

**DRAFT**

City of  
**Carmel-by-the-Sea**

**Storm Water Utility  
Administrative Procedures Manual**

**December 6, 2000**



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## Chapter 1 Introduction and Overview

*Define "BMPs"*

### 1.1 Introduction

This Administrative Procedures Manual has been prepared to assist the City of Carmel-by-the-Sea in the day-to-day implementation of its National Pollutant Discharge System ("NPDES") program for storm water. The operating authority for the City's program is found in Section 12.20 et seq. of the City Code.

### 1.2 Purpose and Scope of Work

The purpose of this Manual is to provide a readily accessible reference for City staff charged with implementing the requirements of the City's NPDES program as set forth in Section 12.20 of the City Code entitled Urban Storm Water Quality Management and Discharge Control.

The Manual provides accessible copies of the Federal Regulations, Regional Board Permit and City Standards that outline the requirements of the City's program. In addition, the Manual describes each component of the City's program and provides flowcharts, checklists and standard forms to assist City staff in their day to day work.

This Manual is loosely bound in a binder format to allow the City to easily make changes, revisions or updates to its procedures. The City's program consists of the elements outlined in Table \_\_ below. The first six program elements are specified in NPDES regulations. Because commercial and visitor serving facilities are so common in Carmel-by-the-Sea, the City has chosen to include a program element to address this industry.

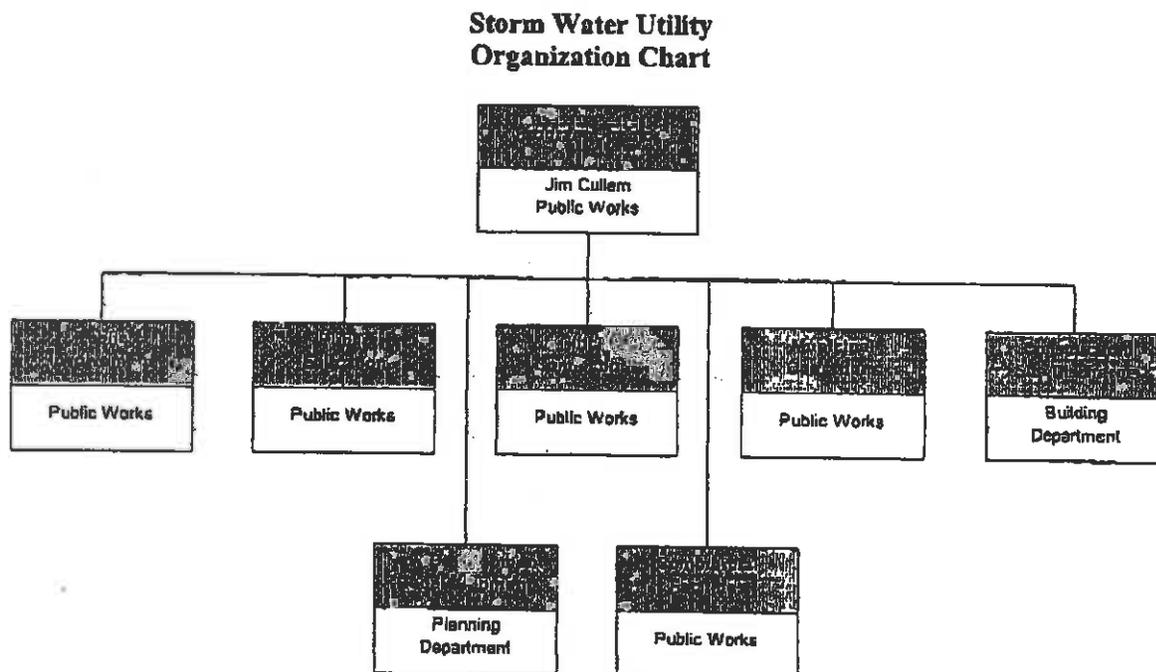
Table \_\_  
Elements of the City of Carmel-by-the-Sea's Urban Runoff Program

<u>Program Element</u>	<u>Urban Runoff Pollutant Source</u>
Public Involvement/Participation	N/A
Public Education and Outreach Program	Improper dumping of pollutants by residence and businesses; conduct of everyday activities that result in pollution
Illicit Connection and Discharge Detection and Elimination Program	Illegal dumping of pollutants and inappropriate physical connections to the storm drains
Municipal Operations Control Program	Publicly owned facilities (streets, sidewalks, public parking lots, corporation yards, landscaped areas, etc.)
Construction Site Discharge Control Program	Construction sites (sediment and other pollutants)
New Development/Redevelopment Control Program	Proposed new and redevelopment project sites (where urban runoff problems can be avoided through planning)
Commercial Facilities Control Program	Commercial facilities

Each program element is discussed within this Manual.

### 1.3 Staff Tasks and Responsibilities

The primary responsibility for the NPDES program rests with the Department of Public Works. The Construction Site Discharge Control Program and the New Development/Redevelopment Control Program will require active cooperation with the Planning and Building Department. Figure \_\_\_ below provides an organization chart for each program element.



### 1.4 Budgets and Fund Numbers

The City's proposed budgets for the program are outlined in Table \_\_\_ on the following page.

**Table \_\_\_\_**  
**City of Carmel-by-the-Sea's Urban Runoff Program**  
**Funds and Budget Descriptions**

<u>Fund Number</u>	<u>Description</u>	<u>Budget Allocation</u>
	<b>Public Involvement &amp; Participation</b>	
	Town Meetings	\$10,200
	<b>Public Education &amp; Outreach</b>	
	Storm Drain Stenciling	\$200
	Utility Inserts	\$2,000
	Newsletter	\$1,000
	School Outreach	\$2,000
	Radio Ads	\$2,000
	<b>Illicit Connection &amp; Discharge Detection &amp; Elimination</b>	
	Relocate Drainage to Public Right-of-Way	\$42,000
	Rehabilitate Old or Damaged Lines	\$91,000
	Inspection of Outfall Pipes, Manholes & Catchbasins	\$4,000
	Water Quality Monitoring	\$20,000
	Vehicle Inspection	\$5,000
	Site Inspections	\$21,000
	<b>Municipal Operations Control</b>	
	Street Sweeping	\$100,000
	Trash Pickup	\$80,000
	Cover and Isolate Maintenance Vehicle Wash Areas	\$5,000
	Cover and Isolate Maintenance Vehicle Fueling Areas	\$1,000
	Cover and Isolate Maintenance Material Storage	\$1,000
	Cleaning of Storm Drain Lines, Catchbasins & Manholes	\$18,000
	Pet Feces Control	\$60,000
	<b>Construction Site Control</b>	
	Grading Ordinance	\$10,000
	Enforcement of Best Management Practices	\$7,000
	<b>New Development/Redevelopment Controls</b>	
	Efforts to Minimize Impervious Area	\$10,000
	<b>Commercial Facilities Control</b>	
	Swimming Pool Discharges	\$1,100
	Landscape-Fertilizer & Pesticide Control	\$1,000
	Restaurant Education and Control Program	*

*\*This item was not budgeted in the Preliminary Study; however, the City has expressed interest in a program that targets restaurants*

## 1.5 Regulatory Framework

Copies of the City's Storm Water Standards, the Regional Board permit and the Federal Regulations that define storm water systems and activities are appended to this section of the Manual.

*<The following will be appended to the final Manual*

- *Industrial Activity Definition 40 CFR, Section 122.26(b)(14)*
- *Storm Drain System Definition 40 CFR, Section 122.2*
- *National Pollutant Discharge System Permit issued by the Central Coast Regional Water Quality Control Board*
- *City Storm Water Standards>*

## Chapter 2 Public Involvement/Participation Program

The NPDES regulations require that the City include a public involvement and participation in the development and implementation of its program to ensure that the public accepts and owns the program. The City of Carmel-by-the-Sea's program objectives are:

- To raise public awareness about urban runoff pollution.
- To involve the public in the development and implementation process to generate public support for municipal water quality protection efforts.

### 2.1 Sample Presentation for Community Groups

A first step "stock presentation" is included in this Manual. The presentation begins with a description of the problem, including a list of the water quality contaminants of concern, as well as drainage system deficiencies. The presentation includes possible solutions to the problems and a financing strategy. A list of other local jurisdictions to be affected by the programs is included so that the audience understands the mandates are statewide as well as nationwide. The presentation concludes with a detailed breakdown of the NPDES Phase II required elements and Carmel-by-the-Sea's specific plans for addressing each of those elements.

### 2.2 Involvement of Stakeholder Groups

Table \_\_\_ provides a list of stakeholder groups and contacts for the City's program. This table is included on a separate page to allow the City to easily update its stakeholder list.

### 2.3 Program Evaluation and Documentation

The NPDES regulations require that the City establish measurable goals and monitor its compliance with these goals. Based on work done by the cities of Monterey and Santa Cruz, the City of Carmel-by-the-Sea is including the following measurable goals for control programs:

- Conducting presentations to the City Council in the program's first year;
- Holding public meetings to involve restaurant and visitor service industries in the Best Management Practices development process within the program's first 18 months;
- Attending neighborhood meetings throughout the municipality to involve the residential community in the development of the illicit discharge detection and elimination program within the program's first two years; and
- Establishing a Citizen's Advisory Committee to help set up rate structures and utility goals. Involves business/tourist associations and homeowner's associations.

Table \_\_\_ following, will allow staff to track the dates and events attended. This log will serve as evidence of the City's compliance with its stated goals.





## Chapter 3 Public Education and Outreach Program

The NPDES regulations require that the City include a public education/outreach program to distribute educational materials to the community about the impacts of non-storm water discharges on water bodies and steps the individuals and households can take to control urban runoff pollution.

"Public education" refers to curriculum-based programs (e.g., school programs), while "public outreach" pertains to methods that disseminate information (e.g., volunteer programs, advertising, and displays at public facilities). The City of Carmel-by-the-Sea's program objectives are:

- To understand public perceptions and attitudes towards the problem of urban runoff.
- To get the message out and raise public awareness about urban runoff pollution and its impact on the community's water resources.
- To educate the community about specific pollutant sources and on what they can do to reduce urban runoff pollution (alternative pollution prevention solutions).
- To foster participation through community-based projects or volunteer activities focused on pollution prevention.

### 3.1 Outreach Strategies and Tools

For purposes of developing public education and outreach that addresses specific sources, the community can be considered as composed of the following audiences:

- the residential community
- the commercial/business sector
- the development community/ the construction sector
- the government (city council and municipal operators)

The table on the following pages lists strategies and tools that can be used for different groups:

The Appendix includes a variety of material developed for the Monterey Bay region with contacts where available.

### 3.2 Program Evaluation and Documentation

The NPDES regulations require that the City establish measurable goals and monitor its compliance with these goals. Based on work done by the cities of Monterey and Santa Cruz, the City of Carmel-by-the-Sea is including the following measurable goals for control programs:

- Label storm drain inlets within first two years of the program.
- Distribute outreach materials on getting the message out to 100 percent of homes in the first/second year of the program.
- Distribute outreach materials on targeted residential sources to 100 percent of homes in the third year of program.
- Distribute outreach material with 100 percent of building permits in the first two years of the program.

Table  
 Types of Outreach by Audiences

ACTIVITIES	AUDIENCES										
	General Public	Homeowners	Businesses	Industry	Construction	Community	Media	Government	Non-Profit	Other	Other
<b>COMMUNITY OUTREACH</b>											
Stormwater Information Hotline*	•	•	•	•	•	•	•	•	•	•	•
Interactive Model*	•	•	•			•	•			•	•
Fact Sheets*	•	•	•			•	•	•		•	•
Display Exhibit*	•	•	•	•			•			•	•
Tip Sheets	•	•						•			
Utility Inserts	•	•									
Door Hangers	•	•									
Direct Mail Campaign	•	•									
Newspaper	•						•				
Promotional Items	•	•						•			
Educational Video	•	•	•	•	•		•	•	•	•	•
Interested Parties Database	•	•	•	•	•		•	•	•	•	•
Computer Game/Quiz	•	•					•				
Community Grant Program	•	•	•				•				
Storm Drain Stenciling Program	•	•	•	•	•	•	•	•	•	•	•
VIP Breakfast and Tour				•	•			•		•	
Amateur Photo Contest	•			•			•	•			
Speakers Bureau: Community Group Focus							•				
Volunteer Program	•						•	•			
Best (No) Pest Gardening Contest	•			•			•				
Special Community Events	•	•					•	•			
Celebrity Spokespersons	•	•									
<b>CHILDREN'S OUTREACH</b>											
School Assembly Program		•	•								
Kid's Activity Packages			•								
Coloring Books			•								
Restaurant Table Mats			•	•							
Children's Television Club			•					•			
Teacher Training/Workshops			•								
Science Fairs/Projects		•	•								
Calendars			•								
Field Trips			•								
Adopt a Watershed/Creek			•	•							
<b>BUSINESS OUTREACH</b>											
<b>COMMERCIAL SECTION OUTREACH</b>											
Business Incentives Program				•							
Public/Private Partnerships		•		•							
Speakers Bureau: Commercial Sector Focus		•		•							
Educational Workshops for Targeted Businesses											
Point-of-Purchase Campaigns											

Based on Sacramento Stormwater Management Program

Table \_\_\_ cont.  
 Types of Outreach by Audiences

	AUDIENCES									
	Neighbors	Business Owners	Industry	Construction/New Developments	Contractors	Media	Municipal Personnel	Other Agencies	Allied Organizations	Other
<b>BUSINESS OUTREACH CONT.</b>										
b. Automotive Fluids	•	•	•				•			
c. Home Improvement Products	•		•			•	•			
Sponsorship of Program Elements			•							
<b>INDUSTRIAL SECTOR OUTREACH</b>										
Educational Workshops for Targeted Industries			•							
Industrial Employee Education			•							
Recognition Program			•				•	•	•	
Sponsorship of Program Elements			•							
<b>CONSTRUCTION/NEW DEVELOPMENT OUTREACH</b>										
Grading/Erosion Control Workshops				•						
Contractor-Focused Workshops				•						
Tailgate Training	•			•	•					
Outreach to Residents of New Developments				•						
Sponsorship of Program Elements				•						
<b>MEDIA RELATIONS</b>										
Media Sponsorship/Partnership							•			
Press Kits	•	•					•			
Pre-Written Articles	•	•					•	•		
Media Interviews/Briefings	•	•					•			
<b>ADVERTISING</b>										
Television (Cable-Public Access)	•	•	•	•				•		
Radio	•	•	•	•				•		
Billboards	•	•	•	•				•		
Print	•	•	•	•	•	•	•	•	•	
<b>MULTI-CULTURAL COMMUNITY OUTREACH</b>										
Multi-Lingual Bulletin		•								
Community Leader Outreach		•								
Speakers Bureau: Multi-Ethnic Community Focus		•								
Multi-Cultural Radio PSA's		•					•			
Multi-Cultural Community Events		•								
<b>OUTREACH TO POLITICAL OFFICIALS/REGULATORS</b>										
City Council Presentations									•	
Presentations to Regulators									•	
<b>OUTREACH TO MUNICIPAL PERSONNEL</b>										
Educational Workshops for Municipal Personnel							•			
<b>COORDINATION WITH ALLIED ORGANIZATIONS</b>										
Coordinate with NPDES Permittees										•
Coordinate with Regional Organizations										•
Coordinate with Other Stormwater Programs										•

Based on Sacramento Stormwater Management Program

## Chapter 4 Illicit Connection and Discharge Detection and Elimination and Source Control Program

The NPDES regulations require that the City include an illicit connection and discharge detection and elimination program (hereinafter illicit connection/discharge program). The City of Carmel-by-the-Sea's program objectives are:

- To correct existing deficiencies in the storm water system infrastructure to eliminate potential paths for illicit discharges.
- To control illicit discharges by conducting methodical field surveys/investigations of the storm drain system to identify and eliminate existing improper physical connections.
- To prevent improper disposal of wastes through a program that combines public education with provision of alternative disposal options and incentives.
- To contain and clean up accidental spills using proper methods of cleanup and disposal.

### 4.1 Permissible Discharges

The ordinance lists the following permissible discharges:

*<we need to work with the City to identify those discharges that will be permissible>*

The City does not document or work to correct permissible discharges.

### 4.2 Illicit Connection/ Discharge Program

The City of Carmel-by-the-Sea is including the following elements in its program:

- Compile a list of potential pollution generating sites
- Relocation of portions of the City drainage system from private property to the public right-of-way
- Rehabilitation of damaged storm drain lines
- Inspection of outfall pipes, manholes and catchbasins
- Water Quality Monitoring
- Vehicle Inspection Program
- Site inspections of the potential pollution generating sites. Enforcement and education as necessary

#### a. Relocation and Rehabilitation Program

The City currently maintains approximately \_\_\_\_ linear feet of storm drainage infrastructure. The infrastructure outfalls to Carmel Bay in 12 locations as shown in Figure 1.

The City has prepared and adopted a Drainage Study (1995 Drainage Study for Carmel-by-the-Sea) which identifies areas where the storm drainage infrastructure has failed or is located on private property. The complete list is included in the Appendix.

b. Infrastructure Inspection Program

The City's inspection program includes conducting Closed Circuit TV (CCTV) inspections of pipelines and regular above ground inspections of manholes, catchbasins and exposed pipelines. The inspection program will help preserve the structural integrity of the system and provide a method of identifying the locations of illicit discharges. The inspection program helps satisfy the "Good Housekeeping" requirements outlined in Chapter 5 and it is the City's intent to conduct the two programs in a consistent and efficient fashion.

Inspection forms that can be used for CCTV review as well as field reviews are included in the Appendix.

c. Water Quality Monitoring

The City monitors storm water quality at the locations indicated on Figure 1. The City will monitor for the constituents identified in its NPDES permit. *<Note, we will need to expand this section to includes forms and monitoring procedures when we have a better understanding of the NPDES permit requirements>*

d. Vehicle and Site Inspection Program

In addition to the inspection programs associated with the public infrastructure, the City works to identify oil leaks from parked vehicles and identify potential problems on private sites. These inspection programs are conducted concurrently with the infrastructure inspection programs identified in this Chapter and Chapter 5 and with the construction and development inspections identified in Chapters 6 and 7.

City inspectors will issue Fix-it-Tickets to vehicles leaking oil. A form of the Fix-it-Ticket is included in the Appendix. Problems identified on private property can be documented on the Site Inspection Forms provided for the construction/development review program elements.

### 4.3 Program Evaluation and Documentation

The NPDES regulations require that the City establish measurable goals and monitor its compliance with these goals. Based on work done by the Cities of Monterey and Santa Cruz, the City of Carmel-by-the-Sea is including the following measurable goals for control programs

- Perform field/television inspections in 20% of the City each year in order assure that the whole City is reviewed every 5-years which allows the field data to be continuously included in the City's 5-year CIP process.
- Complete the known CIP projects within 5 years, effectively eliminating illicit discharges through failing storm water infrastructure.
- Submit Water Quality results to the Regional Water Quality Control Board in accordance with the permit conditions.
- Keep an active file of the vehicle inspection and site inspection program components.

## Chapter 5 Municipal Operations Control Program

NPDES regulations require the City to develop and implement a cost-effective operation and maintenance program with the ultimate goal of preventing and reducing pollutant runoff from municipal operations. Municipal operations of concern include street maintenance, parks and open-space maintenance, fleet maintenance, planning, building oversight, and storm water system maintenance.

The City of Carmel-by-the-Sea's program objective is to:

- Identify, develop, and implement Best Management Practices/good housekeeping procedures to address urban runoff pollution associated with municipal operations.

### 5.1 Municipal Operations Control Program

The City of Carmel-by-the-Sea has identified the following components to its Municipal Operations and Control Program:

- Street Sweeping
- Trash Pick-up
- Covering and Isolation of Maintenance Vehicle Wash Areas at City Facilities
- Covering and Isolation of Maintenance Vehicle Fueling Areas at City Facilities
- Cleaning of Storm Drain Infrastructure
- Pet Feces Control

#### a. Street Sweeping

The City's program includes sweeping every street in the City at least twice per month. The current street sweeping schedule by location and date is included in the Appendix.

#### b. Trash Pick-up

The City works to assure that adequate trash disposal facilities are included in public areas. City litter crews also perform localized trash pick-up on every street at least twice per month (alternating weeks with the street sweeping schedule). The trash pick-up schedule is included in the Appendix.

#### c. Facility Covering and Isolation

The City has covered and isolated washing and fueling stations at its police station, fire station and public works facility. This is consistent with the City's Municipal Storm Water Pollution Prevention Plan (SWPPP) which is included in the Appendix.

#### d. Cleaning of Storm Drain Infrastructure

The City inspects its storm drain structure annually with activity occurring between early May and late August (i.e. after the rainy season). Inspection is also described in Chapter 4 and forms are provided in the Appendix. Catch basins will be scheduled for cleaning when the sumps are 60% full.

The inspection forms include areas to note the need for cleaning. In late August, the maintenance crews will compile the forms, note all areas in need of cleaning and develop a schedule for accomplishing the cleaning prior to October 1.

Cleaning is accomplished in cooperation with the City of Monterey. The contact for Monterey is \_\_\_\_\_.

e. Pet Feces Control

*<we need some information on the City about how they want to go about this program— is it fundamentally a public education program or is City staff going to be actively doing something?>*

## 5.2 Program Evaluation and Documentation

The NPDES regulations require that the City set measurable goals for its programs. The City of Carmel-by-the-Sea has established the following goals for its Municipal Operations Control Program:

- Sweep 100-percent of the City's streets on a bi-weekly basis.
- Visually inspect 100-percent of the City's catch basins and storm drain inlets between May 1 and August 30 of each year.
- Based on the visual inspections schedule and complete all necessary cleaning by October 1 of each year.
- Keep an active file of the inspection forms to document ongoing compliance.

## Chapter 6 Construction Site Discharge Control Program

All construction sites (regardless of location) that are five or more acres in size are covered by Phase I NPDES Construction Site General Permits. NPDES Phase II regulations require controls on construction sites greater than one but less than five acres and allow the use of a General Permit to accomplish this. The City has adopted the following objective for its construction site discharge control program:

- Reduce the potential for discharge of pollutants into urban runoff from construction sites.

The construction site control program elements and its targeted audience are very similar to the development and redevelopment control program discussed in Chapter 7 of this Manual. Many of the program elements will overlap and the City's goal is to provide consistent information and a streamlined process.

### 6.1 Grading Ordinance Provisions

*<A model construction site grading ordinance is included in the Appendix—Harris & Associates can assist the City in developing its own Ordinance>*

### 6.2 Outreach to the Development and Construction Community

Chapter 3 of this manual includes a discussion of the City's outreach program. Sample materials and techniques are discussed in Chapter 3.

### 6.3 Development Review Procedures

The City's development review process is outlined in Chapter 7. Fundamentally, staff will work to apply a uniform and consistent review and inspection process as part of its Construction Site Control Program and Development/Redevelopment program. The City has the primary responsibility to assure compliance with NPDES program goals when the construction site is less than one acre in size. For larger sites, the enforcement authority rests with the Regional Water Quality Control Board.

#### a. Construction Site One Acre or More in Size

Construction sites one acre or more in size covered by the General NPDES Permit adopted by the Regional Board. The City's responsibility is primarily to inform developers within its jurisdiction of this additional permit requirement which includes filing a Notice of Intent to comply with General Permit and developing a Construction Site Storm Water Pollution Prevention Plan. Because these General Permit requirements have been enforced for site larger than five acres for about 10 years, most construction contractors will be familiar with program elements and requirements.

Both Public Works and the Community Development Departments keep blank copies of the NOI form at their information counters.

The development review flow charts and checklists and inspection checklists included in Chapter 7 can be used to assist in review and inspection on construction sites. However, enforcement authority rests with the Regional Water Quality Control Board and does not follow the process outlined Chapter 9.

Should City staff encounter problems on construction sites one acre or larger, staff should immediately contact the Regional Board at <insert phone number here>

b. Construction Site Less than One Acre

For these smaller construction sites, the City will utilize the program elements described in Chapter 7.

#### 6.4 Program Evaluation and Documentation

The following goals are included in the construction site control program:

- All construction projects are covered by either a current, up-to-date SWPPP or controls to reduce storm water pollution
- Achieve zero complaints from the public regarding hydrological and water quality impacts from construction sites.
- Achieve full compliance with inspection checklists (i.e., inspection checklists show that all construction sites are implementing BMPs and meeting permit requirements).

Table \_\_\_ on the following page provides a log for the City to track compliance with its construction site control program. The logs should be filled out by site inspectors and filed with Public Works upon the completion of the project.



## Chapter 7 New Development/Redevelopment Control Program

The NPDES regulations require that the City develop, implement, and enforce a program to address ongoing storm water runoff control from new development and redevelopment projects. Because of the nature of the City of Carmel, most development activity is infill and redevelopment activity and the City has been working actively to assure that runoff from new development and redevelopment activity is contained on site. Based on its own experience and the work by the Cities of Monterey and Santa Cruz, the City has established the following objectives for its program:

- To reduce the potential for discharge of pollutants into urban runoff from new development and redevelopment areas using a strategy that combines reducing/eliminating sources of pollutants, and managing site runoff volumes largely on site.

### 7.1 Policies Related to Runoff and Pollutant Control

The City has a long-standing policy that encourages onsite control measures. Appendix \_\_\_ includes a plan-review checklist that will assist staff in determining if onsite runoff control techniques are included in project design.

### 7.2 Outreach to the Development Community

Chapter 3 of this manual includes a discussion of the City's outreach program. Sample materials and techniques are discussed in Chapter 3.

### 7.3 Development Review Procedures

Figure \_\_\_ is a flow chart of the City's review process.

### 7.4 Inspection Program

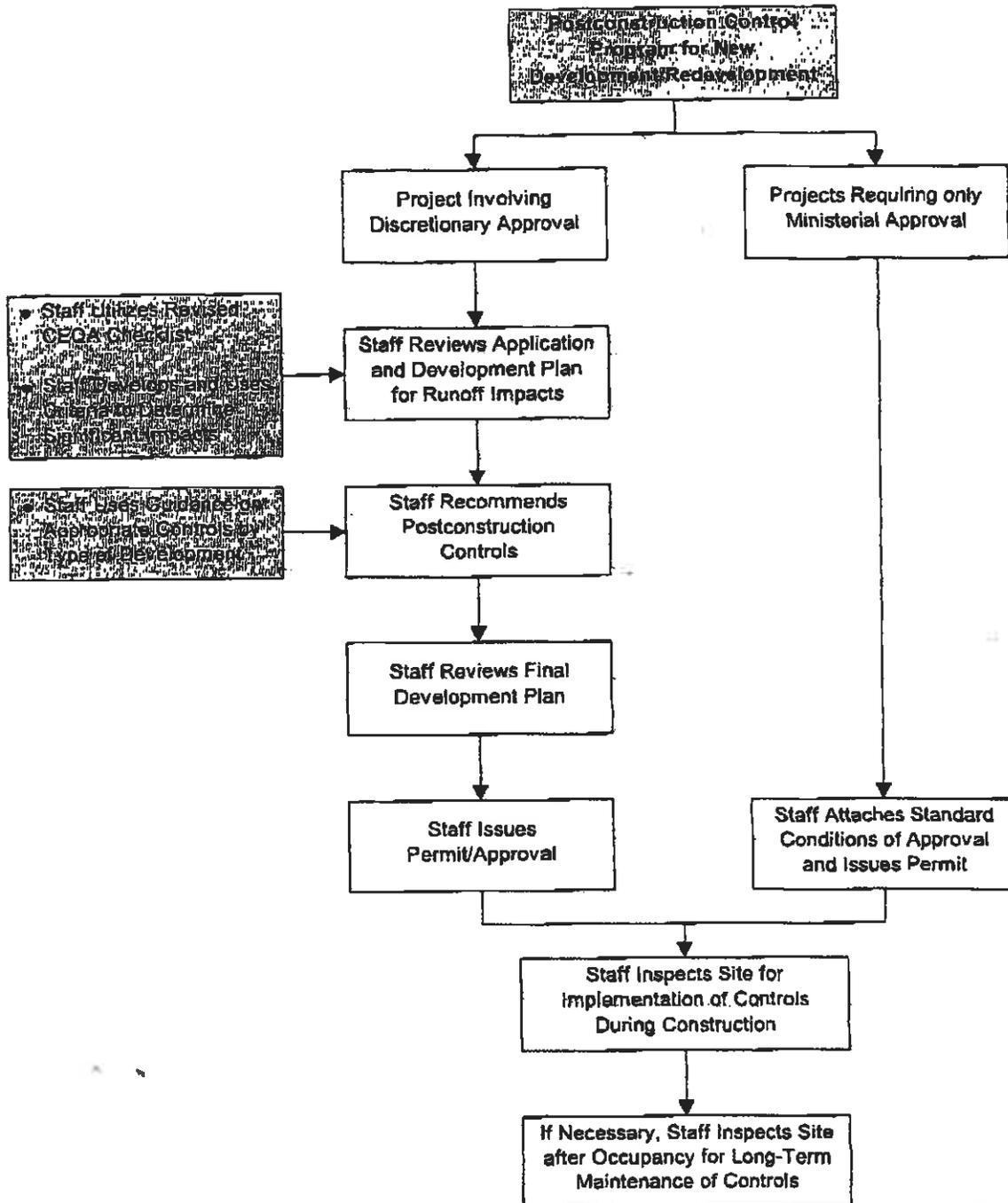
Appendix \_\_\_ contains a site inspection form that can be used by building inspectors to assure that approved storm water controls are included in the constructed project.

### 7.5 Long-Term Maintenance and Monitoring Program

If structural controls are approved as part of the pollutant and runoff control system, the City will require that the developer demonstrate that adequate maintenance will be conducted. The following maintenance strategies are acceptable to the City.

- Covenants, conditions, and restrictions adopted for the development and conveyed to a Home Owners Association.
- Lease agreements that include the maintenance requirements for postconstruction controls at the site.
- City maintenance of postconstruction controls with an established maintenance assessment district formed with developer consent.

### Project Approval Process



## 7.6 Program Evaluation and Documentation

The NPDES regulations require that the City set measurable goals for its programs. The City of Carmel-by-the-Sea has established the following goals for its new development/redevelopment program:

- Include some postconstruction controls to address urban runoff concerns for all new development/redevelopment projects approved in the next fiscal year.
- Check all completed projects for implementation of structural controls.
- Inspect all structural controls annually to ensure that maintenance is performed.
- Keep an active file of the Site Inspection Forms to document ongoing compliance.

## Chapter 8 Commercial Facilities Control Program

The NPDES regulations do not require small municipalities to regulate commercial or industrial facilities. However, given the visitor serving nature of Carmel-by-the-Sea, attention to commercial facilities is appropriate.

The objective of this program is to:

- Develop a program based on outreach and education to reduce the potential for discharge of pollutants into urban runoff from unregulated commercial facilities.

### 8.1 Elements of the Commercial Facilities Runoff Control Program

*<we need to work with the City to identify the scope and intent of this program>*

### 8.2 Program Evaluation and Documentation

The NPDES regulations require that the City set measurable goals for its programs. The City of Carmel-by-the-Sea has established the following goals for its commercial facilities outreach program:

- Some level of outreach/education (mailing, telephone contact, workshop, etc.) to all restaurants within first year of this program.
- Site visits to all restaurants within the second year of this program.

Table \_\_, following, will allow staff to track the outreach and site visit efforts. This log will serve as evidence of the City's compliance with its stated goals.



## Chapter 9 Remediation and Abatement Procedures

The City's storm water ordinance provides the authority for remediation and abatement on private property, when this is necessary to protect water quality.

Figure \_\_\_\_ on the following page is a flow-chart of the abatement process.

Notices and forms are found in the Appendix.

### Abatement Procedures Flowchart

