


Town of Canandaigua

STORMWATER MANAGEMENT PROGRAM PLAN

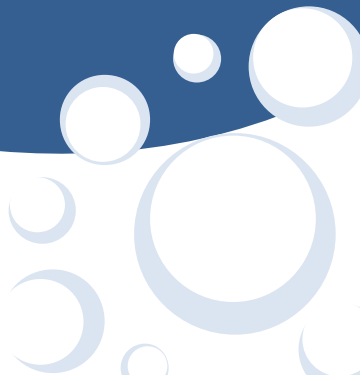
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1. INTRODUCTION

a) Executive Summary

This Stormwater Management Program (SWMP) Plan describes the actions that the Town of Canandaigua will take to reduce pollution discharged through storm sewers to waters of the State. Municipalities are regulated due to their location within a densely populated region. The Town of Canandaigua is a regulated tradition land use small MS4 located within an urbanized area as of the year 2010 Census.

Regulated municipalities are authorized to discharge stormwater by the New York State Department of Environmental Conservation's (DEC's) *SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s)(GP-0-15-003)(as amended)* (copy included in *Appendix A*). This permit requires each MS4 to develop, implement, and enforce a Stormwater Management Program Plan (SWMP) that addresses the pollutants of concern and reduces the discharge of pollutants from the small MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Environmental Conservation Law and Clean Water Act. As required, this MS4 submitted a Notice of Intent (NOI) to the NYSDEC on October 9th, 2013 and is included as *Appendix B* of this SWMP. On March 4th, 2014 the NYSDEC acknowledged the receipt of the completed NOI (see *Appendix C*). Upon receipt, the Town was authorized and covered under the State Pollutant Discharge Elimination Systems General Permit No. GP-0-10-002. Currently the Town is operating under the more recent SPDES Permit No. GP-0-15-003 (see *Appendix C*).

Pollution prevention and remediation activities are described in this SWMP as being part of one of the following minimum control measures (MCMs):

- 1) Public Education and Outreach
- 2) Public Involvement/Participation
- 3) Illicit Discharge Detection and Elimination
- 4) Construction Site Runoff Control
- 5) Post-construction Stormwater Management
- 6) Pollution Prevention/Good Housekeeping for Municipalities

This SWMP details the best management practices (BMPs) that will or have been implemented to maintain compliance with the aforementioned permit and achieve pollutant reduction to the maximum extent practicable. The "Best Management Practices - SWMP Implementation Plan" summarizing the MS4s plan for compliance is found on the following pages.

Best management practices are implemented by multiple departments and organizations within the Town of Canandaigua Area. The Development Office, the Highway Department, Planning and Zoning, Environmental Conservation Board, in conjunction with the Canandaigua Lake Watershed Council, Canandaigua Lake Watershed Association and Canandaigua Lake Watershed Commission which work through an agreement to develop, implement and enforce components of the Stormwater Management Program (see *Appendix H* for the Staffing and Organizational Chart).

b) General Information and Requirements

The Town of Canandaigua is located within Ontario County, New York. The Town is at the northwest portion of Canandaigua Lake and has a total area of 62.5 square miles, including 5.7 square miles of water. Per the United State Census Bureau 2010 census, the population of the Town was 10,020. Land use within the Town is primarily agricultural and low-density residential, with smaller areas of high-density residential and commercial districts.

The Town of Canandaigua works collaboratively with the Canandaigua Lake Watershed Council, Canandaigua Lake Watershed Association, and the Canandaigua Lake Watershed Commission to accomplish the goals and review the effectiveness of the program.

The goal of this SWMP is to reduce the discharge of pollutants from the Town's small MS4 to the maximum extent practicable (MEP) in order to protect water quality and to satisfy the appropriate water quality requirements of the Environmental Conservation Law and the Clean Water Act. This SWMP was written in accordance with DEC's SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems(GP-0-15-003)(as amended) (copy included in *Appendix A*). Also as required, the MS4 submitted a NOI to DEC in October of 2013, and is included as *Appendix B* of this SWMP.

2. MINIMUM CONTROL MEASURE #1 PUBLIC EDUCATION and OUTREACH

All material related to the public education and outreach MCM is included in *Appendix J*.

a) Description of Minimum Control Measure

The Public Education and Outreach MCM consists of best management practices (BMPs) that focus on the development of educational materials designed to inform the public about the impacts that stormwater discharges have on local water bodies. The educational materials contain specific actions as to how the public, as individuals or collectively as a group, can participate in reducing pollutants and their impact on the environment. The Public Education and Outreach program and BMPs, in combination, are expected to reach all of the constituents within the MS4's permitted boundary. The target pollutant sources are construction site runoff, impacts from new and re-development projects, illicit discharges and local/regional POCs.

b) General Permit Requirements

- Identify Pollutants of Concern (POCs), waterbodies of concern, geographic areas of concern, target audiences.

Pollutants of concern: The primary Stormwater Management Program pollutant of concern is sediment and associated nutrient load. Sources of sediment/nutrients include agricultural activities, stream bank erosion, construction site runoff, and residential site runoff. Phosphorus is the leading pollutant of concern, as it has been traced to the development of 'blue-green algae' (cyanobacteria) concentrations within Canandaigua Lake.

Waterbodies of concern: Canandaigua Lake is the source of drinking water for approximately 70,000 people. There are several tributaries which feed into Canandaigua Lake, which are sources of agricultural activity associated nutrient rich runoff. The Town of Canandaigua partners with the Canandaigua Lake Watershed Council and the Canandaigua Lake Watershed Association to address the protection of these waterbodies.

Target Audience: The Town of Canandaigua will target contractors, agricultural operators, residents, municipal staff, school students, as well as various community organizations.

c) Methodology for Compliance with Permit Requirements

The Stormwater Management Officer, in conjunction with the Canandaigua Lake Watershed Council, Canandaigua Lake Watershed Association, and the Town of Canandaigua Environmental Conservation Board are responsible for the implementation of this MCM.

- Direct communication with building permit applicants as they apply for various projects. Stormwater Management Officers educate contractors in regards to erosion control practices during pre-construction meetings and site compliance inspections.

- Provide contractors and construction site operators with information on trainings available through local groups, DEC, and organizations.
- Presentations on topics such as improved site design, green infrastructure, and low impact design.
- All team members of this MCM provide brochures and handouts which are accessible to all members of the community. The team also continues to develop new brochures and newsletters to provide the public with up to date information.
- The Development Office provides applicants with information regarding their construction site runoff control requirements, along with their application package. (Erosion and Sediment Control Permit Application)
- Education Information is provided on the various team members Websites:
 - Town of Canandaigua Stormwater Management Program
<http://www.townofcanandaigua.org/page.asp?id=104>
 - Canandaigua Lake Watershed Council
<http://canandaigualake.org/watershed/>
 - Canandaigua Lake Watershed Association
<http://www.canandaigualakeassoc.org/>
 - Town of Canandaigua Environmental Conservation Board
<http://www.townofcanandaigua.org/page.asp?id=60&name=Environmental%20Conservation%20Board>
- In response to complaints, the Stormwater Management Officer and other staff will inform the residents on how to properly manage and maintain their particular source of pollution/drainage.
- Storm Drain Markers. Municipal and local watershed groups utilize volunteer assistance to attach storm drain markers to storm drains. “No Dumping – Drains to Lake”
- Billboards – Kiosks. Local watershed group maintains kiosks at parks, providing targeted messages about stormwater pollution and illicit discharges.
- Trainings/Conferences. The Town of Canandaigua has a program to educate its employees whose responsibilities could potentially impact water quality (e.g., Highway, Parks and Recreation, Building Maintenance, SMO’s, inspectors, SWPPP reviewers) on a regular basis. This education includes illicit detection and elimination, post-construction practices, green infrastructure, pollution prevention, good housekeeping, and soil erosion and sediment control.

- Municipal Meetings. The SMO or other municipal staff present updates to their governing boards as needed.

d) Goals

- To raise awareness that polluted stormwater runoff is a significant source of water quality issues.

- To motivate the public to utilize Best Management Practices (BMPs) to reduce pollution within stormwater runoff

- To reduce polluted stormwater runoff as a result of increased awareness and utilization of BMPs.

e) Minimum Required Reporting

At a minimum, the Town of Canandaigua will report on the following items:

- list education / outreach activities performed and provide any results (number of people attended, amount of materials distributed, etc.)

- report on effectiveness of program, BMP and measurable goal assessment

- maintain records of all training activities

These elements are covered in the Town of Canandaigua MS4 Annual Stormwater reports.

Records on training sessions in the Town of Canandaigua are on file in the Development Office.

3. MINIMUM CONTROL MEASURE #2 PUBLIC INVOLVEMENT & PARTICIPATION

All material related to the public education and outreach MCM is included in *Appendix K*.

The Town of Canandaigua complies with the State open Meetings Law and Local Public Notice requirements.

a) Description of Minimum Control Measure

The Public Involvement and Participation MCM consists of a set of practices that are focused on getting members of the local community involved in the MS4's municipal stormwater management program. Compliance with State and local public notice requirements will be maintained whenever public participation is sought or required. These practices are designed to seek public input on the SWMP and Annual Report accomplishments in addition to describing specific activities that encourage public participation. The target audiences for the public involvement program are individuals and groups that may have an interest in participation in the program, as well as the general public.

b) General Permit Requirements

At a minimum, all covered entities must:

- Comply with State and local public notice requirements when implementing a public involvement / participation program
- Provide the opportunity for the public to participate in the development, implementation, review and revision of the SWMP
- Identify a Local Stormwater Public Contact
- Annual Report Presentation
- Record, periodically assess and modify as needed measurable goals
- Select and implement appropriate public involvement / participation activities to promote the reduction of pollutants and associated stormwater discharges.

c) Methodology for Compliance with Permit Requirements

The Stormwater Management Officer, in conjunction with the Canandaigua Lake Watershed Council, Canandaigua Lake Watershed Association, Town of Canandaigua Town Board, and the Town of Canandaigua Environmental Conservation Board are responsible for the implementation of this MCM.

- The Town of Canandaigua complies with the State Open Meetings Law when planning the annual report presentation public meetings. The Town has designated Town Board of Canandaigua meetings to provide the required presentations and venue for public comment. The Environmental Conservation Board meetings will also provide a venue for public comment.

- The meeting notice is distributed as a press release within the required timeframe and is also posted along with the annual report on the Town of Canandaigua website.

- E-mail contacts are listed on meeting and annual report notices, to allow for public comment. Comments can also be made via e-mail on the Town of Canandaigua website.

- The Town Board sets their meeting schedule at the beginning of every year and releases it to the media as well as posting it on the Town of Canandaigua website.

- The Environmental Conservation Board sets their meeting schedule at the beginning of every year and releases it to the media as well as posting it on the Town of Canandaigua website.

- A Notice of Availability is created and distributed to the media and posted on the Town of Canandaigua website every year which includes all the required information about the annual report, annual report presentation public meeting, and how and when to comment.

- The Town of Canandaigua SWMP will also be permanently posted on the Town of Canandaigua website, Stormwater webpage. It will be replaced as it is modified.

- Archival versions will be on file in the Town of Canandaigua Code Enforcement Office.

- The Town of Canandaigua has coordinated efforts with local watershed groups for beautification projects and cleanup days.

d) Goals

- The Town of Canandaigua Final Annual report remains on the Town website for the entire reporting year for public inspection. When a new report is finalized for the next reporting year, previous annual reports are archived on the Town website.

- The Town of Canandaigua will continue to hold public meetings to solicit comment on the annual report and provide sufficient notice.

- The Town of Canandaigua will continue to solicit the assistance of the Watershed Groups to install permanent storm drain markers on catch basins in the MS4 area.

- The Town of Canandaigua will continue to enforce Town Code which requires developers to utilize catch basins that have permanent storm drain markers installed.

- The Town of Canandaigua will post all MCM 1 & 2 educational material on Town website.

- The Town of Canandaigua Local Stormwater Public Contact information will be posted on the Town website on the dedicated stormwater webpage.

<http://www.townofcanandaigua.org/page.asp?id=104>

e) Minimum Required Reporting

- annual report presentation information (date, time, attendees) or information

- public notices detailing how annual report was made available for comment

- comments received and responses

- report on effectiveness of program, BMP and measurable goal assessment

Elements are covered and reported in the official MS4 Annual Reports, which are made available on-line at the Town's Website and in hard copy format within the Town Development Office.

4. MINIMUM CONTROL MEASURE #3 ILLICIT DISCHARGE DETECTION & ELIMINATION

All material related to the public education and outreach MCM is included in *Appendix L*.

a) Description of Minimum Control Measure

The Illicit Discharge Detection and Elimination minimum control measure consists of Best Management Practices (BMPs) that focus on the detection and elimination of illicit discharges into the MS4. The BMPs describe outfall mapping and updating procedures; the legal authority mechanism that will be used to effectively prohibit illicit discharges; enforcement procedures and actions to ensure that the regulatory mechanism is implemented; the dry weather screening program and procedures for tracing and locating the source of an illicit discharge; procedures for locating priority areas; and procedures for removing the source of the illicit discharge.

b) General Permit Requirements

At a minimum, all covered entities must:

- Develop, implement and enforce a program to detect and eliminate illicit discharges into the MS4.
- Develop and maintain a map, showing the location of all outfalls and the names and location of all waters of the United States that receive discharges from those outfalls.
- Field verify all outfall locations.
- Conduct an outfall reconnaissance inventory, addressing each outfall at least once every five years, with reasonable progress each year.
- Map new outfalls as they are constructed or newly discovered.
- Prohibit, through ordinance or other regulatory mechanism, illicit discharges into the storm sewer system and implement appropriate enforcement procedures and actions.
- Develop and implement a program to detect and address non-stormwater discharges, including illegal dumping, to the system.
- Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.
- Address the categories of non-stormwater discharges or flows as necessary.
- Develop, record, periodically assess, and modify as needed, measureable goals.
- Select and implement appropriate IDDE BMPs and measureable goals to ensure the reduction of all Pollutants of Concern in stormwater discharges to the MS4.

c) Methodology for Compliance with Permit Requirements

Accomplishments:

- On Monday June 20, 2016 the Town of Canandaigua adopted Local Law No.5 of the year 2016, creating Chapter 170 - Stormwater Management to the Town Code to meet the requirements of Minimum Control Measures of the SPDES General Permit.
- On Monday June 20, 2016 the Town of Canandaigua adopted Local Law No.6 of the year 2016, creating Chapter 172 - Illicit Discharge Detection and Elimination to the Town Code to meet the requirements of Minimum Control Measures of the SPDES General Permit.

- The Town of Canandaigua has mapped and inspected the majority of the outfalls within the MS4 area. Inspection files are located within the Outfall Database & Inspection folder, located within the Town of Canandaigua Development Office. The outfall inspection and location data are stored in a data file, and are georeferenced into ArcGIS.
- The MS4 Program Manager currently maintains the mapping and inspection database.

d) Goals

- Using the existing outfall mapping, the Town of Canandaigua will conduct an outfall reconnaissance inventory during routine maintenance visits, addressing each outfall at least once every three years, with reasonable progress each year.
- Maintain a prioritized list of outfalls for inspection, ranked as follows:
 - Outfalls in which previous inspections indicated evidence of illicit discharge such as dry weather discharge, color, odor, etc. or outfalls in areas where repeated complaints were received.
 - Outfalls in heavy industrial or commercial areas or construction sites
 - Outfalls in environmentally sensitive areas.
 - Outfalls which directly empty into Canandaigua Lake.
 - Outfalls in which previous inspections indicated structural deficiencies.
- The Town of Canandaigua Stormwater Management Officer will ensure that outfalls are being inspected; and the inspections are documented, and will update outfall mapping forms for all outfalls that have been altered since mapping was established.
- The Town of Canandaigua Stormwater Management Officer will periodically review the ordinance and adjust as necessary to maintain compliance with NYSDEC standards and requirements.
- The Town of Canandaigua will update its current inspection plan to detect illicit discharges by conducting routine visual inspections of every mapped outfall. The plan will set criteria for the inspection process.
- A future goal of the Stormwater Program is to define the drainage areas about each outfall. Having the drainage areas defined is helpful in tracking down illicit discharge sources. The Town has purchased software, and drainage area mapping is a goal in 2017.
- The Town of Canandaigua Stormwater Management Officer will investigate and confirm the source of pollutants when water quality issues arise due to public complaints or by scheduled inspection of outfalls and implement enforcement action per the Local Law to prohibit illicit discharges, activities and connections to separate storm sewer system.
- The Town of Canandaigua Stormwater Management Officer will annually update nonstormwater discharge list as necessary such that no exempt stormwater discharge is a substantial contribution of pollutants.
- NON-STORMWATER DISCHARGE LIST:
 - Waterline flushing
 - Landscape irrigation
 - Diverted stream flows
 - Discharges from potable water sources
 - Foundation and footing drains
 - Air conditioning condensate
 - Irrigation water
 - Water from crawl space and basement sump pumps

- Lawn watering runoff
 - Water from individual residential car washing
 - De-chlorinated swimming pool and water reservoir discharges
 - Residual street wash water
 - Discharges or flows from fire fighting activities
 - Any SPDES permitted discharge
- The Canandaigua Lake Watershed Council has historically installed storm drain markers on existing catch basins. The Town of Canandaigua will continue to support and take part in the activities of the CLWC.
 - The Town of Canandaigua will continue to develop a spreadsheet containing catchbasin locations and maintenance history.
 - The Town of Canandaigua will continue to inspect and clean catch basins on a rotating basis. The Town has recently purchased a street sweeper with a catch basin pump/vacuum, which will aid in the inspection and cleaning.
 - Through the minimum reporting requirements the Town of Canandaigua will document its progress in implementation of BMPs and measureable goals.

e) Minimum Required Reporting

- Number and percent of outfalls mapped
- Number of illicit discharges detected and eliminated
- Percent of outfalls for which an outfall reconnaissance inventory has been performed
- Status of system mapping;
- Activities in and results from informing public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste
- Regulatory mechanism & associated certification that law is equivalent to the State's model IDDE law
- Report on effectiveness of program, BMP and measureable goal assessment.

These required elements are all covered in the Town's MS4 Stormwater Annual Report

5. MINIMUM CONTROL MEASURE #4 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

All material related to the public education and outreach MCM is included in *Appendix M*.

Polluted stormwater runoff from construction sites often flows to MS4s and ultimately is discharged into local rivers and streams.

Pollutants Commonly Found in Construction Site Runoff:

- Sediment
- Solids & Sanitary Waste
- Phosphorus (fertilizer)
- Nitrogen (fertilizer)
- Pesticides
- Oils, & Fuels
- Concrete Residue/Wash
- Debris

Of the pollutants listed, sediment is usually the main pollutant of concern. Sources of sedimentation include agriculture, urban runoff, construction, and forestry. Sediment runoff rates from construction sites however are typically 10 to 20 times greater than those of agricultural lands, and 1,000 to 2,000 times greater than those of forest lands. During a short period of time, construction sites can contribute more sediment to streams that can be deposited naturally during several decades. The resulting siltation, and the contribution of other pollutants from construction sites, can cause physical, chemical, and biological harm to our waters.

a) Description of Minimum Control Measure

The Construction Site Runoff Minimum Control Measure consists of Best Management Practices that focus on the reduction of pollutants to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater discharges from construction activities disturbing less than one acre will be considered if it is part of a larger common plan of development that would disturb one acre or more.

Described in this section is, the legal authority mechanism that will be used to require erosion and sediment controls; enforcement procedures and actions to ensure compliance; requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste; procedures for site plan review which incorporate the consideration of water quality impacts; procedures for receipt and consideration of information submitted by the public; and procedures for site inspection and enforcement of control measures.

The stormwater regulations for Construction Site Runoff Control apply to privately-owned and MS4-owned and managed projects. Therefore, the goals described in this section have application to both types of projects.

b) General Permit Requirements

The Permit requires that an operator of a regulated small MS4 to develop, implement, and enforce a program to reduce pollutants in stormwater runoff to their MS4. The MS4 operator is required at a minimum to:

- Have an ordinance or other regulatory mechanism equivalent to the NYS SPDES General Permit for Stormwater Discharges from Construction Sites, requiring the implementation of proper erosion and sediment controls, and controls for other wastes, on applicable construction sites;
- Address stormwater runoff from construction activities that result in a land disturbance of greater than or equal to one acre, and those construction activities that are part of a larger common plan of development that would disturb one acre or more;
- Include a law, ordinance to require a SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the State's most current technical standards;
- Have procedures for site plan review of SWPPPs that consider potential water quality impacts and consistency with State and local sediment and erosion control requirements;
- MS4 must also have trained individuals performing the reviews, all sites of one acre or greater must be reviewed and an MS4 Acceptance Form must be completed;
- Have procedures of site inspection and enforcement of control measures;
- Have sanctions to ensure compliance (established in ordinance or other regulatory mechanism);
- Establish procedures for the receipt and consideration of information submitted by the public (i.e. Complaints); and
- Describe procedures for site inspections and enforcement of erosion and sediment control measures including steps to identify priority sites for inspection and enforcement based on the nature of construction activity, topography, and the characteristics of the receiving waters;
- Educate construction site owner/operators, design engineers, municipal staff and other individuals to whom these regulations apply about the municipality's stormwater construction requirements
- Ensure that construction site operators have received erosion and sediment control training before they do work within the MS4 and maintain records of that training.
- Establish and maintain an inventory of active construction sites, including the location of the site, owner/operator contact information;
- Develop, record, periodically assess and modify as needed measurable goals; and
- Determine the appropriate BMPs and measurable goals for this minimum control measure to ensure the reduction of all Pollutants of Concern (POCs) in stormwater discharges to the Maximum Extent Practicable.

c) Methodology for Compliance with Permit Requirements

The Town of Canandaigua has adopted Local Laws for Stormwater Management and Erosion and Sediment Control. (Local Law #5 of 2016 – Stormwater Management)

This ordinance authorizes the Town to enforce a program that reduces pollutant runoff from construction sites.

The Town is responsible for:

- Reviewing SWPPPs – with the aid of Town Engineering
- Inspecting Construction Sites
- Enforcing permit requirements on developers/owners/operators that do not comply with regulations.

The Town of Canandaigua will also provide information on available training to developers, contractors, and design engineers in order to inform them of the regulations.

The Town of Canandaigua maintains an inventory of active construction sites, and inactive permitted construction sites. *Appendix R* 'Construction Activity Permits'. The Town periodically reviews and updates the construction permit database.

d) Goals

Plan Review Goals:

- Amend the stormwater law as necessary to maintain the NYS stormwater standards and requirements as defined by the current or any future NYSDEC permits pertaining to stormwater management activities.
- Maintain, document, and further implement existing procedures for the public to request information, and to relay concerns to the representative of the municipality.
- Maintain, document, and further implement existing internal tracking and plan review procedures to cover the following issues:
 - Conformance to local stormwater regulations
 - Appropriate use of temporary erosion controls
 - Inclusion of any required local, state, and/or federal stormwater permit documents
- Provide training for any town representatives that will be completing the construction plan reviews for the town, including planning and zoning boards.
- Conduct SWPPP review (with assistance from Town Engineering) for all sites within the Town of Canandaigua where disturbance is one acre or greater to ensure consistency with State and local sediment and erosion control requirements and complete the SWPPP Acceptance Form.
- Educate the local construction community on the construction plans review process.

- Follow standard Town Approval Process and provide notice to the public that a project will be open for review and comment.
- Notify owners/operators of local construction sites who are in violation of the standards as defined by the General Construction Permit.
- Maintain records of plans reviewed and approved under this program.

Construction Inspection Goals:

- Maintain, document, and further implement existing inspection forms and procedures based on the adopted local laws regulating construction sites within the Town of Canandaigua that disturb one acre of land or more.
- Conduct and report on inspection procedures and educational efforts to familiarize town staff and the local construction community with local stormwater regulations relating to construction activities.
- Maintain, document, and further implement existing internal procedures for tracking new and on-going construction activities.
- Take action against owners and/or operators of local construction sites that are in violation of local construction stormwater regulations using the enforcement regulation outlined in the adopted local laws.
- Maintain records of construction site inspections, enforcement actions, and corrective actions.
- Educate municipal staff and the local construction community with regards to local inspection procedures.
- Inspect and maintain records of all construction sites where one acre of land or more is being disturbed using appropriate inspection procedures and forms to ensure compliance with local stormwater regulations.

e) Minimum Required Reporting

At a minimum, the Town of Canandaigua will report on the items below:

- Number of SWPPPS reviewed
- Number and Type of Enforcement Action
- Number of Construction sites authorized for disturbance activities of one acre or more
- Report of effectiveness of program, BMP and measurable goal assessment.

These elements are covered in the Town of Canandaigua MS4 Annual Stormwater Reports.

6. MINIMUM CONTROL MEASURE #5 POST CONSTRUCTION STORMWATER MANAGEMENT

All material related to the public education and outreach MCM is included in *Appendix N*.

Post construction stormwater management in areas undergoing new development or redevelopment is required because runoff can significantly affect receiving water bodies.

There are generally two forms of substantial impacts of post-construction runoff. The first is caused by an increase in the type and quantity of pollutants in stormwater runoff. As runoff flows over areas altered by development it picks up harmful sediment and chemical such as oil and grease, pesticides, heavy metals, and nutrients. These pollutants often become suspended in runoff and are carried to receiving waters, such as lakes, ponds and streams.

The second kind of post-construction runoff impact occurs by increasing the quantity of water delivered to the water body during storms. Increased impervious surfaces (i.e. Parking lots, driveways, and rooftops) interrupt the natural cycle of gradual absorption of stormwater through vegetation and soil.

a) Description of Minimum Control Measure

Post Construction Stormwater Management focuses on the prevention or minimization of water quality impacts from both new and re-development projects that disturb one acre or more. This includes projects less than one acre that are part of a larger common plan of development that discharge into the MS4. The best management practices describe structural and/or non structural practices, the legal authority mechanism that will be used to address post construction runoff from new development and redevelopment projects, and procedures to ensure long term operation and maintenance of BMPs.

b) General Permit Requirements

The operator of a regulated small MS4 is required to develop, implement, and enforce a program to reduce pollutants in stormwater runoff to their MS4. The MS4 operator is required at a minimum to:

- Provide equivalent protection to the NYS SPDES General Permit for Stormwater Dischargers from Construction Activities
- Address post-construction runoff to the MS4 from new development and redevelopment projects that result in land disturbance activities of greater than or equal to one acre or part of a larger common plan of development.
- Have an ordinance or other regulatory mechanism requiring the implementation of post construction runoff controls to the extent allowable under State, or Local law and meets the State's most current technical standards.
- Develop and implement strategies which include a combination of structural and/or nonstructural best management practices.

- Have procedures for site plan review of SWPPPs that consider potential water quality impacts and consistency with State and local sediment and erosion control requirements.
- Utilize trained individuals to perform the review of all sites of one acre or greater, and complete the MS4 Acceptance Form when required.
- Ensure adequate long term operation and maintenance of post-construction stormwater management practices within the covered entities jurisdiction. Inventory to include location of practice, type of practice, maintenance needed per practice, SWPPP, dates and type of maintenance performed.
- Inspect development and re-development sites, enforce local ordinances, and penalize violators.
- Review measurable goals, and annually assess and modify as needed.
- Determine the appropriate best management practices and measurable goals for this minimum control measure.

c) Methodology for Compliance with Permit Requirements

The Town of Canandaigua has adopted Local Laws for Stormwater Management and Erosion and Sediment Control. (Local Law #5 of 2016 – Stormwater Management). The law provides for equivalent protection to the NYS SPDES General Permit for Stormwater Dischargers from Construction Activities.

The Town of Canandaigua educates and certifies their Code Enforcement Officers to act as Stormwater Management Officers, per Town Code. The Stormwater Management Officers are responsible for inspecting sites for proper operation and maintenance. The officers are also tasked with verifying compliance with the permit requirements and enforcing any violations.

d) Goals

Post Construction Goals:

- Amend the stormwater law as necessary to maintain the NYS stormwater standards and requirements as defined by the current or any future NYSDEC permits pertaining to stormwater management activities.
- Maintain, document, and further implement existing inspection program for newly developed and re-developed sites for compliance with post construction regulations.
- Maintain, document, and further implement existing Stormwater Maintenance Agreement.
- Complete inspections of existing stormwater structures for adherence to any legal commitment to operate and maintain permanent stormwater quality structures.
- Complete inspections of designated open space to ensure conformance to local development standards.
- Train inspection personnel and/or members of the local construction community on local post-construction runoff regulations and final inspection procedures.
- Perform inspections on project sites using adopted inspection forms and procedures to ensure conformance with local post-construction runoff regulations.

- Pursue enforcement measures to owners and/or operators of local development projects that are in violation of local post-construction runoff regulations.
- Maintain, document, and further implement existing tracking procedures to document development projects that are under construction, and those that have been completed and any corrective/enforcement measure that was pursued.
- Maintain, document, and further implement existing inventory of projects under local post-construction runoff regulations in accordance with the General Permit.
- Inspect project sites using inspection forms and procedures to ensure conformance with local post-construction runoff regulations in accordance with the General Permit;

e) Minimum Required Reporting

At a minimum, the Town of Canandaigua will report on the items below:

- Number of SWPPPS reviewed.
- Number and Type of Enforcement Action.
- Number and Type of Post Construction Stormwater Management Practices inventoried.
- Number and Type of Post Construction Stormwater Management Practices inspected;
- Number and Type of Post Construction Stormwater Management Practices maintained;
- Regulatory mechanism status – certification that regulatory mechanism is equivalent to the “NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control” and
- Report on effectiveness of program, BMP and Measurable Goal Assessment.

These elements are covered under the Town of Canandaigua MS4 Annual Stormwater Reports.

7. MINIMUM CONTROL MEASURE #6 POLLUTION PREVENTION & GOOD HOUSEKEEPING

All material related to the public education and outreach MCM is included in *Appendix O*.

a) Description of Minimum Control Measure

The Pollution Prevention & Good Housekeeping minimum control measure consists of Best Management Practices (BMPs) that focus on training and the prevention or reduction of pollutant runoff from municipal operations.

The BMPs describe:

- Training programs.
- Specific municipal operations that are impacted by the proposed operation and maintenance programs.
- Maintenance, activities, schedules, and long term inspection procedures for controls to reduce floatables and other pollutants.
- Controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt/sand storage locations.
- Procedures for the proper disposal of waste removed from the MS4 and municipal operations, including dredge spoil, accumulated sediments, floatables and other debris.

b) General Permit Requirements

The MS4 operator is required at a minimum to:

- Develop and implement a pollution prevention/good housekeeping plan for municipal operations and facilities that:
 - Addresses municipal operations and facilities
 - Includes a self-assessment of all municipal operations
 - Determines management practices that will be developed and implemented
 - Priorities pollution prevention and good housekeeping efforts
 - Addresses pollution prevention and good housekeeping priorities
 - Includes an employee training program and ensures staff receives training
 - Requires third party entities to obtain required certification
 - Incorporate cost effective runoff reduction techniques and green infrastructure
- Develop measureable goals.
- Select and implement appropriate BMPs and measureable goals to ensure the reduction of pollutants of concern in stormwater discharges to the MS4.
- Adopt techniques to reduce use of fertilizers, pesticides, and herbicides.

c) Methodology for Compliance with Permit Requirements

Current Procedures:

- The Town of Canandaigua currently maintains a continuing documented program of street sweeping, roadside swale cleaning and catchbasin cleaning.
- The Town of Canandaigua does not utilize fertilizers as part of the green space maintenance at Town Parks and Town maintained property.
- All used oils and maintenance fluids are disposed of in waste containers, which are picked up and disposed of by a licensed provider.
- The Town of Canandaigua Highway Department reduced the use of salt and sand during ice and snow removal (in areas of concern) to decrease the amount of silt and sediment from entering Canandaigua Lake and associated tributaries.
- The Town of Canandaigua Stormwater Management Officers will continue to facilitate training to municipal personnel. These personnel will be responsible for implementing best management practices in their everyday activities.
- The Town accepts yard-waste and routinely processes it into mulch / compost material.
- The Town maintains a facility where industrial activities and materials are completely sheltered from exposure to rain, snow, snowmelt, and/or runoff. Appendix O includes a signed copy of the NYSDEC 'No Exposure Certification for Exclusion from SPDES Storm Water Permitting'.
- The Town maintains a recycling Station with materials that are completely sheltered from exposure to rain, snow, snowmelt, and/or runoff. The recycling station accepts:
 - Cardboard, card stock
 - Box board (milk cartons, drink boxes, cereal boxes, etc.)
 - Newspapers, magazines, junk mail, store flyers
 - Office paper (white and colored)
 - Envelopes (manilla and white), file folders
 - Metal: tin & aluminum cans, aluminum pie pans, caps, lids
 - Glass bottles and jars
 - Plastic No. 1-7
- The Town maintains a Waste Station and Transfer Station with materials that are completely sheltered from exposure to rain, snow, snowmelt, and/or runoff. The Waste Station accepts:
 - Household garbage in CLEAR or WHITE trash bags or emptied from open containers, kitchen trash compactor bags ARE acceptable.
 - Construction and demolition debris
 - Window glass, picture frame glass, perfume bottles, drinking glasses, opaque glass, or ceramics
 The Waste Station accepts:
 - Gently used clothes
 - Used oil
 - Leaves, brush, Christmas trees, & yard debris
 - Batteries: Car, truck, boat, motorcycle & lawn tractor batteries only
 - Appliances
 - Copper
 - Radiators
- The Town has coordinated efforts with local groups for beautification projects and cleanup days.
- The Town of Canandaigua is currently in the process of constructing a new highway facility. This Highway facility design provides for facilities that prioritize the elimination

of any discharge of pollutants from municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops, outdoor storage areas, and salt/sand storage locations.

d) Goals

TRAINING

- Provide training to each member of the Town whose work may potentially impact stormwater. For the Town of Canandaigua this includes the Highway Department, Parks & Recreation Department, and Water/Sewer Departments.
- The Stormwater Management Officer will annually provide refresher training for employees and provide training to new employees when hired.

GREEN SPACE MAINTENANCE

- Reduce the discharge of landscaping and lawn care waste from Town owned facilities through better mowing and landscaping maintenance practices. Report annually on the activities conducted under this program.
- Maintain an inventory of landscaping and lawn care areas that are owned by the Town of Canandaigua.
- Evaluate current landscaping and lawn care activities in order to identify opportunities to reduce the discharge of the following:
 - Fertilizers
 - Leaf litter and tree trimmings
 - Litter and floatable materials
 - Equipment fluids
- Ensure that proper litter collection is scheduled prior to any mowing activities.
- Evaluate methods for containing and/or composting trimmings and grass clippings.
- Consider alternative landscape techniques (i.e. naturoscaping – landscaping with native plants to reduce water, energy, and chemical usage; xeriscaping – landscaping with native and drought resistant plants to reduce irrigation needs).
- Plant trees away from sewer lines or other underground utilities.
- Establish monitoring program to promptly identify problems with vegetation.
- Establish a maintenance program to accomplish the following:
 - Minimize/eliminate fertilizer application.
 - Leave grass clippings on lawn.
 - Mow with sharpened blades set at or higher than 3 inches.
- Rinse grass from lawn care equipment on permeable (grassed) areas.
- The Town of Canandaigua Parks Manager will annually review monitoring and maintenance program and revise as necessary.

Vehicle/Equipment Maintenance

- Maintain vehicles owned by Town of Canandaigua according to manufacturer's specifications and identify and eliminate significant vehicle fluid leaks.

- Conduct routine maintenance on all vehicles according to manufacturer's specifications.
- During routine maintenance of Town owned vehicles, inspect vehicles for the presence of fluid leaks.
- Schedule repairs for vehicles determined to have significant fluid leaks.
- Maintain vehicle maintenance records and document fluid leak repair activities.
- Conduct maintenance indoors whenever possible.
- For maintenance performed outside, guard against spillage of materials that could discharge to storm receivers.
- Initiate single purpose use of vehicle bays – dedicate one (or more) bays that have no (or sealed) floor drains for repairs/maintenance.
- Clean up spilled materials immediately, using “dry” methods.
- Install pretreatment systems (oil/water separators) where necessary in sewer lines to capture contaminants (oil, grit), and maintain as needed.
- Use non-hazardous cleaners.
- Use non-chlorinated solvents instead of chlorinated solvents.
- Use steam cleaning / pressure washing instead of solvents for parts cleaning.
- Store batteries in leak proof, compatible (i.e. non-reactive) containers.
- Maintain an inventory of municipal owned vehicles.
- Require municipal vehicle operators to conduct daily inspections of vehicles to check for fluid leaks.
- Review vehicle inspection and maintenance records to evaluate conformance to vehicle manufacturer service specifications and local stormwater program requirements.

Vehicle/Equipment Washing

- Town of Canandaigua owned vehicles and equipment are washed in a manner to prevent discharge of pollutants to the municipal storm sewer system or local water bodies.
- Inspect floor drain systems regularly – use only those that discharge to a sanitary sewer or those that are permitted by the regulatory agency.
- Identify the need for cleaning of catch basins, oil/water separators.
- Use minimal amounts of biodegradable soap only if wastewaters will discharge to a sanitary sewer system.
- Rinse with hoses that are equipped with automatic shutoff devices and spray nozzles.
- Steam clean (without soap) where wastes can be captured for proper disposal (i.e. oil/water separator).

Building Maintenance

- Conduct building maintenance activities such that they do not impact the stormwater systems and local water bodies.
- Maintain a list of the maintenance activities required inside and outside of each municipal building, and identify which activities have an impact on stormwater.
- Implement mitigation measures for each activity that impacts stormwater.
- Annually review the mitigation measures for each activity and revise as necessary.

Hazardous and Waste Materials Management

- Prevent the discharge of hazardous (lube oils, coatings and their components, anti-freeze, cleaning agents and fuels) and waste materials from impacting municipal stormwater systems and local water bodies.
- The Town Highway Supervisor and Parks Manager will:
 - Maintain an inventory of existing hazardous and waste materials and their storage locations.
 - Plan for proper storage of hazardous and waste materials that are not currently stored properly.
 - Implement plan for proper storage of all hazardous and waste materials.
 - Repair or replace any leaking/defective containers, and replace labels as necessary.
 - Maintain caps and/or covers on containers.
 - Maintain space for inspection of products/wastes.
 - Ensure that all materials are stored in closed, labeled containers – if stored outside, drums should be placed on pallets, away from storm receivers – inside storage areas should be located away from floor drains.
 - Eliminate floor drain systems that discharge to storm drains, if possible.
 - Use a pretreatment system to remove contaminants prior to discharge.
 - Use the least toxic material (i.e. non hazardous) to perform the work.
 - Install/use secondary containment devices where appropriate.
 - Recycle materials if possible, or ensure proper disposal of wastes.
 - Annually inspect material storage areas (inside and outside).
 - Annually inspect cleaning of oil/water separators by qualified contractor.
 - Annually inspect stormwater discharge locations (for contaminants, soil staining, plugged discharge lines).

Roadway Maintenance

- Assess roadway maintenance activities and modify procedures to reduce stormwater quality impacts.
- The Town Highway Supervisor will:
 - Pave in dry weather only.
 - Stage road operations and maintenance activity (patching, potholes) to reduce spillage. Cover catch basins and manholes during this activity.
 - Clean up fluid leaks or spills from paving equipment/materials immediately.
 - Restrict the use of herbicides/pesticide application to roadside vegetation.
 - Sweep and vacuum paved roads and shoulders as necessary to remove debris and particulate matter.
 - Maintain roadside vegetation; select vegetation with a high tolerance to road salt.
 - Identify “alternative” maintenance practices that would reduce the discharge of road materials during construction or maintenance activities (e.g. repairing leaking/defective containers or equipment on paving equipment).

- Revise roadway maintenance specifications according to identified alternative practices.
- Maintain records of road maintenance activities and the use of alternative maintenance practices.
- Incorporate preventive maintenance in planning for regular operations & maintenance activities.
- Evaluate roadway maintenance program annually and revise roadway maintenance specifications according to identified alternative practices.

Road Salt Storage and Application

- Provide proper storage and application of road salt to reduce the impact of salt on plants, aquatic life, and the local water bodies.
- The Town Highway Supervisor will:
 - Train operators on environmental hazards of over-salting roads.
 - Identify areas particularly susceptible to contamination in the MS4 area.
 - Use covered facility for salt storage, sized properly for seasonal needs.
 - Store salt on highest ground elevation to mitigate contact with stormwater.
 - Calibrate salt spreaders as necessary.
 - Consider alternative deicing materials (i.e. calcium chloride, magnesium chloride).
 - If possible, use a wetting agent with salt to minimize “bouncing” during application.
 - Unload salt deliveries directly into storage facility, or if not possible, move inside immediately.
 - Inspect salt storage shed for leaks, other problems. Repair as needed.
 - Inspect salt piles for proper coverage.
 - Inspect salt application equipment.
 - Inspect salt regularly for lumping or water contamination.
 - Inspect surface areas for evidence of runoff – salt stains on ground near and around the salt shelter, loading area, or down slope.
 - Inspect for excessive amounts of salt on roads.
 - Inspect equipment to verify proper operation. Service trucks and calibrate spreaders regularly to ensure accurate, efficient distribution of salt.

Catch Basin and Storm Drain System Cleaning

- Reduce sediment and floatable material discharges by routinely cleaning municipal catch basins and stormwater inlet structures.
- The Town Highway Supervisor will:
 - Identify areas where catch basins, surface inlets, and/or storm sewer manholes should be periodically cleaned to reduce discharge of floatable materials, sediment, and other materials.
 - Prioritize storm drain systems and catch basins (e.g. catch basins on steep grades may need more frequent cleaning).

- Develop a schedule for inspection and cleaning of inlet structures, catch basins, and manholes.
- Inspect catch basins, (below grade) storm sewer systems, and open ditches for need of maintenance or cleaning.
- Clean catch basins when depth of deposits is greater than one-third to bottom of pipe.
- Storm event inspection – identify pollution problems (i.e. sediments).
- Post storm event inspection – identify problems (i.e. blockage).
- Evaluate the catch basin cleaning schedule on an annual basis.
- Increase frequency of cleaning as necessary.
- Repair/replace storm drain receiver and catch basin receiver grates as necessary.
- Maintain slope of drainage ditches.
- Maintain vegetation in drainage ditches by cutting (to capture sediment).
- Remove obstacles/ debris from drainage ditches.
- After excavation /ditch scraping, reseed ditch.

New Construction and Land Disturbance

- In order to comply with the Town's construction and post-construction minimum control measures.
- The Town Highway Supervisor will:
 - Provide education material and training opportunities to the municipal work crews to inform them of the local, state, and/or federal regulations that will impact their projects.
 - Plan the construction and/or land clearing activities so that soil is not exposed for long periods of time.
 - Minimize impervious cover.
 - Maximize opportunities for infiltration.
 - Install erosion & sediment control devices before disturbance takes place.
 - Avoid grading large areas all at once. Limit grading to small areas.
 - Stabilize site to protect against sediment runoff.
 - Maintain native vegetation.
 - Inspect erosion and sediment controls (ES&C) devices.
 - Inspect erosion and sediment controls devices during (and after) rain, storm, and snow melt events.

Street Cleaning and Maintenance

- Develop requirements for the sweeping of streets and roadways in order to reduce the amount of sediment and associated pollutants discharged to the MS4 from roadways.
- The Town Highway Supervisor will:
 - Identify the type of roadways that should be swept to remove sediment and other pollutants.
 - Perform operations such as paving in dry weather only.
 - Maintain records of streets that have been cleaned.

- Adjust sweeping schedules according to program needs.
- Maintain roadside vegetation; select plants/trees that can withstand the action of road salt and direct runoff to these areas.

e) Minimum Required Reporting

Identify municipal operations and facilities that will be considered for inclusion in the program

- Description of Pollution Prevention and Good Housekeeping program priorities.
- Description of management practices and policies to be developed.
- Identification of staff and equipment available.
- Description of employee Pollution Prevention and Good Housekeeping training program, begin training, report on number of staff trained.
- Description of development management practices.

Program Implementation:

- Describe the management practices, policies and procedures that have been developed and report on the following items:
 - Acres of parking lot swept
 - Miles of street swept
 - Number of catch basins inspected and cleaned
 - Post-construction control stormwater management practices inspected and cleaned
 - Staff training events and number of staff trained
 - Report on effectiveness of program