creek | 9-50-29 | C | |
| Buffalo Creek | 9-53-(5) | C | |
| Buffalo Creek (Kings Mountain Reservoir) | 9-53-(2.9) | WS-III;CA | Water Temperature |
| First Broad River | 9-50-(19.5) | WS-IV | |
| First Broad River | 9-50-(26.5) | WS-IV;CA | |
| First Broad River | 9-50-(28) | C | Fecal Coliform, Turbidity |
| Hickory Creek | 9-50-30 | C | |

3.4 MS4 Interconnection

The City of Shelby 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 known. Quantity: 25

- b. The interconnection is discharging stormwater into the NCDOT MS4. The number of interconnections is known. Quantity: 43
- c. The City of Shelby MS4 mapping does identify interconnections with the NCDOT MS4. The
- d. The City of Shelby 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) |
|-------------------|------------------------------|--|--------------------------------------|
| Broad River Basin | N/A | N | N |
| Statewide | Mercery | N | N |

Currently the Broad River Basin has no basin specific TMDLs in place other than the statewide Mercery TMDL. The City of Shelby Stormwater program has implemented numerous BMPs designed to improve water quality discharging from the MS4 system. Programs include but are not limited to a Public Education, Public Involvement, Illicit Discharge Detection and Elimination, Post Construction Stormwater Runoff Control Program and Pollution Prevention and Good Housekeeping for Municipal Facilities. A few BMPs include educational booths, creek cleanups, enforcement of illicit discharges, issue Post Construction Stormwater Management Permits and ensuring City staff and facilities are operating in a manner to reduce stormwater pollution.

In addition, to the Stormwater program, The City of Shelby has a Water Shed Protection Overlay District (Unified Development Ordinance Section 10-1) and Flood Hazard Overlay Requirements (UDO Section 10-2).

The watershed protection overlay districts are designed to protect designated public water supply watershed from activities that could degrade water quality. The Purpose of this is to implement the provisions of the Water Supply Watershed Protection Act (NCGS 143-214.5) which requires the City of Shelby to adopt minimum land use regulations to protect water quality of public surface water supplies within the City’s zoning jurisdiction. Development within this district shall employ best management practices to minimize water quality impacts.

The Flood Hazard Overlay District is designed for the purpose of protecting people and property from the hazards of flooding in accordance with the authority provided in NCGS 160A-381 and 160A-174. This program addresses many issues such as Artificial Obstructions with Floodways, building design requirements above base flood elevations, and on-site sewage disposal system requirements that avoid impairment or contamination from it during flooding.

In addition to these programs, North Carolina Department of Environmental Quality implements the Sedimentation Pollution Control Act (SPCA) by adopting rules, setting standards, and providing guidance. This program currently reviews plans for all construction sites greater than or equal to 1.0 acre within the City’s jurisdictional limits. This state agency is also responsible for field inspections and enforcement as required. During the City’s plan review process, applicable project must submit a copy of their NCDEQ Erosion Control Permit to verify compliance with the program.

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 |
|----------------------|--------------------------|--------------------|------------------------|
| Perimyotis Subflavus | Tricolored Bat | Mammals | Under Review |
| Danaus Plexippus | Monarch Butterfly | Insects | Candidate |
| Myotis Lucifugus | Little Brown Bat | Mammals | Under Review |
| Tsuga Carolinana | Carolina Hemlock | Conifer and Cycads | Under Review |
| Hexastylis Naniflora | Dwarf-Flowered Heartleaf | Flowering Plants | Threatened |

3.7 Industrial Facility Discharges

The City of Shelby 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 |
|---------------|--|
| NCG030170 | IMC-MetalsAmerica, LLC |
| NCG030258 | Curtis Wright Controls Inc. |
| NCG030647 | Greenheck Fan Corporation |
| NCG030656 | KSM Castings USA, Inc. |
| NCG030706 | Greenheck Fan Corporation 2 |
| NCG030715 | Greenheck Fan Corporation 3 |
| NCG030728 | Steffes – Shelby |
| NCG070015 | Electric Glass Fiber America LLC |
| NCG080169 | United Parcel Service-Shelby |
| NCG080326 | Royster Transport Co Incorporated |
| NCG110040 | First Broad River WWTP |
| NCG140050 | Concrete Supply Co-Shelby |
| NCG140340 | BlueDot – Shelby |
| NCG150048 | Shelby-Cleveland County Regional Airport |
| NCGNE0061 | FAS Controls |
| NCGNE0073 | Hale Products-Hurst Division |
| NCGNE0338 | WalMart DC #6070 Polkville Rd |
| NCGNE0531 | Shelby Vehicle Maintenance Facility |
| NCGNE0813 | Clearwater Paper Shelby, LLC |
| NCGNE1475 | Clearwater Paper Shelby LLC |
| NCGNE1503 | Walmart DC #6070 Walmart Dr |

3.8 Non-Stormwater Discharges

The water quality impacts of non-stormwater discharges have been evaluated by the City of Shelby as summarized in Table 6 below. The unpermitted non-stormwater flows listed as incidental do not significantly impact water quality. The City of Shelby 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 City of Shelby.

Wash water associated with car washing that does not contain detergents or does not discharge directly into the MS4 is considered incidental. However, these types of non-stormwater discharges that do contain detergents have been evaluated by the City of Shelby to determine whether they may significantly impact water quality. The City of Shelby has found residential non-stormwater discharges containing detergents to be incidental. The City’s Phase II Stormwater Ordinance Section 10-3.7 prohibits commercial wash water from entering the MS4 system.

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 | Incidental |
| Flows from riparian habitats and wetlands | Incidental |
| Dechlorinated swimming pool discharges | Incidental |
| Street wash water | Incidental |
| Flows from firefighting activities | Incidental |

3.9 Target Pollutants and Sources

In addition to those target pollutants identified above, the City of Shelby is not aware of other significant water quality issues within the permitted MS4 area.

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 City of Shelby has evaluated schools, homeowners and businesses as target audiences that are likely to have significant stormwater impacts.

The target audience for this measure will be households, businesses, and industries. Efforts will be made to target materials to school age children, the general public, and City employees. Materials will also be created to focus on different types of uses, such as residential, commercial, and industrial.

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) |
|-----------------------------------|---|---|
| Litter | Residents, Businesses, Industrial | Public Education & Outreach |
| Sediment | Construction Industry, Residents, Businesses, Municipal | Public Education & Outreach, Construction Site Runoff Control, Pollution Prevention & Good Housekeeping |
| Car Washing | Residents, Businesses, Municipal | Public Education & Outreach, Pollution Prevention & Good Housekeeping |
| Chemicals | Residents, Businesses, Municipal, Industrial | Public Education & Outreach, Pollution Prevention & Good Housekeeping |
| Used Oil, Antifreeze, etc. | Residents, Businesses, Municipal, Industrial | Public Education & Outreach, Pollution Prevention & Good Housekeeping |
| Lawn Care Products and Yard Waste | Residents, Businesses, Municipal | Public Education & Outreach, Pollution Prevention & Good Housekeeping |
| Fecal Coliform (Pet Waste) | Residents/Municipal Parks | Public Education & Outreach |

PART 4: STORMWATER MANAGEMENT PROGRAM ADMINISTRATION

4.1 Organizational Structure

The City of Shelby operates under a Council/Manager form of government. The City Manager is appointed by the Mayor and Council and serves as the Chief Administrative Officer of the City and is responsible for carrying out the policies and ordinances adopted by City Council. The City Manager is the signing authority for the MS4 permit. The stormwater administrator is the Engineering Services Director, who has an Engineering Manager that oversees the implementation of the stormwater program. Under the Engineering Manager is the Stormwater Coordinator who is responsible for the implementation and coordination of the activities discussed in the SWMP. Additional City departments, such as Planning and Development Services and Public Works help to implement certain BMPs of the program.

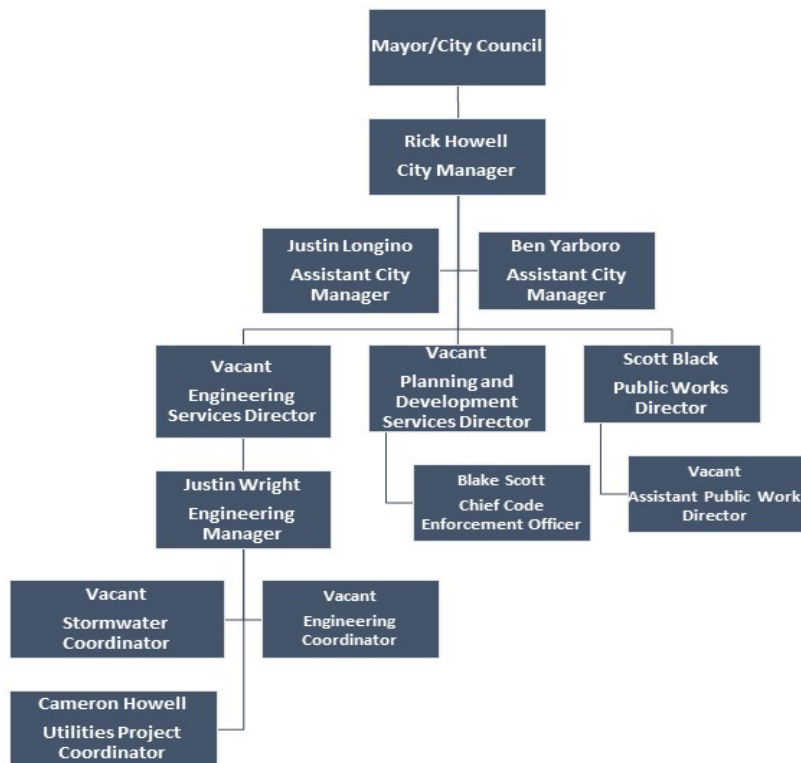


Table 8: Summary of Responsible Parties

| SWMP Component | Responsible Position | Staff Name | Department |
|---|-----------------------------------|-----------------------|---------------------------------|
| Stormwater Program Administration | Assistant City Manager | Ben Yarboro | Engineering-Stormwater Division |
| SWMP Management | Engineering Services Director | Vacant | Engineering-Stormwater Division |
| | Engineering Manager | Justin Wright | |
| Public Education & Outreach | Stormwater Coordinator | Vacant | Engineering-Stormwater Division |
| | Engineering Manager | Justin Wright | |
| Public Involvement & Participation | Stormwater Coordinator | Vacant | Engineering-Stormwater Division |
| | Engineering Manager | Justin Wright | |
| Illicit Discharge Detection & Elimination | Stormwater Coordinator | Vacant | Engineering-Stormwater Division |
| | Chief Code Enforcement Officer | Blake Scott | Planning and Development |
| Construction Site Runoff Control | Stormwater Coordinator | Vacant | Engineering-Stormwater Division |
| | Regional Engineer | Zahid Khan | NCDEQ |
| Post-Construction Stormwater Management | Stormwater Coordinator | Vacant Ben Yarboro | Engineering-Stormwater Division |
| | Assistant City Manager | Justin Wright | |
| | Engineering Manager | Vacant | |
| | Planning and Development Director | | Planning and Development |
| Pollution Prevention/Good Housekeeping for Municipal Operations | Stormwater Coordinator | Vacant | Engineering-Stormwater Division |
| Municipal Facilities Operation & Maintenance Program | Stormwater Coordinator | Vacant | Engineering-Stormwater Division |
| Spill Response Program | Stormwater Coordinator | Vacant | Engineering-Stormwater Division |

| | | | |
|--|---|---------------------------------|---|
| MS4 Operation & Maintenance Program | Stormwater Coordinator | Vacant | Engineering-Stormwater Division |
| Municipal SCM Operation & Maintenance Program | Stormwater Coordinator | Vacant | Engineering-Stormwater Division |
| Pesticide, Herbicide & Fertilizer Management Program | Stormwater Coordinator | Vacant | Engineering-Stormwater Division |
| Vehicle & Equipment Cleaning Program | Stormwater Coordinator | Vacant | Engineering-Stormwater Division |
| Pavement Management Program | Stormwater Coordinator Engineering Coordinator Director of Public Works | Vacant Vacant Scott Black | Engineering-Stormwater Division Public Works |
| 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 City of Shelby 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.

On July 1, 2014, the City of Shelby implemented a stormwater fee on all properties inside the City limits with greater than 400 square feet of impervious surface. These fees are collected through the City’s monthly utility billing system. Properties within the City either fall into residential (single-family only) or commercial based on the property use.

All residential properties are charged a flat monthly fee. Commercial fees are charged based on impervious surface on the property calculated using aerial photography. Randomly selected residential properties had their impervious surface calculated to determine the Equivalent Residential Unit (ERU) for commercial billing. Currently the City’s ERU is 2,600 square feet. The commercial impervious surface square footage is broken down into ERUs, then the property is charged per the tier it falls in. Currently, there are ten commercial billing tiers listed below:

| Type | Monthly Fee |
|--------------|--------------------|
| Residential | \$2.63 |
| Commercial: | |
| 1-2 ERU | \$5.27 |
| 3-5 ERU | \$10.53 |
| 6-10 ERU | \$15.80 |
| 11-25 ERU | \$26.33 |
| 26-50 ERU | \$78.98 |
| 51-100 ERU | \$157.95 |
| 101-200 ERU | \$315.90 |
| 201-500 ERU | \$631.80 |
| 501-1000 ERU | \$1,263.60 |
| 1001+ ERU | \$2,106.00 |

The City of Shelby Stormwater Fee Credit program offers commercial property owners the opportunity to reduce their stormwater utility fee charges by applying for available fee credits. The fee credits described below are cumulative and a stormwater fee may be reduced as much as thirty (30) percent based on the following three credit categories:

- **Water Quality (10% credit)** – Properties qualifying for this fee credit shall provide an onsite Best Management Practice (BMP) that reduces the impact of pollution on water quality and conforms with the design and maintenance standards in the City of Shelby’s Phase II Stormwater Ordinance and the NCDENR BMP Manual (minimum 85% TSS removal). The required water quality analysis is to be prepared and sealed by an engineer registered in the State of North Carolina.

- **Water Quantity (10% credit)** – Properties qualifying for this fee credit shall provide a post developed rate of runoff that is less than or equal to the runoff rates at pre-development. Properties that reduce their peak discharge rate to pre-developed conditions are eligible to receive a stormwater runoff control credit. If site conditions do not allow for a complete reduction to the pre-developed peak discharge rate, the credit will be determined proportionally based on the amount of reduction attained (i.e., if the developed peak discharge is reduced by 70 percent of the differential runoff, then the corresponding credit would be $0.70 \times 10\% = 7\%$). Runoff rate analysis is to be based on a 10-year storm event with supporting calculations prepared and sealed by an engineer registered in the State of North Carolina.

- **Industrial Stormwater Permit (10% credit)** – An industrial property that is covered by an individual or general National Pollution Discharge Elimination System (NPDES) stormwater discharge permit is eligible for this credit if all requirements of the aforementioned permit are satisfied. An annual inspection report must be provided to the City to verify compliance and receive this fee credit.

Current revenues (as of May 2022) collected from stormwater utility fees generates approximately \$898,000 annually. The current budget for the Stormwater Division is \$840,520.00. Funds are used for the salaries of three full time employees (Engineering Manager, Stormwater Coordinator, Street Sweeper Operator), stormwater system repairs, equipment purchases for inspections and repairs of the stormwater

system, brochures and handouts for the public education program, materials and trash disposal for public involvement cleanup events, and other items needed to support the Stormwater Division.

4.3 Shared Responsibility

The City of Shelby 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 City of Shelby remains responsible for compliance if the other entity fails to perform the permit obligation, and may be subject to enforcement action if neither the City of Shelby 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) |
|--------------------------------|------------------------------------|-----------------------|
| N/A | | |
| | | |
| | | |

4.4 Co-Permittees

There are no other entities applying for co-permittee status under the NPDES MS4 permit number NCS000560 for the City of Shelby. 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 City of Shelby 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 Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D 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 |
| 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 Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 2. | Permit Renewal Application | | | |

Table 11: Program Administration BMPs

| | | | | |
|--|--|--|------------------|---|
| | 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 |

PART 5: PUBLIC EDUCATION AND OUTREACH PROGRAM

The City of Shelby 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 City of Shelby 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) |
|-----------------------------------|---|
| Litter | General Public, Businesses, Industrial |
| Sediment | Construction Industry, Residents, Businesses, Municipal Employees |
| Car Washing | Residents, Businesses, Municipal Employees |
| Chemicals | Residents, Businesses, Municipal Employees, Industrial |
| Used Oil, Antifreeze, Etc. | Residents, Businesses, Municipal Employees, Industrial |
| Lawn Care Products and Yard Waste | Residents, Businesses, Municipal Employees |
| Fecal Coliform (Pet Waste) | Residents, Municipal Parks |
| Illicit Discharges | General Public, Businesses, Municipal Employees |
| Illegal Dumping | General Public, Businesses, Municipal Employees |
| Improper Disposal of Waste | General Public, Businesses, Municipal Employees |

The City of Shelby 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 | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |

Table 13: Public Education and Outreach BMPs

| | | | | |
|--|--|--|---|--|
| 3. | Stormwater Utility Bill Inserts | | | |
| | <p>Provide educational stormwater bill inserts in utility bills twice annually to all City residents and businesses. Topics may include: stormwater pollution awareness, garbage, vehicle maintenance, yard waste and lawn care products, chemicals, pet waste, illicit discharge and illegal dumping.</p> <p>Provide educational stormwater bill inserts in utility bills to all City residents and businesses. Topics shall include target pollutants.</p> | 1. Develop and distribute utility bill inserts | 1. Semi-annually, Permit year 1-5 | 1. Yes/No Number of utility bill inserts mailed: |
| | | 2.. Distribute utility bill inserts for Vehicle Maintenance, Car Washing, Chemicals, Used oil, antifreeze etc. | 2. Permit Year 1 | 2. Yes/No Number of bill inserts distributed: |
| | | 3. Distribute utility bill inserts for Lawn Care Products and Yard Waste | 3. Permit Year 2 | 3. Yes/No Number of bill inserts distributed: |
| | | 4. Distribute utility bill inserts for Illicit Discharge, and Illegal Dumping | 4. Permit Year 3 | 4. Yes/No Number of bill inserts distributed: |
| | | 5. Distribute utility bill inserts for Littering, Improper Disposal of Waste | 5. Permit Year 4 | 5. Yes/No Number of bill inserts distributed: |
| | | 6. Distribute utility bill inserts for Fecal Coliform (Pet Waste) | 6. Permit Year 5 | 6. Yes/No Number of bill inserts distributed: |
| 4. | Stormwater Brochure Distribution Through Public Facilities | | | |
| | <p>Provide educational information by distributing brochures at public facilities such as government facilities, hardware stores, automotive stores, and pet facilities.</p> | 1. Develop and update brochures to be distributed at public facilities that targets pollutants and sources. | 1. Year 1 | 1. Yes/No |
| 2. Distribute Brochures through Government and Public Facilities | | Year 2-5 | 2. Yes/No Number of brochures distributed: Number of facilities distributing brochures: | |
| 5. | School Educational Program | | | |
| | <p>Staff will participate in educational events for school students such as Career Day and club presentations</p> | 1. Staff will participate/present in a programs to target school age children. | 1. Annually, Permit Years 1-5 | 1. Yes/No Number of participants: Number of Events |

Table 13: Public Education and Outreach BMPs

| | | | | |
|--------------------|--|--|--|--|
| 6. | Public Festival Educational Booths | | | |
| | Staff will utilize educational booths at public festivals. These booths allow for one-on-one interaction with citizens and the distribution of educational brochures and handouts. | 1. Staff will have a booth at community events to distribute stormwater outreach materials. At minimum, three events will be attended per permit year. | 1. Annually, Permit Years 1-5 | 1. Yes/No Number of events held/attended: Quantity and type of materials handed out: |
| Permit Ref. | 2.1.7, 3.2.3 and 3.6.5C: 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 |
| 8. | Maintain Informational Webpage | | | |
| | Promote and maintain an internet website designed to promote and convey the programs message;. The website will include links to the City Stormwater Ordinance, SWMP, educational brochures, stormwater hotline contact information, NCDEQ STOPMUD hotline, Stormwater Administrative Manual and other related information for developers. | 1. Maintain and update, Annually, City of Shelby Stormwater informational website to provide information to the public | 1. Annually, Permit Years 1-5 | 1. Yes/No |
| | | 2. Track the annual number of visits to the site. | 2. Annually, Permit Years 2-5 | 2. Number of visits to the website: |
| 9. | Social Media Posts | | | |
| | Utilize the City’s social media pages to inform public of stormwater projects, events and stormwater pollution prevention messages. | 1. Utilize the City’s social media pages to post stormwater messages at least 6 times a year | 1. Continuously, Permit Years 1-5 | 1. Yes/No Number of posts: |
| Permit Ref. | 3.2.5: Stormwater Hotline Measures for a stormwater hotline/helpline for the purpose of public education and outreach. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |

Table 13: Public Education and Outreach BMPs

| | | | | |
|---|---|---|------------------------------------|--|
| 10. | Maintain Stormwater Hotline | | | |
| | Maintain stormwater hotline (704-484-6866 and stormwater@cityofshelby.com) for public reporting of stormwater concerns. | 1. Provide training to customer service representatives on taking calls | 1. Annually, Permit Years 1-5 | 1. Did hotline staff receive training: Yes/No Number of employees trained: |
| | | 2. Test hotline implementation through test calls | 2. Annually, Permit Years 1-5 | 2. Was hotline procedure implemented: Yes/No Hotline functional: Yes/No |
| | | 3.. Promote hotline through webpage and educational handouts | 3.. Continuously, Permit Years 1-5 | 3.. Yes/No |
| 4.. Track number and type of complaints, concerns and information related to each call. | | 4.. Annually, Permit Years 1-5 | 4.. Number of calls received: | |

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 City of Shelby will manage, implement and report the following public involvement and participation BMPs.

| Table 14: Public Involvement and Participation BMPs | | | | |
|--|--|--|---|--|
| Permit Ref. | 3.3.1: Public Input Mechanisms for public involvement that provide for input on stormwater issues and the stormwater program. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 12. | Public Meeting | | | |
| | Conduct a public meeting to update the public on various components of the stormwater program such as the reporting hotline, volunteer events and stormwater projects. | 1. Conduct a stormwater presentation at a public meeting. Request any input on the stormwater program. | 1. Annually, Permit Years 1-5 | 1. Yes/No Date of Meeting: |
| 13. | Stormwater Hotline | | | |
| | Maintain stormwater hotline (704-484-6866 and stormwater@cityofshelby.com) for public reporting of stormwater concerns. | 1. Provide training to customer service representatives on taking calls | 1. Annually, Permit Years 1-5 | 1. Did hotline staff receive training: Yes/No Number of employees trained: |
| | | 2. Test hotline implementation through test calls | 2. Annually, Permit Years 1-5 | 2. Was hotline procedure implemented: Yes/No Hotline functional: Yes/No |
| | | 3. Promote hotline through webpage and educational handouts | 3. Continuously, Permit Years 1-5 | 3. Yes/No |
| | | 4. Track number and type of complaints, concerns and information related to each call. | 4. Annually, Permit Years 1-5 | 4. Number of calls received: |
| Permit Ref. | 3.3.2: Volunteer Opportunities Measures to provide volunteer opportunities designed to promote ongoing citizen participation. | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 14. | Litter/Creek Cleanup Events | | | |

Table 14: Public Involvement and Participation BMPs

| | | | | |
|------------|--|--|-------------------------------|---|
| | Organize various litter cleanup events where citizens can participate in removing litter from waterways and roadsides. | 1. Identify areas that contribute to trash reaching our waterways and can be cleaned by volunteers | 1. Annually, Permit Years 1-5 | 1. Areas identified: Yes/No |
| | | 2. Coordinate at least 1 litter sweep a year for volunteers to cleanup waterways or roadsides | 2. Annually, Permit Years 1-5 | 2. Yes/No Number of events: Number of participants: Pounds of trash collected: |
| | | 2. Coordinate at least 1 Creek clean up a year for volunteers to cleanup creeks | 2. Annually, Permit Years 1-5 | 2. Yes/No Number of events: Number of participants: Pounds of trash collected: |
| 15. | Storm Drain Marking Program | | | |
| | Organize an event for volunteers to install storm drain markers. | 1. Coordinate a storm drain marking event | 1. Annually, Permit Years 1-5 | 1. Yes/No Number of volunteers: Number of storm drain markers installed: |

PART 7: ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

The City of Shelby 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 Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 16. | Maintain MS4 Map | | | |
| | The City currently has a MS4 map through its Geographic Information System (GIS). The map shows stormwater infrastructure such as pipes with flow direction, catch basins, junction boxes, outfalls, SCMs, etc. | 1. Update map as needed for existing infrastructure found during inspections | 1. Continuously, Permit Years 1-5 | 1. Updated Yes or No |
| | | 2. Update map during the Certificate of Occupancy process for new construction | 2. Continuously, Permit Years 1-5 | 2. Updates: Yes/No |
| 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 IDDE Ordinance | | | |
| | The City’s Stormwater Ordinance was adopted November 18, 2013 by City Council. | 1. Review and revise the IDDE Ordinance as needed | 1. Annually, Permit Years 1-5 | 1. Yes/No |
| 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: <ul style="list-style-type: none"> 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. | | | |

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 |
| 18. | IDDE Procedure | | | |
| | The City has an existing standard operating procedure for Illicit Discharge Detection and Elimination. This procedure details reporting, investigating and mitigating illicit discharges and the outfall inspection process. Municipal employees are trained annually on the procedure. | 1. Review and update IDDE Procedure as needed. | 1. Annually, Permit Years 1-5 | 1. Yes/No Updated: Yes/No |
| 2. Train municipal employees on IDDE Procedure | | 2. Annually, Permit Years 1-5 | 2. Number of employees trained: | |
| 19. | Major Outfall Inspections | | | |
| | Stormwater staff performs annual dry weather inspections of the major outfalls. | 1. Inspect one-third of major outfalls for dry weather flows | 1. Annually, Permit Years 1-5 | 1. Number of major outfalls inspected; Percentage of Outfalls |
| | | 2. Train inspection staff to perform dry weather inspections and illicit discharge investigations | 2. Annually, Permit Years 1-5 | 2. Number of staff trained: |
| | | 3. Take code enforcement action on any IDDEs found during major outfall inspections | 3. Annually, Permit Years 1-5 | 3. Number of IDDEs found during major outfall inspections: |
| 20. | Maintain Reporting Hotline | | | |
| | Reports from the public can be made on the stormwater hotline (704-484-6866, stormwater@cityofshelby.com) | 1. Provide training to customer service representatives on taking calls | 1. Annually, Permit Years 1-5 | 1. Did hotline staff receive training: Yes/No Number of employees trained: |
| | | 2. Test hotline implementation through test calls | 2. Annually, Permit Years 1-5 | 2. Was hotline procedure implemented: Yes/No Hotline functional: Yes/No |
| | | 3.. Promote hotline through webpage and educational handouts | 3.. Continuously, Permit Years 1-5 | 3.. Yes/No |
| | | 4.. Track number and type of complaints, concerns and information related to each call. | 4.. Annually, Permit Years 1-5 | 4.. Number of calls received: |
| 21. | Evaluate IDDE Program | | | |
| | Conduct an annual review meeting between Stormwater and Code Enforcement Staff. | 1. Evaluation meeting with Stormwater and Code Enforcement Staff | 1. Annually, Permit Years 1-5 | 1. Yes/No |

Table 15: Illicit Discharge Detection and Elimination BMPs

| | | | | |
|--------------------|---|--|------------------------------------|---|
| | | 2. Review data for chronic violators, issues, or problem areas | 2. Annually, Permit Years 1-5 | 2. Yes/No Number of chronic issues identified: |
| 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 |
| 22. | IDDE Tracking | | | |
| | <p>City Stormwater Staff keep digital copies of illicit discharge inspection reports. The report notes things such as location, date, time, enforcement action, and resolutions. In addition to inspection records, illicit discharges and illegal dumping cases are tracked in the City’s GIS mapping system.</p> <p>Any enforcement actions taken by Code Enforcement staff are tracked in the Energov program (or similar software). This program tracks cases linked to a property and chronic violators can be identified.</p> | 1. Track IDDEs via inspection forms | 1. Continuously, Permit Years 1-5 | 1. Number of IDDEs reported: |
| | | 2. Track IDDEs via GIS mapping | 2. Continuously, Permit Years 1-5 | 2. Yes/No Number of investigations |
| | | 3. Track IDDE enforcement actions | 3. Continuously, Permit Years 1-5 | 3. Number of IDDEs referred for enforcement action: |
| | | 4. Document progress of IDDEs reported | 4. Continuously, Permit Years 1-5 | 4. Number of IDDEs resolved: |
| 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. | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 23. | IDDE Employee Training | | | |



Table 15: Illicit Discharge Detection and Elimination BMPs

| | | | | |
|--------------------|--|--|--|--|
| | <p>The City has a training program for municipal employees it has identified as having a high potential for impacting stormwater pollution in their daily duties or likely to observe or play a role in responding to an illicit discharge or illegal dumping. Employees are trained on the IDDE Procedure.</p> <p>Field staff are trained via PowerPoint presentation or video on how to identify report illicit discharges and illegal dumping to the Stormwater Division. Customer Service staff are trained on answering the stormwater hotline. Stormwater staff are trained on responding to illicit discharges and illegal dumping.</p> | <p>1. Provide IDDE Procedure training to identified municipal employees (Utilities, Public Works, Housing, Customer Services, Planning and Development, Fire Department)</p> | <p>1. Annually, Permit Years 1-5</p> | <p>1. Number of staff trained:</p> |
| Permit Ref. | <p>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.</p> | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 24. | Maintain Reporting Hotline | | | |
| | <p>Reports from the public can be made on the stormwater hotline (704-484-6866, stormwater@cityofshelby.com)</p> | <p>1. Provide training to customer service representatives on taking calls</p> | <p>1. Annually, Permit Years 1-5</p> | <p>1. Did hotline staff receive training: Yes/No Number of employees trained:</p> |
| | | <p>2. Test hotline implementation through test calls</p> | <p>2. Annually, Permit Years 1-5</p> | <p>2. Was hotline procedure implemented: Yes/No Hotline functional: Yes/No</p> |
| | | <p>3..Promote hotline through webpage and educational handouts</p> | <p>3..Continuously, Permit Years 1-5</p> | <p>3.. Yes/No</p> |
| | | <p>4.. Track number and type of complaints, concerns and information related to each call.</p> | <p>4.. Annually, Permit Years 1-5</p> | <p>4..Number of calls received:</p> |
| 25. | Maintain Informational Webpage | | | |

Table 15: Illicit Discharge Detection and Elimination BMPs

| | | | | |
|------------|--|---|-------------------------------|-------------------------------------|
| | Maintain existing stormwater informational website. The website will include links to the City Stormwater Ordinance, SWMP, educational brochures, stormwater hotline contact information, NCDEQ STOPMUD hotline, Stormwater Administrative Manual and other related information for developers. | 1. Maintain and update, Annually, City of Shelby Stormwater informational website to provide information to the public | 1. Annually, Permit Years 1-5 | 1. Yes/No |
| | | 2. Track the annual number of visits to the site. | 2. Annually, Permit Years 2-5 | 2. Number of visits to the website: |
| 26. | IDDE Employee Training | | | |
| | <p>The City has a training program for municipal employees it has identified as having a high potential for impacting stormwater pollution in their daily duties or likely to observe or play a role in responding to an illicit discharge or illegal dumping. Employees are trained on the IDDE Procedure.</p> <p>Field staff are trained via PowerPoint presentation or video on how to identify report illicit discharges and illegal dumping to the Stormwater Division. Customer Service staff are trained on answering the stormwater hotline. Stormwater staff are trained on responding to illicit discharges and illegal dumping.</p> | 1. Provide IDDE Procedure training to identified municipal employees (Utilities, Public Works, Housing, Customer Services, Planning and Development, Fire Department) | 1. Annually, Permit Years 1-5 | 1. Number of staff trained: |

PART 8: CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

In accordance with 15A NCAC 02H .0153, the City of Shelby 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 | State Implemented SPCA Program | 15A NCAC Chapter 04 | NCDEQ |

The City of Shelby also implements the following BMPs to meet NPDES MS4 Permit requirements.

| 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 | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 27. | 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: |
| 28. | Promote NCDEQ Hotline | | | |
| | Promote the NCDEQ hotline 1-866-STOPMUD | 1. Maintain STOPMUD hotline number on stormwater webpage | 1. Annually, Permit Years 1-5 | 1. Yes/No |
| | | 2. Promote hotline on City social media | 2. Annually, Permit Years 1-5 | 2. Yes/No |
| 29. | Maintain Reporting Hotline | | | |
| | Reports from the public can be made on the stormwater hotline (704-484-6866, stormwater@cityofshelby.com) | 1. See BMP #10 | 1. See BMP #10 | 1. See BMP #10 |

Table 17: Construction Site Runoff Control BMPs

| 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 |
| 31. | Contractor Education | | | |
| | Communicate Construction Waste Management Ordinance requirements to contractors | 1. Develop a fact sheet to be handed out with building permits. | 1. Permit Year 1 | 1. Yes/No |
| | | 2. Distribute fact sheet to contractors with building permits | 2. Continuously, Permit Year 2-5 | 2. Number of fact sheets distributed: |
| | | 3. Add fact sheet to Stormwater webpage | 3. Continuously, Permit Year 2-5 | 3. Yes/No |

PART 9: POST-CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

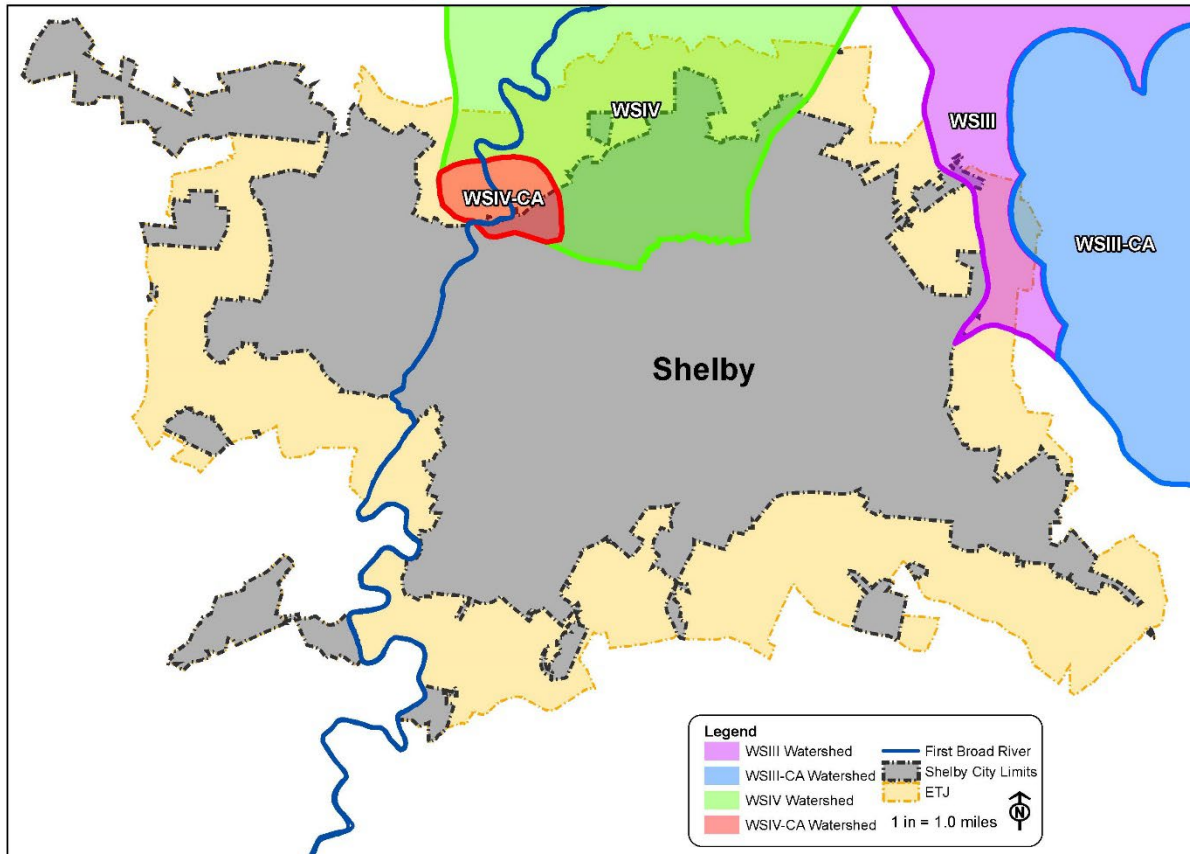
This SWMP identifies the minimum elements to develop, implement and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that are located within the City of Shelby 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 City of Shelby 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 |
|--|---------------------------|---|
| None | N/A | N/A |
| Water Supply Watershed (WS-I) | 15A NCAC 2B .0620 - .0624 | N/A |
| Water Supply Watershed (WS-II) | 15A NCAC 2B .0620 - .0624 | N/A |
| Water Supply Watershed (WS-III) | 15A NCAC 2B .0620 - .0624 | City of Shelby Unified Development Ordinance, Article X, Sect. 10-1 |
| Water Supply Watershed (WS-IV) | 15A NCAC 2B .0620 - .0624 | City of Shelby Unified Development Ordinance, Article X, Sect. 10-1 |
| Neuse River Basin Nutrient Sensitive (NSW) Management Strategy | 15A NCAC 2B .0235 | N/A |
| Tar-Pamlico River Basin Nutrient Sensitive (NSW) Management Strategy | 15A NCAC 2B .0258 | N/A |
| Randleman Lake Water Supply Watershed Nutrient Management Strategy | 15A NCAC 2B .0251 | N/A |
| Universal Stormwater Management Program | 15A NCAC 2H .1020 | N/A |

City of Shelby - Watersheds



The City of Shelby has existing requirements other than Qualifying Alternative Program(s) for implementation of the NPDES Phase II MS4 post-construction program requirements. These existing requirements are codified in local ordinance(s), and implementation is further defined in guidance, manuals and/or standard operating procedure(s) as summarized in Table 19 below.

Table 19: Summary of Existing Post-Construction Program Elements

| Permit Requirements for Plan Review and Approval | Municipal Ordinance/Code Reference(s) and/or Document Title(s) | Date Adopted |
|---|--|----------------------------------|
| 3.6.2(a) Authority | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.1.B | 11/18/13 Updated: 11/19/18 |
| 3.6.3(a) & 15A NCAC 02H.0153(c) Federal, State & Local Projects | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.1.E | 11/18/13 Updated: 11/19/18 |
| 3.6.3(b) Plan Review | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.2 | 11/18/13 Updated: 11/19/18 |
| 3.6.3(c) O&M Agreement | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.4.B | 11/18/13 Updated: 11/19/18 |
| 3.6.3(d) O&M Plan | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.4.B | 11/18/13 Updated: 11/19/18 |
| 3.6.3(e) Deed Restrictions/Covenants | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.3.B.5 / City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.3.C.6 | 11/18/13 Updated: 11/19/18 |
| 3.6.3(f) Access Easements | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.4.E | 11/18/13 Updated: 11/19/18 |
| Permit Requirements for Inspections and Enforcement | Municipal Ordinance/Code Reference(s) and/or Document Title(s) | Date Adopted |
| 3.6.2(b) Documentation | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.F | 11/18/13 Updated: 11/19/18 |
| 3.6.2(c) Right of Entry | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.5.C.2 | 11/18/13 Updated: 11/19/18 |
| 3.6.4(a) Pre-CO Inspections | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.2.C.4 | 11/18/13 Updated: 11/19/18 |
| 3.6.4(b) Compliance with Plans | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.2.C.4 | 11/18/13 Updated: 11/19/18 |
| 3.6.4(c) Annual SCM Inspections | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.4.A.2 | 11/18/13 Updated: 11/19/18 |
| 3.6.4(d) Low Density Inspections | TBD | TBD |
| 3.6.4(e) Qualified Professional | City of Shelby Unified Development Ordinance, Article X, Sect. 10-3.4.A.2 | 11/18/13 Updated: 11/19/18 |
| Permit Requirements for Fecal Coliform Reduction | Municipal Ordinance/Code Reference(s) and/or Document Title(s) | Date Adopted |

| | | |
|--|---|--------------------------------|
| 3.6.6(a) Pet Waste | City of Shelby Code of Ordinances Chapter 4, Article II, Division 1, Section 4-46 | 9/18/22 Updated: 4/16/07 |
| 3.6.6(b) On-Site Domestic Wastewater Treatment | TBD | TBD |
| | | |

The annual reporting metrics for the post construction program are provided in Table 20: Post Construction Site Runoff Control BMPs below.

| 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. <i>[These BMPs, measurable goals and annual reporting metrics are required for all post-construction programs and QAPs. Do not edit this BMP.]</i> | | | |
| BMP No. | A | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 33. | Standard Reporting | | | |
| | Implement standardized tracking, documentation, inspections and reporting mechanisms to compile appropriate data for the annual self-assessment process. Data shall be provided for each Post-Construction/Qualifying Alternative Program being implemented as listed in Tables 18 and 19. | 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 |
| | | 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. | | | |
| | A | B | C | D |

Table 20: Post Construction Site Runoff Control BMPs

| BMP No. | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
|--------------------|---|---|--|--|
| 34. | Water Supply Watershed (WS-III) | | | |
| | The City’s Water Supply Watershed (WS-III) program is administered by the Planning and Development Department. Building plans in this watershed are reviewed to meet the requirements of the program. | 1. Track number of watershed (WS-III) plans reviewed. | 1. Continuously, Permit Years 1-5 | 1. Number of plans reviewed: |
| | | 2. Track number of Water Supply Watershed (WS-III) permits issued. | 2. Continuously, Permit Years 1-5 | 2. Number of permits issued: |
| | | 3. Maintain a current inventory of Water Supply Watershed (WS-III) permits. | 3. Continuously, Permit Years 1-5 | 3. Yes/No |
| 35. | Water Supply Watershed (WS-IV) | | | |
| | The City’s Water Supply Watershed (WS-IV) program is administered by the Planning and Development Department. Building plans in this watershed are reviewed to meet the requirements of the program. | 1. Track number of watershed (WS-IV) plans reviewed. | 1. Continuously, Permit Years 1-5 | 1. Number of plans reviewed: |
| | | 2. Track number of Water Supply Watershed (WS-IV) permits issued. | 2. Continuously, Permit Years 1-5 | 2. Number of permits issued: |
| | | 3. Maintain a current inventory of Water Supply Watershed (WS-IV) permits. | 3. Continuously, Permit Years 1-5 | 3. Yes/No |
| Permit Ref. | <p>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.</p> | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 36. | This permit requirement is fully met by the existing post-construction program, see references provided in Table 19. | | | |
| | This permit requirement is fully met by the existing post-construction program, see references provided in Table 19. | 1. See Table 19 | 1. See Table 19 | 1. See Table 19 |

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 |
| 37. | This permit requirement is fully met by the existing post-construction program, see references provided in Table 19. | | | |
| | This permit requirement is fully met by the existing post-construction program, see references provided in Table 19. | 1. See Table 19 | 1. See Table 19 | 1. See Table 19 |
| 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, a€(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 |
| 38. | This permit requirement is fully met by the existing post-construction program, see references provided in Table 19. | | | |
| | This permit requirement is fully met by the existing post-construction program, see references provided in Table 19. | 1. See Table 19 | 1. See Table 19 | 1. See Table 19 |

Table 20: Post Construction Site Runoff Control BMPs

| BMP No. | A | B | C | D |
|--------------------|---|---|-----------------------------------|---|
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 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. | | | |
| 39. | Pet Waste Management Ordinance: This permit requirement is fully met by the existing post construction program referenced in Table 19 | | | |
| | This permit requirement is fully met by the existing post-construction program, see references provided in Table 19. The City maintains 24 pet waste bag dispensers in public locations to promote the proper disposal of pet waste by the public. Locations include the uptown area, Fallen Heros Memorial, City Park and Hanna Park. | 1. See Table 19 | 1. See Table 19 | 1. See Table 19 |
| | | 2. Maintain the City’s pet waste bag dispensers | 2. Continuously, Permit Years 1-5 | 2. Number of bags distributed |
| 40. | On-site Domestic Wastewater Treatment System | | | |
| | City of Shelby Water Resources staff operate and maintain the City’s sewer system per the requirements of their permit. Most new construction is tied to the City’s sewer system, however there are some existing septic tanks within the City limits. New and existing septic systems are subject to requirements of the Cleveland County Health Department’s Environmental Health Program. | 1. Contact the Water Resources Department when any sewer issue occurs | 1. As needed, Permit Years 1-5 | 1. Yes/No |
| | | 2. Contact the Cleveland County Health Department for any septic tank issues found | 2. As needed, Permit Years 1-5 | 2.Refferals to Cleveland County Health Department |
| | | 3. Draft an update to the existing stormwater ordinance to add on-site domestic wastewater requirements | 3. Permit Year 1 | 3. Yes/No |
| | | 4. Adopt revised stormwater ordinance with on-site domestic wastewater requirements | 4. Permit Year 1 | 4. Yes/No |

PART 10: POLLUTION PREVENTION AND GOOD HOUSEKEEPING PROGRAMS

This SWMP provides a comprehensive pollution prevention and good housekeeping strategy for the City of Shelby 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 City of Shelby 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 |
| 41. | Municipal Facilities Inventory | | | |
| | Maintain inventory of municipal facilities and each facilities potential for generating stormwater pollution | 1. Maintain inventory of municipal facilities and their potential for generating stormwater pollution | 1. Annually, Permit Years 1-5 | 1. Yes/No; Number of Facilities Identified |
| 42. | Municipal Facility Inspections | | | |
| | | 1. Maintain Municipal Facility Inspection SOP | 1. Annually, Permit Years 1-5 | 1. Yes/No |

Table 21: Pollution Prevention and Good Housekeeping BMPs

| | | | | |
|--------------------|---|---|---|-------------------------------------|
| | The Municipal Facility Inspection Standard Operating Procedure should be review and revised as needed. All municipal facilities will be inspected at a frequency determined by the Municipal Facility Inspection SOP. Properties are inspected for good housekeeping practices such as: vehicle and equipment washing, fueling operations, maintenance operations and garage operations. | 2. Conduct routine inspections per the established SOP | 2. Annually, Permit Years 1-5 | 2. Number of inspections completed: |
| 43. | Municipal Employee Training | | | |
| | Municipal employees are trained on good housekeeping measures, spill response, MS4 maintenance, pavement management, pesticide/fertilizer use and municipal vehicle operation and maintenance. | 1. Train staff responsible for implementing good housekeeping measures: City Park, Customer Service, Planning and Development, Public Works, Housing, Utilities and Fire Department | 1. Annually, Permit Years 1-5 | 1. 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 Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 44. | Spill Response Procedure | | | |
| | Maintain spill response procedure and conduct training for municipal employees. | 1. Review and update Spill Response Procedure as needed. | 1. Annually, Permit Years 1-5 | 1. Yes/No |
| | | 2. Train applicable municipal employees on Spill Response Procedure | 2. Annually, Permit Years 1-5 | 2. Number of employees trained: |
| 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 |
| 45. | MS4 Staff Training | | | |

Table 21: Pollution Prevention and Good Housekeeping BMPs

| | | | | |
|--------------------|---|---|--|---|
| | Train stormwater, MS4 maintenance staff and street sweeper staff on Municipally Maintained Streets, Catch Basins and Conveyance Systems Operation and Maintenance Manual. | 1. Maintain and Update SOP as needed. 2. Train staff on SOP | 1. Annually, Permit Years 1-5 2. Annually, Permit Years 1-5 | 1. Yes/No 2. Yes/No |
| 46. | MS4 Inspections and Maintenance | | | |
| | Stormwater staff will routinely inspect, repair and maintain the City’s MS4 system per the requirements in the Municipally Maintained Streets, Catch Basins and Conveyance Systems Operation and Maintenance Manual. | 1. Create a regular inspection program. | 1. Year 1 | 1. Yes/ No |
| | | 2. Inspect 5% of City owned stormwater system | 2. Continually, Permit Years 1-5 | 2. Percentage of System inspected |
| 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 |
| 47. | Inventory of municipally owned SCMs | | | |
| | Develop an inventory of municipally owned SCMs installed for compliance with the City’s post-construction program. | 1. Create inventory of all municipally owned SCMs | 1. Permit Year 1 | 1. Yes/No or N/a Number of municipally owned SCMs: |
| | | 2. Add layer to the GIS stormwater map for municipally owned SCMs | 2. Permit Year 1 | 2. Yes/No or N/a |
| | | 3. Update municipally owned SCM inventory as needed | 3. Permit Years 2-5 | 3. Yes/No or N/a Number of municipally owned SCMs: |
| 48. | Municipally Owned SCM Inspection Procedure | | | |
| | The City currently has a procedure in place for operation and maintenance of municipally owned SCMs in the Municipally Maintained Streets, Catch Basins and Conveyance Systems Operation and Maintenance Manual. | 1. Maintain and update inspection procedure as needed. | 1. Annually, Permit Years 1-5 | 1. Yes/No/N/a |
| | | 2. Conduct inspections of municipally owned SCMs | 2. Continuously, Permit Years 1-5 | 2. Number of inspections performed or N/a |
| | | 3. Perform Maintenance Task identified in inspection | 3. As required | 3. Number of maintenance task performed: |

Table 21: Pollution Prevention and Good Housekeeping BMPs

| Permit Ref. | 3.7.5: Pesticide, Herbicide and Fertilizer Management Program | | | |
|-------------|---|--|----------------------------------|--|
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 49. | Chemical Application Of Pesticides, Herbicides, And Fertilizers Procedure | | | |
| | The City currently has a Chemical Application of Pesticides, Herbicides, and Fertilizers Procedure. | 1. Maintain and update the Chemical Application of Pesticides, Herbicides, and Fertilizers Procedure | 1. Annually, Permit Years 1-5 | 1. Yes/No |
| | Train Municipal employees who apply these products annually on the procedure. | 2. Train applicable municipal employees on the Chemical Application of Pesticides, Herbicides, and Fertilizers Procedure | 2. Annually, Permit Years 1-5 | 2. Number of employees trained: Number of License Applicators |
| Permit Ref. | 3.7.6: Vehicle and Equipment Maintenance Program | | | |
| BMP No. | A Description of BMP | B Measurable Goal(s) | C Schedule for Implementation | D Annual Reporting Metric |
| 50. | Operation and Maintenance of Municipal Vehicles and Equipment | | | |
| | The City maintains an Operation and Maintenance of Municipal Vehicles and Equipment Procedure. This procedure details measures to reduce stormwater pollution from the operation and maintenance of municipal vehicles and equipment. | 1. Maintain and update SOP as needed. | 1. Annually, Permit Years 1-5 | 1. Yes/No |
| | | 2. Train municipal employees on SOP. | 2. Annually, Permit Years 1-5 | 2. Number of employees trained: |
| | | 3. Perform inspections of wash bays and notify responsible party of any corrective requirements | 3. Annually, Permit Years 1-5 | 3. Number of wash bays inspected: |
| | Routine inspections as part of general facility inspections to ensure proper procedures are followed to minimize water quality impacts from vehicle cleaning and maintenance | 4. Perform Re-inspections of any facilities that require corrective action | 4. as required | 4. Yes/No/ N/A |
| 51. | NPDES Industrial Permits | | | |

Table 21: Pollution Prevention and Good Housekeeping BMPs

| | | | | |
|--------------------|--|---|------------------------------------|--|
| | The City’s Public Works facility, Airport and Wastewater Treatment Plant have NPDES Industrial Stormwater Permits. | 1. Review each permit requirements for compliance and take corrective action as needed. | 1. Annually, Years 1-5 | 1. 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 | B | C | D |
| | Description of BMP | Measurable Goal(s) | Schedule for Implementation | Annual Reporting Metric |
| 52. | Street Sweeping Program | | | |
| | The City currently has 2 street sweepers (one vacuum, one regenerative air). The City currently has street sweeping standard operating procedures in its Municipally Maintained Streets, Catch Basins and Conveyance Systems Operation and Maintenance Manual. Each sweeper is equipped with GPS tracking to collect mileage swept data in addition to tons of debris disposed at the Cleveland County Landfill. | 1. Develop and maintain a Street sweeping SOP that has street sweeping average 20 hours a week | 1. Permit Year 1 | 1. Yes/No Average Hours Ran a Week: |
| | | 2. Develop and maintain a tracking system for data including route, frequency, and road mileage swept | 2. Permit Year 1 | 2. Yes/No Number of miles swept: |
| | | 3. Train street sweeping staff and supervisors on SOP | 3.. Annually, Permit Years 1-5 | 3. Number of Employees Trained: |
| 53. | Yard Waste Collection Program | | | |
| | City of Shelby Public Works collects Yard Waste to reduce pollution and restrictions of the stormwater system | 1. Develop and Maintain a Yard Waste Collection SOP | 1. Permit Year 1 | 1. Yes/No |
| | | 2. Train Employee on Yard Waste Collection Procedure | 2. Annually, Permit Years 1-5 | 2. Number of Employees trained: |
| | | 3.. Maintain the Leaf Collection Program | 3. Continuously, Permit Years 1-5 | 3. Tons of leaves disposed of: |
| | | 4. Evaluate and update SOP based on collected data | 4. Annually Permit Years 1-5 | 4. SOP Evaluated: Yes/No/Partial |