CITY OF ATASCADERO
STORM WATER MANAGEMENT
PLAN

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Prepared by:

URS

130 Robin Hill Road, Suite 100
Santa Barbara, California 93117
(805) 964-6010 Fax: (805) 964-0259

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SECTION 1.0 INTRODUCTION

This document serves as the City of Atascadero’s (City) National Pollutant Discharge Elimination System (NPDES) Phase II Storm Water Management Plan (SWMP). This SWMP is designed to describe the City’s program to comply with the proposed California NPDES General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) (Permit). This permit regulates Phase II MS4s in California. The City’s SWMP is a guidance document to be used by the City’s regulatory body, contractors, and the general public. It is also an evolving program that will be monitored and revised as necessary in order to address changes in the compliance programs or in the Permit requirements.

The City’s SWMP defines strategies and guidelines for protection of water quality and reduction of pollutant discharges to the Maximum Extent Practicable (MEP) from all areas and facilities within the City. The focus of this SWMP is on the City’s Urbanized Area, also referred to as the Urban Core (see Figure 2). Section 2.0 of the SWMP provides an overview of the City, including current land use, city facilities, and the watershed. Section 3.0 addresses the regulatory framework of the City as a basis for incorporating the management practices and goals established by the SWMP. Sections 4.0 through 9.0 discuss best management practices (BMPs), and associated measurable goals that will fulfill the requirements for the six program areas (referred to as Minimum Requirements) covered by the Phase II Guidelines. The six Minimum Requirements that must be included into the SWMP are:

- Public Education
- Public Participation
- Illicit Discharge Detection and Elimination
- Construction Site Storm Water Runoff Control
- Post Construction Storm Water Management
- Pollution Prevention/Good Housekeeping for Municipal Operations

The SWMP also defines how these BMPs will be monitored, and provides direction for annual reporting (summarized in Section 10.0). Specific existing City policies, plans and ordinances are defined as BMPs in the SWMP. These existing BMPs are the baseline of the City’s SWMP, and future BMPs will be implemented over the next five years to comply with requirements in the Phase II General Permit.

1.1 REGULATORY BACKGROUND

In 1972, the Federal Water Pollution Control Act, which established the NPDES program, was adopted. The NPDES program regulates the discharge of wastes from point sources to surface waters. The Federal Water Pollution Control Act was amended in 1977 and became known as the Clean Water Act (CWA). In 1987 the CWA was again amended to add Section
402, which established a framework for regulating discharges from MS4s as a special category of point source under the NPDES Program. In 1990, the United States Environmental Protection Agency (EPA) promulgated regulations for permitting MS4s serving a population of 100,000 people or more. These regulations, known as the Phase I regulations, require operators of medium and large MS4s to obtain storm water permits.

The EPA adopted the NPDES Phase II Storm Water regulations as a final rule in December 1999. The Phase II regulations address storm water discharges from MS4s with a population of less than 100,000 (Small MS4s). These regulations require operators of small MS4s, as designated by the EPA, State Water Resources Control Board (SWRCB), or the Regional Water Quality Control Boards (RWQCBs), to permit their discharges under NPDES. The SWRCB has prepared a draft Phase II General Permit for discharges from small MS4s (General Permit), and it is anticipated that most small municipalities will be covered under this permit. The draft Phase II General Permit requires the preparation and implementation of a SWMP.

1.2 STORM WATER MANAGEMENT PLAN GOALS

The overall goal of the City’s SWMP is to establish a plan which defines how the City will implement the six Minimum Requirements to protect water quality. The SWMP must explain the BMPs that address the six minimum requirements, and each BMP must have accompanying measurable goals to be achieved during the permit term (March 10, 2003 through March 10, 2008). The purpose of the SWMP is to document and facilitate implementation of these compliance programs. Since the SWMP is a public document, it also informs the public of how the City will meet the requirements of the NPDES General Permit.

1.3 STORM WATER REGULATIONS APPLICABLE TO ATASCADERO

An “MS4” is defined by the SWRCB as a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

1. Designed or used for collecting or conveying storm water;

2. Which is not a combined sewer; and

3. Which is not part of a Publicly Owned Treatment Works (POTW) as defined by Title 40 of the Code of Federal Regulations (CFR) Section 122.2.

A “Small MS4” is defined as an MS4 that is not permitted under Phase I regulations. The General Permit that regulates discharges of storm water from Small MS4s is designated in
one of the following ways: (1) Automatically designated by EPA because it is located within an urbanized area, or (2) Individually designated by the SWRCB or RWQCB after considering factors such as high population density (1,000 residents per square mile), high growth or growth potential (growth greater than 25% between 1990 and 2000 or anticipated growth greater than 25% over a 10-year period), a significant contributor of pollutants to an interconnected permitted MS4, discharge to sensitive water bodies, and/or a significant contributor of pollutants to waters of the United States.

These factors are to be considered when evaluating whether a Small MS4 should be required to implement a storm water program that meets the provisions of the General Permit. An MS4 and the population that it serves need not meet all of the factors to be designated. Therefore, the City is an entity (or Small MS4) subject to this Phase II General Permit, due to the fact that the City meets most of the factors considered by the SWRCB and RWQCBs and is automatically designated by the EPA as a regulated Small MS4 in Region 3.
The City is located in the foothills of the California Central Coast, just east of the Santa Lucia Mountain Range in the northern portion of San Luis Obispo County (see Figure 1). Atascadero is located 17 miles inland from the Pacific Ocean and is midway between Los Angeles and San Francisco on Highway 101, about 220 miles from each city.

Atascadero was founded as California’s first planned community in 1913 by E.G. Lewis and was incorporated in 1979. Atascadero is located approximately 20 miles north of San Luis Obispo. Atascadero’s climate is sunny and moderate most of the year. Average rainfall is 17 inches, mostly from October to March. Prevailing winds are from the Northwest. Summer days are hot and dry with low rainfall. The City has a population of approximately 26,400 residents (2000 Census).

2.1 LAND USE

Atascadero is framed on the east by the Salinas River and on the west by the Santa Lucia Mountains. The City’s downtown area has linear commercial corridors along El Camino Real and Morro Road (See Figure 2). Under the adopted General Plan (June 2002), the population is projected to be about 36,000 people within the existing City boundaries by 2025. The guiding principle of the Land Use Element of the City’s General Plan is to retain the historic Colony land use pattern and rural character of the City. The City plans to achieve this by focusing mixed uses and moderate densities into the downtown and nodes along the urban core of El Camino Real and Morro Road, and by preserving natural resources and open space with rural density surrounding the urban core (delineated by the purple-dashed line in Figure 2).

The land use in the City is presently a combination of residential, commercial, office professional, industrial, public facilities, agriculture, and parks and open space. Residential land uses make up the single largest land use category in the City. In accordance with the original Colony design, the historic downtown is ringed by residential neighborhoods that transition into lower-density rural areas. A number of landowners raise animals, including domestic pets, livestock, and horses. Commercial activity is focused along El Camino Real, Morro Road and near Highway 101 interchanges.

2.2 SALINAS RIVER WATERSHED

Atascadero is located in the Salinas River watershed (see Figure 5). The Salinas River defines the eastern boundary of the City, which abuts mostly rural residential land use and some single-family neighborhoods. The other main waterways in the City are Atascadero and Graves Creeks (see Figure 2), as well as La Paloma Creek. The river originates in south San Luis Obispo County and flows northwesterly into Monterey County through the Salinas Valley and empties into Monterey Bay, totaling approximately 180 miles (290 kilometers).
The flow is seasonal and is dictated by localized rainfall. Mean monthly flows are commonly in excess of 400 cubic feet per second (cfs) during January through April, but the river rarely contains any measurable flow in June through November.

The Salinas River drains a large watershed with a number of distinct tributaries. The two primary ground water basins within the watershed are the Salinas Valley Ground Water Basin and the Paso Robles Ground Water Basin. The watershed has three main dams: one on the upper Salinas River south of Santa Margarita, one on the Nacimiento River, and one on the San Antonio River.

Agriculture is the primary land use within the Salinas River watershed. Grazing and pasturelands and dry land farming have historically been the dominant land use in the upper watershed. The rapidly expanding wine-producing region in the upper watershed around Paso Robles and Atascadero is also becoming a highly productive agricultural area.

2.2.1 Water Quality Within the Watershed

Available monitoring data indicate water quality impairments in the Salinas River watershed are primarily associated with agricultural land uses and groundwater pumping. Urban runoff has not been identified as a source of water quality impairments in the Salinas River watershed. The Paso Robles Ground Water Basin (within which the Atascadero Sub-Basin resides) includes an area where highly mineralized geothermal wells contribute to ground water pollution. Pollutants such as pesticides, nutrients and sediment are often associated with agricultural activities, although agriculture is not the only source. Other pollutant sources in the watershed are urban storm water runoff, mines, oil fields, geothermal areas, roads and highways, and point source discharges (Central Coast Region Basin Plan).

The Regional Board has listed the Salinas River and several tributaries on the Clean Water Act’s 303(d) list of impaired water bodies. The pollutants currently listed on the 303(d) list include nutrients, pesticides, salinity/total dissolved solids/chlorides, and sedimentation or siltation. The predominant potential source is listed as agriculture and related sources. However, pesticides and sedimentation/siltation list nonpoint sources as a potential source. Impaired water bodies are those waters that do not fully support all of their designated beneficial uses. All water bodies on the 303(d) list are scheduled for development and implementation of Total Maximum Daily Loads (TMDLs) within the next several years. Developing and implementing a TMDL is a process that includes identification of pollutant sources and allocation of load reductions needed to restore beneficial uses.

In January 1999, the RWQCB’s Regional Monitoring Program began monitoring the Salinas River and some of its tributaries to provide current ambient water quality data. In addition, the Regional Monitoring Program has gathered water quality data from numerous agencies.
and has created a complete bibliography of references and a database of water quality data for the Salinas River. In 2002, the Upper Salinas-Las Tablas Resource Conservation District (US-LTRCD), under a contract with the SWRCB, took over the monitoring of the stream water quality of Atascadero Creek and the Salinas River.

The RWQCBs are required to develop water quality control plans (Basin Plans) that describe the RWQCB’s approach for protection of water quality. Basin Plans identify beneficial uses for all of the region’s water bodies, including rivers, streams, bays, estuaries, wetlands and ground water basins, and establish standards for water quality that ensure beneficial uses are protected. The Central Coast RWQCB’s Basin Plan lists twenty-two beneficial uses for the water bodies of the region, including drinking water supply, agricultural water supply, recreation, aquatic habitat, fish migration, and fish spawning. Twenty of the listed beneficial uses are applicable to the Salinas River watershed.

The historical focus of the RWQCBs has been on controlling point source pollution, primarily through a system of state and federal permits. Several recent events have put much greater emphasis on controlling nonpoint sources. Implementation of TMDLs in the Salinas River Watershed will focus greater control of nonpoint source pollution, primarily agricultural sources.

2.2.2 Water Quality Within Atascadero

Atascadero’s Mutual Water Company (AMWC) receives its water from wells that tap into the groundwater. Water is also pumped from the Salinas River underflow. The two well fields from which groundwater is pumped are the Salinas Well Field located near the Salinas River, north of Highway 41, and the Los Palos Well Field located at Los Palos Road in the Salinas River area. AMWC monitors activities that take place in the area that drains toward the water wells. Storm water runoff is one possible source of the numerous contaminants to the water supply that AMWC monitors.

Little industrial waste is produced or handled within Atascadero, as the majority of the City is comprised of open space and residential/commercial development. However, there are several wastewater dischargers that operate within the City. These include the City of Atascadero and the Atascadero State Hospital wastewater treatment plants. The RWQCB regulates the discharge from both of these plants through a separate permitting process, and the wastewater is treated and disposed of in ponds located adjacent to the Salinas River.
SECTION 3.0 IMPLEMENTING THE STORM WATER MANAGEMENT PLAN

This section briefly defines the City departments responsible for implementing each BMP that will satisfy the Minimum Requirements, and the timeline and legal authority under which the SWMP will be implemented. The City will implement this SWMP over the next five years, as required by the Small MS4 Permit.

3.1 CITY DEPARTMENTS AND COORDINATION

The key City departments identified in the fourth column of Table 3-1 at the end of this section have the primary responsibility for day-to-day implementation of the SWMP. The overall City management is summarized in Figure 4.

The City will coordinate with the RWQCB through annual reporting, notification of noncompliance, notification of spills and illicit connections/discharges, and through both formal and informal meetings. The City will also coordinate with the public through four primary mechanisms:

- Public education and involvement (defined in Sections 4 and 5)
- Public contact with the City’s offices regarding complaints, suggestions, and requests
- Public review of the annual report preparation process
- Public input on proposed projects during the environmental evaluation process

3.2 TIMELINE

This SWMP is submitted to the Central Coast RWQCB in accordance with the timeline established by the final NPDES Phase II rule. The final Phase II rule requires that the City submit a Notice of Intent (NOI) and SWMP to the Central Coast RWQCB on or before March 10, 2003. The RWQCB will then approve this plan and grant coverage under the General Permit. The SWMP will be revised to adopt and incorporate any new measurable goals developed by the City or any revised measurable goals identified through the City’s continuous improvement process.

The SWMP will be implemented over the next five years (from March 2003 to March 2008) as detailed in Sections 4.0 through 9.0. Each minimum control measure and associated best management practices (BMPs) included in this SWMP have their own implementation schedule, based on City funding and program priorities. Table 3-1 at the end of this section summarizes the BMPs and the associated implementation schedule, and assigns the responsibility of implementing each BMP to specific City departments.
SECTION 3.0 IMPLEMENTING THE STORM WATER MANAGEMENT PLAN

3.3 LEGAL AUTHORITY (ENFORCEMENT)

The City’s legal authority to enforce this SWMP includes the General Plan, Municipal Code, the building and development plan review process, Standard Design and Specifications, and solid waste regulations. In order to establish adequate legal authority, the City intends to modify The Municipal Code as part of its implementation schedule (see Table 3-1). The City will maintain adequate legal authority to implement and enforce the SWMP, including right of entry/inspection, designed to detect and reduce the discharge of pollutants from the MS4 to protect water quality to the MEP.

The City’s primary enforcement of the SWMP includes staff from the Public Works and Community Development Departments. Public Works staff enforces all City-related construction and capital improvement projects and responds to any illicit discharges from existing facilities. The Community Development staff enforces all private construction projects. Lastly, the City Attorney plays an enforcement role by reviewing all revisions to ordinances and litigating any violations.

3.3.1 General Plan

The General Plan is the City’s statement of goals, policies and programs for guiding decisions regarding its physical development through the year 2025. The City recently prepared an updated General Plan that is a refinement of the 1992 General Plan and adopted the revised Plan in June 2002. The geographic area addressed by the General Plan covers approximately 15,600 acres of the original 29,980 acres of the historic Colony. The Urban Reserve Line (URL) includes portions of the Colony area that are planned for urban and suburban uses with City services and facilities (See Figure 2). The Urban Reserve Line generally coincides with the historic Atascadero Colony boundary, and is divided into two sub-areas, the Urban Services Area and the Rural Services Area. The Urban Service Area includes urban and suburban land planned to generally receive higher levels of services such as parks, response time, and sewer services and is designated by the Urban Services Line (USL). The Urban Service Area is the focus area of this SWMP.

The General Plan addresses the following goals and policies related to public participation and water quality management, which, therefore, apply to this SWMP:

- It is a City Goal stated in the General Plan as “Smart Growth Principle #9” to encourage full community participation, foster an open and inclusive community dialogue, and promote alliances and partnerships to meet community needs (Table I-2 in the General Plan).
SECTION 3.0 IMPLEMENTING THE STORM WATER MANAGEMENT PLAN

- It is a City Goal stated in the General Plan as “Smart Growth Principle #4” to develop and support coordinated planning for regional impacts on water, wastewater, natural resources… (Table I-2 in the General Plan).

- One of the four categories under the title of General Plan Framework Principles includes protecting the natural environment, specifically, the City creeks and Salinas River.

- Policy 6.1 ensures that development does not degrade scenic and sensitive areas, including creeks, riparian corridors, wetlands…

- Land Use Goal #8, Policies 8.1-8.4 protect watershed areas of Atascadero. Atascadero Creek, Graves Creek, the Salinas River, blue line creeks, natural springs, lakes and other riparian areas are identified as important resources and water quality should not be adversely impacted.

- Land Use Goal #8, Policy 8.5 states that the City shall implement a storm water control program consistent with the requirements of the NPDES Permit Program (Phase II).

- The Mitigation Monitoring Program incorporated into the General Plan includes a Water Quality Mitigation Measure, which identifies the Community Development Department as the agency responsible for implementing Best Management Practices for water quality improvement. The Measure also creates guidelines for City facilities and discretionary projects to improve the quality of runoff water.

- The Mitigation Monitoring Program incorporated into the General Plan includes a Drainage and Flooding Mitigation Measure, which states that all new development in or near existing drainage systems and associated tributaries shall be assessed for consistency with applicable existing drainage, grading, erosion control, and water quality-related policies, standards, and programs. The Measure also identifies the City’s storm water infrastructure, which must undergo adequate environmental review for any proposed improvements.

- The Mitigation Monitoring Program incorporated into the General Plan includes a Riparian, Wetland and other Sensitive Communities Mitigation Measure, which calls for riparian/wetland habitat protection measures and BMPs (such as erosion and spill control measures during construction).

3.3.2 Ordinances

Municipal Code ordinances that provide a baseline for satisfying the Minimum Requirements of the Small MS4 Permit are found in Title 5, Public Welfare (Chapter 8, Waterway
SECTION 3.0 IMPLEMENTING THE STORM WATER MANAGEMENT PLAN

Intrusions), Title 6, Health and Sanitation (Chapter 8, Cross-Connection Control and Inspection), Title 7, Public Works (Chapter 9, Prohibited Discharges), and Title 10, Parks and Recreation.

3.3.3 Zoning

The City’s zoning ordinance (Title 9, administered by the City’s Planning Director) and corresponding zoning maps promote the growth of the City in an orderly manner and protects the public health, safety, comfort, and general welfare. Zoning ordinance requirements implement the goals and policies of the General Plan. The provisions of zoning ordinance apply to all lots, buildings, structures and uses of land created, established, constructed or altered subsequent to the adoption of the ordinance, unless specifically exempted.

3.3.4 Building and Development Plan Review Process

The City's Zoning Ordinance defines the general permitting process for building and development within the City (Title 9, Chapter 2, Applications: Content, Processing And Time Limits). Chapter 2 lists the approvals required, describes how applications shall be processed by the Planning Department, and what information must be included with an application. Chapter 2 also sets time limits for application processing, the establishment of approved land uses, commencement of construction and project completion. It also determines what entitlement is required within a given zoning district to enable establishment of an allowed land use (Ord. 68 § 9-2.101, 1983). Three levels of review for any development plan within the City are prescribed:

- Plot plan approval is required when a development or use of land is listed in a particular zoning district as an allowable use and when it is determined by the Planning Director that the development project, or the establishment of a use of land which is not a development project, is eligible for a categorical exemption pursuant to Public Resources Code Section 21084 and the California Environmental Quality Act (CEQA) Guidelines. Approval of a plot plan enables issuance of a building permit under Title 8 of this Code, or the establishment of a land use that does not require a building permit, but is still subject to the standards of Title 9.

- Precise plan approval is required when a development or use of land is listed in a particular zoning district as an allowable use and when it is determined by the Planning Director that the development project, or the establishment of a use of land which is not a development project, is not eligible for a categorical exemption pursuant to Public Resources Code Section 21084 and CEQA Guidelines. Precise plans consider the greater effects such uses may have upon their surroundings, and the characteristics of adjacent uses, which could have detrimental effects upon a proposed use.
The conditional use permit is the process used to review land use proposals of a nature or magnitude, which could significantly affect their surroundings. Such land use proposals include: (1) Uses that are shown as conditional uses in a particular zoning district; or (2) Multiple-family residential developments consisting of twelve or more units, even if such a development is listed as an allowed use in a particular zoning district; or (3) Nonresidential developments containing ten thousand (10,000) square feet or more of building or outdoor storage area, even if such a development is listed as an allowable use in a particular zoning district.

Because of the intensity of such uses, public review and input into decisions on whether to approve such proposals is needed. That input is given in a public hearing before the Planning Commission. The conditional use permit is a discretionary approval and the Planning Commission may approve or disapprove a conditional use permit or may adopt additional conditions of approval. Conditional use permit applications may be denied by the Planning Commission because of specific findings identified through public hearing testimony or because of provisions of Title 9.

3.3.5 Standard Details and Specifications

The City’s Standard Details and Specifications were adopted by City Council Resolution on March 10, 1992. They provide the City with minimum enforcement standards for the design, methods of construction, kinds and uses of materials, and preparation of plans for construction, repair or alteration of streets, concrete structures, drainage and sewerage facilities within the City. The City Engineer may require certificates of compliance with these specifications from whoever is performing the work.

3.3.6 Solid Waste Regulations

San Luis Obispo County’s Integrated Waste Management Board (Board) is responsible for ensuring that State waste management programs are primarily implemented through Local Enforcement Agencies (LEAs). As the LEA, the City has the primary responsibility for ensuring the correct operation and closure of solid waste facilities in the city and also has the responsibility for guaranteeing the proper storage and transportation of solid wastes that could pollute storm water.

3.4 EXISTING BMPs

There are several existing ordinances, practices, and programs that are currently implemented by the City and the Atascadero Mutual Water Company (AMWC), which satisfy some of the Minimum Requirements of the SWMP. The City has a web page, which offers a good source of public information. The City also participates with the Integrated Waste Management
SECTION 3.0 IMPLEMENTING THE STORM WATER MANAGEMENT PLAN

Association (IWMA), of San Luis Obispo County, and also implements a Hazardous Materials/Spill Response Plan through the Emergency Services Department. The City also manages street sweeping on an as-needed basis.

These programs, in addition to other ordinances and policies, are summarized in Sections 4 through 9. Specific BMPs that will be, or already are, implemented to satisfy the Minimum Requirements are also referenced. All existing and new programs/BMPs are identified in Table 3-1. Existing BMPs are delineated in blue whereas new programs/BMPs are in green.

3.5 IMPLEMENTATION OF THE SIX MINIMUM REQUIREMENTS

Sections 4.0 through 9.0 describe BMPs the City will employ or that currently exist to meet the Minimum Requirements in the Small MS4 Permit to protect water quality. BMPs are designed and implemented to reduce the discharge of pollutants from the City’s MS4 to the “maximum extent practicable” (MEP), and to control the discharge of pollutants from regulated construction projects by employing the best conventional and available technology. Each following section also describes the timeline for implementation, and the measurable goals that will be used to assess the effectiveness of each of the BMPs employed by the City.
The goal of the Public Education and Outreach Minimum Requirement is to educate the public about the importance of the City’s Storm Water Program and describe the public’s role in the program. The City will educate the public through a series of BMPs that increase awareness of the role each community member plays in protecting storm water quality.

Typically “public education” refers to a curriculum-based program whereas “public outreach” refers to programs that disseminate information. There have been many successful storm water public education and outreach materials created and it is the City’s intent to rely more on existing materials, rather than create new materials.

### 4.1 MINIMUM REQUIREMENTS

To meet the Public Education Minimum Requirement of the draft Small MS4 Permit issued in January 2003 requires the following:

> “The Permittee must implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impact of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff.”

EPA guidelines further define the Minimum Requirements as:

> A Small MS4 should “implement a public education program to distribute educational materials to the community, or conduct equivalent outreach activities about the impacts of storm water discharges on local waterbodies and the steps that can be taken to reduce storm water pollution.”

Both agencies require that MS4s distribute information regarding the impacts of storm water on water quality as a result of people’s actions, whether at work washing out floor mats or at home washing their car in their driveway. The intent is that if the community were educated they would change their behavior and water quality would be improved.

### 4.2 BMPs

The following BMPs are either existing or will be implemented by the City in the future to satisfy the Public Education and Outreach Minimum Requirement. These BMPs will be implemented to educate the community about the MS4, and how it leads directly, without treatment, to local creeks and rivers. The BMPs below are numbered as PE (Public Education) BMPs.
4.2.1 Existing BMPs

**PE-1 Informational Brochures and Fact Sheets:** The Atascadero Mutual Water Company (AMWC) is a non-profit corporation, serving the City as well as unincorporated areas within the original Atascadero colony boundary. AMWC has been conducting outreach on water quality issues for many years. Their brochures define the problem and provide examples of solutions. They describe how the storm drain system leads directly to creeks and the Salinas River and how this impacts water quality, wildlife, public health, and eventually the quality of life in the community. These brochures are distributed at public events and through other existing programs. The City does not directly manage the AMWC.

The City will work with AMWC, Upper Salinas-Las Tablas Resource Conservation District (US-LTRCD), County of San Luis Obispo and others to develop additional brochures or fact sheets (or modify brochures and fact sheets from other agencies) to educate the community (residents, businesses, construction sector, and government) on ways they can decrease their impact on storm water runoff. Many brochures and fact sheets have been developed throughout the state to address these issues. The City will research which brochures best fit the local area and either request to use these brochures or modify them to suit Atascadero. The brochure will be translated into Spanish to reach the Latino community.

**PE-2 Storm Drain Marking:** Community groups, City Staff and AMWC work together as part of “Creek Clean Up Day” to help mark each storm drain catch basin in the urban area of the city with “No Dumping – Drains to Creek” markers.

**PE-3 Sustainable Landscaping Seminars:** AMWC currently offers seminars to City residents that address pesticide and fertilizer use and practices that reduce runoff and help retain storm water onsite.

4.2.2 Additional Future BMPs

**PE-4 Educational Materials:** The City will participate in regional mass media campaigns (newspaper, billboard, and radio advertisements) that promote storm water pollution prevention.

The City will develop a storm water exhibit that highlights City’s Storm Water Program. The City will use the exhibit at local public events (Earth Day, Creek Clean Up Day, Public Works Week, etc.). The City will distribute information about the storm water program at the events that it attends.
**PE-5 Storm Water Hotline Number:** The City will provide a hotline number that residents, businesses and construction contractors can call to get more information on the storm water program, report water quality issues or request information such as where to dispose of used motor oil. This number will be included in all public outreach and participation material. The number will also be posted on the City’s website.

**PE-6 Web Page:** The City’s web page [www.atascadero.org](http://www.atascadero.org) currently offers information on various departments, including storm drain maintenance. The City will include information on the storm water program on their web page such as storm water facts, creek care tips, home improvement tips, etc.

**PE-7 Storm Water Workshops and Information Sharing:** The City will work with AMWC, US-LTRCD, County of San Luis Obispo and others to prepare information on water resources in Atascadero to present in workshops and onsite to businesses and schools. Business workshops will be industry-specific to food service, automotive repair and wrecking, landscapers, and municipal workers. Industry presentations will focus on proper use and disposal of chemicals, paints, fertilizers, oil and oil products, and general ways which businesses can lessen their impact on water quality.

School presentations will educate school children on the concepts of pollution prevention and things school children and their families can do to decrease water pollution.

**PE-8 Homeowner Outreach:** The City will educate residents in creek care (bank stabilization and dumping) and environmentally friendly home repair and landscaping. Creek care information will build upon fact sheets and brochures already produced by local resource agencies by showing proven BMPs for bank stabilization near creeks. The creek care information will also show how using fertilizer and pesticides near creeks and housing horses and other livestock can have a negative impact on creeks and water bodies further downstream.

Home repair, maintenance and improvement outreach will focus on the proper use of household products, which can have a negative impact on water quality if not used and disposed of properly (i.e., paints, solvents, household cleaning products, etc.). The outreach will provide locations for disposal of paint and painting products, as well as other household hazardous wastes along with guidance on proper use. The City will coordinate this effort with AMWC, the Environmental Center of San Luis Obispo County (ECOSLO), the Integrated Waste Management Authority (IWMA), Atascadero Waste Alternatives, and the Upper Salinas-Las Tablas Resource Conservation District (US-LTRCD).
SECTION 4.0  PUBLIC EDUCATION AND OUTREACH

4.3 MEASURABLE GOALS

The City will educate the community about storm water quality issues and their role in the solutions through outreach to residents and businesses. Measurable goals for each BMP are listed below.

PE-1 Informational Brochures and Fact Sheets: Maintain the existing program levels and expand the program by the end of Fiscal Year (FY) 03/04.

PE-2 Storm Drain Marking: Expand storm drain marking to community groups and track the number of storm drains marked and maintained on GIS within the City’s urban area each year.

PE-3 Sustainable Landscaping Seminars: Maintain the existing program levels and expand the program by the end of FY 03/04. The expanded program will stress erosion mitigation, bank stabilization storm water detention and other efforts to improve water quality.

PE-4 Educational Materials:

A. Coordinate with other MS4s within the county and region to develop a mass media campaign by the end of FY 04/05 and purchase advertising in accordance with a schedule developed along with other regional MS4s.

B. With assistance from US-LTRCD, develop a storm water exhibit for use in presentations and workshops which describes the effects of storm water runoff, the City’s MS4, the watershed and how storm water pollution leads straight to local creeks and rivers by the end of FY 03/04.

PE-5 Storm Water Hotline: Establish a storm water hotline number by end of FY 02/03 and document calls. Post the hotline number on all program materials for the remainder of the permit term.

PE-6 Web Page: The City will add information on the storm water program to the existing City web page by the end of FY 02/03 and update it as necessary.

PE-7 Storm Water Workshops and Information Sharing:

A. Develop storm water information tailored to the local food service businesses describing what businesses can do to prevent water pollution. Develop food
service information by the end of FY 04/05 and present the material to them by
the end of FY 05/06.

B. Develop storm water information tailored to the local automotive repair and
wrecking businesses describing what businesses can do to prevent water
pollution. Develop automotive repair and wrecking information by the end of FY
04/05 and present the material to them by the end of FY 05/06.

C. Develop storm water information tailored to the local “green industries”
(including landscaping businesses and nurseries) describing what they can do to
prevent water pollution. Also develop fact sheets/brochures that encourage
landscaping BMPs for distribution to homeowners through nurseries. Develop the
landscaping information and fact sheets/brochures by the end of FY 04/05 and
present the material to them by the end of FY 05/06.

D. Develop storm water information tailored to the municipal workers describing
what they can do to prevent water pollution from City facilities. Develop
municipal worker information by the end of FY 04/05 and present the material to
municipal staff by the end of FY 05/06.

E. Develop a storm water presentation for local schools introducing pollution
prevention concepts and how school children and their families can prevent water
pollution. Develop school presentation by the end of FY 04/05 and present the
material at schools by the end of FY 05/06.

PE-8 Homeowner Outreach: The City will coordinate with the local resource agencies to
produce educational materials in by the end of FY 04/05. The City and local resource
agencies will distribute the fact sheets and brochures to residents by the end of FY
05/06.

4.4 REPORTING

The City will record the amount of public education materials that are distributed. This will
include the number of brochures/fact sheets distributed, number of hits on the web page,
number of storm drain inlets marked, and number of calls to the hotline. The progress in
implementing the public education and outreach control measure will be documented in
annual reports. Measurable goals may be adjusted, if necessary, and the basis for any changes
will be addressed in the next annual report.
SECTION 5.0 PUBLIC PARTICIPATION AND INVOLVEMENT

The first goal of the Public Participation and Involvement Minimum Requirement is to raise public awareness about urban runoff pollution through involvement in the City’s Storm Water Program. The second goal is to involve the public in the development and implementation process to secure “buy in” and generate public support for the City’s water quality protection efforts.

5.1 MINIMUM REQUIREMENTS

The draft Small MS4 Permit issued in January 2003 requires the following to meet the Public Participation and Involvement Minimum Requirements:

The Permittee must at a minimum, comply with state and local public notice requirements when implementing a public involvement/participation program.

EPA guidelines further define the minimum requirements as:

Operators of regulated Small MS4s should include the public in developing, implementing, and reviewing their SWMPs. The public participation process should make every effort to reach out and engage all economic and ethnic groups.

Both agencies require that MS4 operators involve the public in the development, implementation, and regular reviews of their SWMPs. The intent of public involvement is that the public or community can provide valuable input and to also ensure that the community understands and acknowledges the City’s SWMP.

5.2 BMPs

The following BMPs are either existing or will be implemented by the City in the future to satisfy the Public Participation and Involvement Minimum Requirement. These BMPs will be implemented to involve program stakeholders (residents, chamber of commerce, businesses) to raise the awareness and gain the community’s input in the City’s SWMP. The BMPs below are numbered as PP (Public Participation) BMPs.

5.2.1 Existing BMPs

PP-1 Volunteer Creek Clean-Ups: The City will continue to work with “Ground Water Guardian” to organize an annual creek clean-up day where community groups can help remove litter and debris from local creeks prior to the first storm event of the year. The City has been participating in Atascadero Creek Day for several years, which includes a Watershed Fair, cleaning up the creeks and planting plants along the local creeks and the Salinas River.
SECTION 5.0 PUBLIC PARTICIPATION AND INVOLVEMENT

PP-2 **Snapshot Day:** AMWC and US-LTRCD has participated in the Monterey Bay Sanctuary – Snapshot Day since 2000. The event organizes volunteers to celebrate Earth Day by participating in a one-day sanctuary-wide watershed monitoring event. Volunteers test air and water temperature, water conductivity, pH, and dissolved oxygen at over 50 sites throughout San Mateo, Santa Cruz, Monterey and San Luis Obispo counties, of which 5 sites are within the City limits. The program increases public awareness about water quality issues and emphasizes the importance of water quality monitoring and the key role public participants play. The City of Atascadero will coordinate with AMWC and US-LTRCD to organize additional creek and river monitoring in Atascadero.

5.2.2 **Future BMPs**

PP-3 **Public Meetings:** The City will work with AMWC and US-LTRCD (in order to combine efforts and avoid agency redundancy and/or duplicative efforts) to hold public meetings that will provide updates on the storm water program and progress achieved. Public meetings will comply with state and local public notice requirements. The first public meeting will be held to present the draft storm water program to the community and to obtain input from residents, businesses and community groups. Subsequent meetings will provide these groups with updates on the program and ways groups can get involved.

PP-4 **Public Presentations:** The City will work with AMWC and US-LTRCD (in order to combine efforts and avoid agency redundancy and/or duplicative efforts) to give presentations to various groups within the City, including the City Council, other City departments, community organizations/groups, Chamber of Commerce, Building Industry Association [BIA], and community clubs. The objective of these presentations is to convince the community of the need to protect storm water quality and emphasize that the community is an important partner in protecting the environment.

PP-5 **Web Page:** The City will add a comment form on the existing web page to take comments and suggestions on the SWMP.

PP-6 **City Employee Training:** The City will train staff with responsibility for implementing the storm water program. The training will provide an overview of each Minimum Requirement (Public Education and Outreach, Public Participation, Illicit Discharge Detection and Elimination, Construction Site Storm Water Runoff Control, Post-Construction, Development and Redevelopment Controls, and Pollution Prevention/Good Housekeeping for Municipal Operations). The reporting requirements for each Minimum Requirement will also be reviewed. Training will be
provided on the Minimum Requirements that the employee is responsible for implementing.

5.3 MEASURABLE GOALS

The City will involve the community in the development and implementation of the City’s storm water program. Measurable goals for each BMP are listed below.

PP-1 Volunteer Creek Clean-Ups: The City will continue to work with AMWC (through “Groundwater Guardian”) in organizing the volunteer-based creek clean-up day on the first Saturday of every October. The City will also coordinate with AMWC to expand the program to include activities such as storm drain stenciling and revegetation projects.

PP-2 Snapshot Day (Stream Water Quality Monitoring): The City will work with AMWC, US-LTRCD, and volunteers for monitoring starting in FY 03/04 and continue support for each year of the City’s storm water program.

PP-3 Public Meetings:
A. The City will hold a public meeting to present the SWMP to the community, City Council and other City Departments and to receive comments on the draft program. This public meeting will be held in April 2003.

B. The City will hold two public meetings to update the community, City Council and City Departments on the progress of implementing the SWMP.

PP-4 Public Presentations: The City will prepare a “stock presentation” that informs the community about the need for the storm water program and SWMP. The stock presentation will be prepared by coordinating with AMWC and US-LTRCD by the end of FY 03/04. The City will modify the stock presentation to focus on a specific community stakeholder. These presentations will be developed on an as needed basis.

PP-5 Web Page: The City will include a comment form as part of the City’s web page by the end of FY 02/03 and respond to comments as necessary.

PP-6 City Employee Training: The City will modify the “stock presentation” to focus on an overview of each of the Minimum Requirements by the end of FY 03/04. Each City employee responsible for implementing the storm water program will receive training by the end of FY 04/05. Any new employees will receive the training as part of the initial training for their position.
5.4 REPORTING

The City will document and summarize the level of community participation in implementing the SWMP in the annual reports. Feedback from stakeholders and the web page comment form will be used to improve implementation of the Minimum Requirements. The progress in implementing the Public Participation and Involvement Minimum Requirement will be documented in annual reports. Measurable goals may be adjusted, if necessary, and the basis for any changes will be addressed in the next annual report.
The Illicit Discharge Detection and Elimination Minimum Requirement is designed to prevent the discharge of pollutants to receiving waters. It requires the development and implementation of a system to identify and eliminate sources of illicit discharge and illegal dumping. Implementation of the Illicit Discharge Detection and Elimination Minimum Requirement depends on a number of partners including the public and other local agencies. The specific requirements for the Illicit Discharge Detection and Elimination Minimum Requirement are described in detail below, followed by a discussion of the City’s existing BMPs, including measurable goals for determining effectiveness.

6.1 MINIMUM REQUIREMENTS

An illicit discharge is defined as “a point source discharge of pollutants to a MS4 which is not composed entirely of storm water and not authorized by an NPDES permit.” Non-storm water discharges are classified in the Small MS4 Permit as: illicit or exempted. Improperly disposed of materials that enter the MS4 impact the environment and cause health and safety concerns. Discharge sources must be controlled and illegal discharges prevented. Controlling and eliminating illicit discharges through a comprehensive detection and abatement program can help in protecting the receiving water quality. Prevention of illicit connections and illegal discharges can be enhanced through education on hazards and consequences of illegal disposal, provision of alternative disposal options and incentives, and through legal enforcement procedures.

As stated in the draft Small MS4 Permit issued in January 2003, the following requirements apply to this control measure:

“Develop, implement and enforce a program to detect and eliminate illicit discharges into the (storm drain system).”

“Develop a storm sewer system map, showing the location of all outfalls and the names and locations of all waters ... that receive discharges from those outfalls.”

“To the extent allowable under State or local law, effectively prohibit, through ordinance, or other regulatory mechanism, non-storm water discharges into the (storm drain system) and implement appropriate enforcement procedures and actions.”

“Develop and implement a plan to detect and address non-storm water discharges, including illegal dumping, to the system that are not authorized by a separate NPDES permit.”
SECTION 6.0 ILLICIT DISCHARGE DETECTION/ELIMINATION

“Inform public employees, businesses, and the general public of the hazards that are generally associated with illegal discharges and improper disposal of waste.”

“Address (specified) categories of non-storm water discharges ... if you identify them as significant contributors of pollutants ...”.

The following discharges may be exempted from being regulated discharges unless they are determined to be a significant source of pollution or a nuisance.

6.1.1 Exempted Non-Storm Water Discharges

The draft Small MS4 Permit issued in January 2003 exempts the following non-storm water discharges from prohibition if they are not a significant source of pollutants:

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- Potable water discharges
- Foundation drains
- Uncontaminated pumped ground water
- Flows from riparian habitats and wetlands
- Dechlorinated swimming pool discharges
- Irrigation water
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering
- Street wash water
- Air conditioning condensation
- Individual residential car washing
- Emergency fire fighting discharges

6.1.2 Municipal Separate Storm Sewer System

The primary source of information for the City’s MS4 is existing mapping by the Public Works Department. There were two storm drain reports created during the 1980’s for the Traffic Way area and the Amapoa-Tecorida area, but they were very specific to those areas. No citywide reports or mapping have been produced.


The City does not currently have a detailed map of the MS4. As discussed in BMP ID-3, the City will develop a MS4 map as part of the Illicit Discharge Detection and Elimination Minimum Requirement.
SECTION 6.0  ILLICIT DISCHARGE DETECTION/ELIMINATION

6.2  BMPs

The following BMPs are either existing or will be implemented by the City in the future to satisfy the Illicit Discharge Detection and Elimination Minimum Requirement. The BMPs below are numbered as ID (Illicit Discharge) BMPs.

6.2.1  Existing BMPs

ID-1  Enforcement Authorities: The City currently has a number of ordinances prohibiting inappropriate waste disposal, including prohibitions against unpermitted discharge of liquid waste, and disposal of solid waste.

Authority for avoiding, detecting and eliminating illicit discharges and illegal connections are referenced or described in:

- Title 5 (Public Welfare), Chapter 8 prohibits waterway intrusions such as, “the accumulation, storing, placement, dumping or disposing of pollutants in the riparian corridor…”
- Title 6 (Health and Sanitation), Chapter 4 regulates solid waste collection, and Chapter 8 establishes cross-connection control and inspections for the public water system
- Title 7 (Public Works), Chapter 9 identifies prohibited discharges and highlights storm water as a regulated discharge
- Title 9 (City Planning and Zoning Ordinance), which implements development review, permitting requirements, and construction measures that pertain to the control of drainage and erosion from development projects, as well as the maintenance of protective devices such as drainage structures
- Title 10 (Parks and Recreation) regulates activities in the City’s parks, and specifically prohibits throwing or discharging any litter, garbage waste, motor oil or other contaminating or polluting substance into the waters of the lake or any stream
- City Engineering Standard Details and Specifications (Public Works), which addresses sewer, and storm drain plans

Additional water quality and pollution control issues that may impact storm water are addressed throughout the City’s municipal codes. Potential storm water pollutants,
such as hazardous waste, animal waste, garbage, littering, and development and demolition activities are addressed.

ID-2 **Hazardous Materials and Waste Management**: The City’s existing programs for identification and elimination of illicit discharge sources are discussed below. The City’s Fire Department carries out the spill response and emergency control of hazardous conditions. Abatement is provided by the private clean up contractor, which is the responsibility of the individual or establishment who caused the illicit discharge to hire. The City also participates with the County’s Public Health Department and Integrated Waste Management Board in programs that often relate to storm water management and pollution prevention.

In addition to these services, the City’s Public Works Director and Maintenance Supervisor are the main points of contact for the general public to report a spill or make a complaint about potential polluting sources. The Maintenance Supervisor responds to MS4 maintenance needs and/or discharge concerns, and implements corrective measures.

**Hazardous Materials/Spill Response**: The Atascadero Fire Department participates in a Regional Hazardous Materials Joint Powers Agreement. It is organized by County Office of Emergency Services and supervised by County Fire Chief Association. The agencies entered into a joint powers agreement on December 31, 1993 as a supplement to the County’s Fire Services Mutual Aid Operation Plan of October 1984, which provides for mutual aid response to hazardous materials emergencies (spills). The public agencies entered into this Agreement for the purpose of providing for the creation and establishment of a Regional Hazardous Materials Response Team (Team). The Team will carry out the abatement and emergency control of hazardous conditions and stabilize the same, until these conditions can be turned over the appropriate authority, for further disposal.

The Fire Department has specific policies and procedures for “Initial Incident Actions” defined in their P&P Manual. The guidelines provide the fire officer faced with expected initial incident actions someplace to start on the most common incidents. The operational guidelines define general guidance in a step-by-step manner for the following incidents: structure fire incident, wildland fire incident, vehicle fire incident, vehicle collisions requiring extrication, hazardous materials incident, flammable liquid leak and power lines down. It is noted that the Fire Chief may deviate from this guideline when deemed necessary. Similarly, the Engine Company Fire Officer may deviate from this guideline if he/she feels the incident requires it. No guideline can possibly predict the variety of emergency incidents that may occur.
**Integrated Waste Management**: Atascadero is located in northern San Luis Obispo County and participates with the County’s Public Health Department and Integrated Waste Management Association (IWMA). Atascadero recently designated IWMA as the City’s Local Enforcement Agency (LEA) in 2003. The Health Department works with organizations, businesses and regulatory agencies to protect the overall health of residents and visitors by preventing pollution in their environment. The Department’s programs address some issues that are related to preventing storm water pollution. These relevant programs include the Liquid Waste Program, the Cross-Connection Program, the Hazardous Materials and Waste Program, and the Land Use Program.

The Liquid Waste Program protects public health and the environment from the effects of improper discharge of sewage and also manages a permitting and evaluation system (complaint response) for septage haulers. This program addresses the Pollution Prevention/Good Housekeeping (Section 9 of this document) and Illicit Discharge Detection/Elimination (this Section) Minimum Requirements of the January 2003 Small MS4 Permit. The Cross-Connection Program enforces state and local regulations to protect the drinking water supply from chemical or bacterial contamination. This program also addresses the Illicit Discharge Detection/Elimination Minimum Requirement. The Hazardous Materials/Waste Program protects public health and the environment from the release of hazardous wastes by regulating industries that generate hazardous waste. Program objectives are accomplished through inspection, surveillance, incident investigation, and assistance to industry, enforcement, and public education, which all apply to the Illicit Discharge Detection/Elimination Minimum Requirement and control measures of the Small MS4 Permit. Lastly, the Land Use Program prevents health hazards and mitigates environmental degradation resulting from improperly planned land development projects. This program addresses the Construction Site Storm Water Control (Section 7 of this document) and the Post Construction Storm Water Management (Section 8 of this document) Minimum Requirements of the Small MS4 Permit.

Atascadero Waste Alternatives provides solid waste, green waste and recycling for the City of Atascadero.

The Wastewater Division provides municipal wastewater collection and treatment service for approximately 50% of Atascadero’s residents and for a majority of Atascadero’s commercial zones. The remainder of Atascadero relies upon on-site septic systems. The Wastewater Division maintains a 2.39 million gallon-per-day municipal wastewater treatment facility, over 40 miles of collection pipeline and 13 wastewater-pumping stations.
The City has already implemented the BMPs (ID-1 and 2) listed above, and plans to maintain this level of implementation as well as developing new BMPs as deemed appropriate for the community (below).

### 6.2.2 Additional Future BMPs

**ID-3 Storm Drain Mapping:** In order to satisfy requirements of the General Permit, and to ascertain the extent of the area covered by the MS4, the City will survey and map the storm drain system with support from local resource agencies. The map(s) will include major pipes, outfalls, and topography and will delineate tributary drainage areas.

**ID-4 Identification and Elimination of Illicit Discharge Sources:** In order to maximize the limited resources available, potential sources of illegal dumping and illicit connections will be identified and prioritized by the City based in part on public access to the area (or MS4), characterization of nearby land uses as industrial, commercial and older residential areas, which all have high potential to be sources of illicit discharge. This identification and prioritizing process will coincide with the City’s effort to map the MS4. In addition, the potential illicit discharge sources listed below will be evaluated on an on-going basis for their potential impacts to the storm water quality within the City’s watershed:

- Accidents (spills, glass, etc.)
- Auto shops
- Businesses wash down
- Commercial irrigation
- Construction
- Carpet/residential cleaning
- Car wash
- Cement washing
- Equipment cleaning
- Food facility cleaning (grey water, grease traps, dumpsters)
- Gas stations/vehicle maintenance stations
- Illegal dumping (solids, liquids)
- Illicit connections (residential, commercial, industrial)
- Industrial cooling water
- Oil drips/fuel leaks
- Paint
- Parking lots
- Pools and spas
- Residential (grey water, HazMat, pesticides, fertilizers)
- RV waste
- Sewage spills
- Septic spills
- Sumps/dewatering

Figure 3 provides a map showing each of the City-operated facilities and properties covered under the SWMP.
Maintenance personnel will conduct an outfall/manhole inspection program and a site inspection program. The outfall/manhole inspection utilizes the “belowground” approach, which involves tracking dry-weather flows from the outfalls or manholes to their source. The site inspection program utilizes the “aboveground” approach, which involves conducting inspections at or near potential sources such as businesses that are known or expected to result in illicit discharges.

**ID-5 Education and Outreach:** Often, illicit discharges occur because of a lack of awareness on the part of the discharger. Simply pointing out the error and suggesting BMPs to be used in the future is usually enough to convince businesses and homeowners to cease discharging, dumping or to eliminate the illegal connection.

The most effective action in the elimination and prevention of illicit discharges is the education and cooperation of the public. Education is the primary tool of enforcement activities. The City’s efforts for educating the community about controlling illicit discharges are discussed in Section 4.0 (Public Education and Outreach).

**ID-6 Illicit Discharge Ordinance:** The City will implement an additional ordinance to their Municipal Code to specifically address non-storm water discharges. The City will also consider the scope of existing ordinances, the possibility of applying revisions/improvements relative to illicit discharges to the city grading ordinance and the level of success of addressing illicit discharge under existing regulations.

**ID-7 Enforcement Procedures:** The City emphasizes public education and cooperation (discussed in Sections 4 and 5) as their preferred method for enforcement; however, penalties may be needed to achieve compliance. A phased approach to enforcement will be implemented, including issuance of a warning as a first step, followed (if compliance does not occur) by administrative action or legal action (depending on the severity of the illicit connection or discharge). This procedure outlined below does not prevent the City from skipping certain steps for more serious problems. The City’s Public Works Department and Code Enforcement shall consult with the City’s legal counsel in this regard.

- **Warning.** Can be a verbal notice or a written informational letter to the owner/operator. A time frame to correct the identified problem shall be specified based on the severity or complexity of the problem.

- **Administrative Action.** Similar to a warning except a more formal notice and a structured process, including a Notice of Violation, Cease and Desist Order, Order to Abate, Notice to Clean, or any other similar notification outlined in the City’s storm water ordinance (see ID-6) that identifies a problem, requires correction or
abatement but does not assess fines. A time frame to correct the identified problem shall be specified based on the severity or complexity of the problem.

- **Administrative Action with Fine and/or Cost Recovery.** Same as above with the addition that fine(s) are assessed administratively and/or the City’s abatement costs are recovered.

- **Legal Action.** Includes any action taken by the municipality that brings the facility into the court system.

### 6.3 MEASURABLE GOALS

The following measurable goals for BMPs have been selected to ensure that illicit discharges are detected, eliminated and prevented:

**ID-1  Enforcement Authorities:** The City will develop forms or a format for reporting public complaints or maintenance personnel actions regarding illicit discharges. Implementing BMP ID-7 (Enforcement Procedures) will assist in obtaining this goal, as ID-7 includes producing informational letters and/or notices when an illicit discharge/connection is detected. These forms and enforcement notices will facilitate assessing the City’s implementation and adherence to the existing ordinances that prohibit inappropriate liquid waste and/or illegal connections. (This goal will be required to be reported as noted in Section 6.4). This format will be developed by FY 03/04 and implemented throughout the term of the Small MS4 Permit.

**ID-2  Hazardous Materials and Waste Management:** The City will develop forms or a format for reporting “incidents” involving hazardous waste, liquid waste, spills, etc. that could pollute storm water. These forms/format will be developed by FY 03/04 and will be similar to those developed for reporting public complaints or maintenance personnel actions (ID-1 Goal), and will be distributed to, the Fire Department, the Integrated Waste Management Board, Atascadero Waste Alternatives and other appropriate agencies. These departments/agencies will be required to use these forms/formats, as the City will use the completed forms for the annual report (see Section 6.4).

**ID-3  Storm Drain Mapping:** The storm drain mapping effort will begin in FY 03/04.

**ID-4  Identification and Elimination of Illicit Discharge Sources:** Two measurable goals are implemented for BMP ID-4:
A. Inspect targeted outfalls (targeted during MS4 mapping effort) within the City on a routine basis of twice per year with follow-up inspections as appropriate to ensure abatement of violations. Below ground and above ground inspections of the MS4 will be conducted, with a goal to complete inspections for at least 50 percent of the MS4 in FY 04/05 and the remaining 50 percent in FY 05/06. This inspection effort will continue throughout the permit term.

B. Respond to complaints of illicit/illegal discharge within 24 hours of receiving the complaint, referral or notice (track response time). This response time will be adhered to, beginning FY 04/05.

ID-5 Education and Outreach: Track number of local incidents that involve City staff educating the public when an illicit discharge is detected, beginning FY 04/05. This will include compiling any enforcement letters/notices sent out in response to detected illicit connections or discharges (BMP ID-7).

ID-6 Illicit Discharge Ordinance: Implementing the new ordinance will be completed by the end of FY 04/05.

ID-7 Enforcement Procedures: Beginning FY 05/06, the City will produce formal templates for the following: Notice of Violation, Cease and Desist Order, Order to Abate, and Notice to Clean in order to notify and enforce the new ordinance (ID-6).

6.4 REPORTING

The effectiveness of the BMPs for the Minimum Requirements of detecting, eliminating, and preventing illicit discharges will be gauged by tracking and evaluating the number of:

- Brochures that are printed and delivered to target groups
- Commercial training events and the number of attendees that visit each event
- Complaints, notices and referrals distributed, received, and/or responded to
- Illegal connections that are identified
- Corrections of reported septic system failures with surfacing sewage (failures that are repaired, modified, replaced to meet minimum sanitary standards)
- Septic to sewer conversions
• Final construction inspections of septic system that are completed to ensure compliance with approved plans

• Notices to correct issued to septic system owners

The progress in implementing the illicit discharge detection/elimination control measure will be documented in annual reports. Measurable goals may be adjusted, if necessary, and the basis for any changes will be addressed in the next annual report.
SECTION 7.0 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

The purpose of the Construction Site Storm Water Runoff Control Minimum Requirement is to prevent soil and construction waste from entering storm water. Sediment is usually the main pollutant of concern associated with construction sites as; during a short period of time, construction sites can contribute elevated levels of sediment to creeks. The resulting siltation and the contribution of other pollutants from construction sites can cause physical, biological, and chemical harm to local waterways.

7.1 MINIMUM REQUIREMENTS

The draft Small MS4 Permit issued in January 2003 requires the following to meet the Construction Site Storm Water Runoff Control Minimum Requirement:

The Permittee must develop, implement, and enforce a program to ensure controls are in place that will prevent or minimize water quality impacts from storm water runoff from construction sites. Within the permit area, the program must apply to all construction projects that disturb greater than or equal to one acre (including projects less than one acre that are part of a larger plan of development or sale that would disturb more than one acre) and that discharge into the Permittee's small MS4.

In addition, EPA guidelines establish the following BMPs for the Construction Site Storm Water Runoff Control Minimum Requirement:

- Ordinance or other regulatory mechanism as well as sanctions to ensure compliance
- Requirements for construction site operators to implement appropriate erosion and sediment control BMPs
- Requirements for construction site operators to control waste
- Procedures for site plan review which incorporate consideration of potential water quality impacts
- Procedures for receipt and consideration of information submitted by the public
- Procedures for site inspection and enforcement of control measures
SECTION 7.0 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

7.2 BMPs

The following BMPs are either existing or will be implemented by the City in the future to satisfy the Construction Site Storm Water Runoff Control Minimum Requirement. The BMPs below are numbered as CS (Construction Site) BMPs.

7.2.1 Existing BMPs

The City currently adheres to four main programs that help to prevent/minimize water quality impacts from storm water runoff from construction sites. These existing programs are:

CS-1 Planning and Zoning Ordinance (Title 9): The City’s Planning and Zoning Ordinance includes standards and regulations for grading, sedimentation and erosion and drainage control. Title 9 defines the necessary components of Grading Plans, Sedimentation and Erosion Control Plans and Drainage Control Plans, and when these plans are required.

CS-2 General Plan Land Use, Open Space and Conservation Element: Goal LOC5 (“Preserve the contours of the hills”), Policy 5.3 states the City’s intent to prevent unnecessarily intensive grading of development sites. The programs identified to accomplish this goal include updating and maintaining the Municipal Code to require approval of grading plans prior to any site disturbance, and by limiting grading to the minimum area necessary to accomplish site development.

CS-3 Construction Guidelines: The City’s Standard Specifications and Drawings were adopted by City Council Resolution on March 10, 1992. They provide the City with minimum enforcement standards for the design, methods of construction, kinds and uses of materials, and preparation of plans for construction, repair or alteration of streets, concrete structures, drainage and sewerage facilities within the City.

CS-4 Erosion Control Guidelines Handout: The City provides an Erosion Control handout for construction contractors. The City requires drainage and erosion control measures to be in place for all active permits between October 15th and April 15th. The guidelines provide samples of some typical erosion protection methods, including erosion control for newly exposed soils, placement of temporary straw bales, and landscape plants suitable for the Atascadero area.

Furthermore, the City Engineer is designated to receive calls from the public regarding concerns about construction activities.
7.2.2 Additional Future BMPs

CS-5 Revise Grading Ordinance: State planning law authorizes the City’s Community Development Department (CDD) to evaluate new development (and redevelopment) projects; therefore CDD has a key role in implementing the NPDES Phase II construction runoff control measures. The City’s Grading Ordinance (Title 9), which addresses construction site runoff control and associated inspection and enforcement procedures, provides the necessary framework for implementing construction runoff control measures. CDD staff will revise the grading ordinance to comply with NPDES Phase II regulations by specifying requirements for construction-related disturbance of one or more acres and by enhancing the grading permit plan check and site inspection practices.

In summary, the revisions to the Grading Ordinance will include:

- Language linking the ordinance to the General Permit
- New definitions to clarify NPDES related terms used in the ordinance
- Required preparation and implementation of erosion and sediment control and storm water BMPs for all grading operations that require a grading permit (many projects are already required to implement erosion and sediment control measures to some extent)
- Prohibitions on non-storm water construction related discharges (e.g. concrete truck washout, proper disposal of discarded building materials, construction vehicle leaks and maintenance, etc.)
- Submittal of copies of Notice of Intent and Storm Water Pollution Prevention Plan (SWPPP) for sites of one or more acres of land disturbance in accordance with the small construction program
- Enhanced site inspection procedures (see CS-8)
- Specific guidance to use approved BMP manuals (see CS-6)

CS-6 Adoption of Existing BMP Manuals: One of the major revisions to the Grading Ordinance will be reference to effective BMP manuals. The manuals will assist applicants in applying appropriate and sufficient BMPs and will include:
SECTION 7.0 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL


- San Francisco Regional Water Quality Control Board (1999 or current) *Erosion and Sediment Control Field Manual*.

These particular manuals will be available for review and offer a wide range of choices to the City’s contractors for selection and implementation of BMPs. The wide range of choices provides measures that can be applied appropriately for each unique project. They include very detailed and specific BMPs for large or complex projects to simple and straightforward BMPs for small or low impact projects. Final decision on the appropriateness and effective use of the BMPs will be made by staff through approval of the Sediment and Erosion Control Plan, submitted as part of the Grading Permit.

CS-7 Prepare Construction Community Outreach/Information Materials: The City will provide materials (in addition to the City’s existing Erosion Control Guidelines Handout) to the development/construction community for their consideration when they are planning their project or filing for permits. A handout/brochure will be provided that explains the construction site permit process for sites 1 acre and greater, and for sites less than 1 acre. A second informational handout/brochure will focus on the following five guiding principles:

- Use of good site planning
- Minimization of soil movement
- Capture of sediment to the greatest extent possible
- Good housekeeping practices
- Minimization of impacts of post construction storm water discharges

The informational materials should also include practical, cost-effective measures that can be incorporated into the project to reduce the potential for storm water pollution.

CS-8 Construction Site Plan Review and Site Inspection Procedures: In order to ensure adequate review of site plans and adequate site inspections to address erosion and sediment control on all sites greater than one acre, the City will implement the following review and inspection process:

1. Check acreage claimed in site plan. If the project is less than 1 acre, it is subject to the City’s current permit processes, or appropriate local state and/or federal
SECTION 7.0   CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

authorities. Those projects 1 acre or more will need to be covered by a general permit from the SWRCB/RWQCB in addition to existing permit processes.

For Sites 1 Acre or More in Size:

2. Inform applicants of the various permits. Provide information about the NPDES permit requirements, including the NOI filing process and the need to develop a construction site SWPPP. Keep blank copies of the NOI form at the Public Works/Community Development department counters.

3. Provide applicants with guidance on preparing a construction site SWPPP at the same time the brochures and materials on BMPs for construction sites are provided.

4. Develop a Permit Requirement Memorandum of Understanding (MOU) that both the applicant and the City Engineer will sign, stating the applicant has been provided information about the NPDES permit requirements, understands the requirements, and agrees to comply.

5. Coordinate site inspections with the RWQCB staff.

6. Develop a Site Inspection Checklist (to be filled out during site inspection) and standard operating procedures to assist inspectors in conducting inspections.

7. Leave enforcement authority unchanged, i.e., the RWQCB to enforce per its permit process in case violations are noted during inspections.

7.3 MEASURABLE GOALS

The following goals will be used to check progress each year as well as demonstrate the efforts made to reduce pollutants to the MEP. The intent is to provide an opportunity to assess and evaluate the program and provide feedback mechanisms to measure and update the program as appropriate.

The following measurable goals will be applied toward the construction program:

CS-1  Planning and Zoning Ordinance (Title 9): The Grading Ordinance (Title 9 Chapter 4.138) will be revised per CS-5, below.

CS-2  General Plan Land Use, Open Space and Conservation Element: By the end of FY 03/04, confirm that the Municipal Code requires approval of grading plans prior
SECTION 7.0 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

to any site disturbance, as stated in the General Plan Policy 5.3. Also include on the site inspection forms to be produced (see CS-8, #6 above), a field check requirement to confirm that grading is limited to the minimum area necessary.

CS-3 Construction Guidelines: Beginning in FY 03/04, the guidelines for construction in the City’s Standard Specifications and Drawings will be updated/revised to incorporate the CASQA Construction Storm Water Best Management Practices Manual (see CS-6). Other recently documented updates to construction guidelines made by state and local agencies will also be used as examples and ideas. The guidelines will be updated in the City’s Standard Specifications by 2005.

CS-4 Erosion Control Guidelines Handout: Beginning in FY 03/04, review and compare the handout’s guidelines to the most recent erosion control BMPs documented in CASQA’s Construction Storm Water Best Management Practices Manual and other state and local agency publications that address erosion control. If the guidelines are found to be outdated or can be improved upon, revise the handout to demonstrate new guidelines by the end of FY 04/05.

CS-5 Revise Grading Ordinance: Beginning in FY 03/04, revise grading ordinance language (as outlined in Section 7.2.2) and record annual number of projects permitted and constructed under Grading Permit, ranked by size of overall project (between 1 and 5 acres, greater than 5 acres). Achieve 100 percent compliance with revised grading ordinance language and with local SWRCB’s construction site runoff control program (SWPPPs) and achieve full compliance with enhanced site inspection procedures (see CS-8 in Section 7.2.2).

CS-6 Adoption of Existing BMP Manuals: Beginning in FY 03/04, record annual number of sites where the City has implemented enforcement action, including letters to correct, stop work order, bonds used, etc. where BMPs have not been implemented properly.

CS-7 Prepare Construction Community Outreach/Information Materials: Beginning in FY 03/04, record annual number of informational brochures/materials distributed to construction staff.

CS-8 Construction Site Plan Review and Site Inspection Procedures: Beginning in FY 03/04, develop the Permit Requirements MOU and the Site Inspection forms. Collect and record the annual number of MOUs and Site Inspection forms filled out by City staff and/or RWQCB staff.
SECTION 7.0 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

7.4 REPORTING

Feedback from City inspectors, construction contractors, project owners and the public will be evaluated and potential revisions to the grading ordinance and its implementation will be evaluated. To the extent these revisions could change the level of protection to storm water quality will be discussed in the annual report.

The progress in implementing the construction site storm water control measure will be documented in annual reports. Measurable goals may be adjusted, if necessary, and the basis for any changes will be addressed in the next annual report.
One of the best opportunities to reduce the generation of non-point source pollution from urban runoff is through planning and design, before developments are built. Once built, problems are complex and expensive to correct. The Post Construction Storm Water Management Minimum Requirement focuses on site and design considerations, which are most effective when addressed in the planning and design stages of project development. Effective long-term management and maintenance of post construction storm water management facilities are critical, so the best design opportunities are those with the minimum of maintenance needs. The goal of the program is to integrate basic and practical storm water management techniques into new development to protect water quality and quantity.

Post construction storm water management requires project designs that eliminate potential pollutant sources and structural controls to detain, retain, and/or treat urban runoff. These post-construction storm water management controls can impose costs on new development/redevelopment, and many controls generally require ongoing operation and maintenance costs. Structural control measures require ongoing inspection and maintenance and the municipality must provide or ensure that those important elements of a BMP are addressed during the development review and approval process. As a result, before a municipality develops and adopts a new development/redevelopment urban runoff control program, it should work with the development community to arrive at post construction controls that are cost-effective, feasible in the local setting, and can be maintained.

**8.1 MINIMUM REQUIREMENTS**

The draft Small MS4 Permit issued in January 2003 requires the following to meet the Post Construction Storm Water Management Minimum Requirement:

- Develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disrupt greater than or equal to one acre

- Develop and implement strategies which include a combination of structural and/or non-structural BMPs

- Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment to the extent allowable under local law

- Ensure adequate long-term operation and maintenance of BMPs
8.2 BMPs

The following BMPs are either existing or will be implemented by the City in the future to address the Post Construction Storm Water Management Minimum Requirement. The BMPs below are numbered as PC (Post Construction) BMPs.

8.2.1 Existing BMPs

PC-1 Land Use Policies in the General Plan: The City land use policies include a number of measures that protect storm water quality from post-construction runoff. They include:

- Policy 1.1, Program 10 defines the City’s program to require the comprehensive master planning of large development projects to minimize environmental impacts. Projects are required to have an approved Master Plan of Development prior to any site development.

- Policy 5.2, Programs 4 and 5 define the City’s prohibition of development on slopes 30% or greater, unless no other feasible building site exists or except when the development contains building envelopes with less than 20% average slope (including driveways and leach fields). This decreases the potential of post-construction-polluting runoff.

- Goal LOC 8 (“Watershed areas of Atascadero shall be protected”) lists several City policies and programs that help to ensure post-construction water quality protection. The programs generally state that development will be required to meet the highest quality standards in terms of design, construction and aesthetic quality. The programs also encourage the preservation of natural resources, including the Salinas River and the other major drainages in the City. Policy 8.4 states that all proposed on-site wastewater disposal systems must be reviewed and regulated to protect public health and water quality.

- Goal LOC 10 (“Conserve energy and resources by preventing or correcting degradation of the environment”) includes policies and programs that help to protect storm water quality through efficient and adequate solid waste disposal and through encouraging water conservation measures in new development, such as expanding reclaimed water use.
8.2.2 Additional Future BMPs

PC-2 City Policy and Process Revisions: In general, the City’s existing land use policies (in the General Plan) and development review process provide a strong framework for water quality protection and compliance. To comply with the Small MS4 Permit objectives, the City must ensure consistent interpretation and application of policies, adequate implementation tools, and consistent and adequate implementation and enforcement of mitigation measures. To accomplish this, City staff recommends the following:

- Interpretive guidelines for key Comprehensive Plan policies addressing water quality
- Revised CEQA initial study checklist that lists storm water pollution as an issue area on new development and redevelopment
- New qualitative CEQA thresholds to provide the basis for identifying storm water quality impacts and determining whether impacts are significant
- New conditions of approval and mitigation measures to implement key policies and address identified CEQA impacts

In addition, the Public Works Department will develop:

- Rules for designing structural BMPs to provide water quality protection on new development and redevelopment as a part of their Standard Conditions of Approval
- Specific BMPs to be included in the City’s Engineering Details and Specifications that improve upon existing standards discussed in the guidelines for design, materials, and construction

PC-3 Development Requirements Ordinance: New development/redevelopment urban runoff issues can be addressed at the City level or at the individual project level. To help to implement the post-construction, new development/redevelopment storm water management program, the City also proposes to adopt a new land use policy specific to storm water management by implementing a new ordinance. This new ordinance will require a new development or a redevelopment project to do one or all of the following:
Minimize impervious area

Install storm water treatment controls, as appropriate to the site

Participate in the funding of regional/municipality-level BMPs in accordance with a regional/municipality level plan

**PC-4 Permitting Process:** The permitting process provides the City the opportunity to review a new development or redevelopment project during its planning stage and to direct its design and development in regards to urban runoff issues. The City will make the following revisions to the approval process to protect storm water quality:

- If there is a pre-application meeting, the City’s permitting staff should inform the applicant of the City’s General Plan Policies and/or ordinance requirements regarding storm water, and provide guidance on potential design measures and post construction controls available for the type of project proposed.

- Once the application is received, the staff should review the application for storm water runoff issues. The staff should use a revised CEQA checklist to examine the project’s potential to affect storm water quantity and quality.

- If impacts are considered likely and the applicant has included post construction controls in the development plan, the staff should review them for appropriateness and adequacy.

**PC-5 Informational Brochures and Fact Sheets:** The City will produce informational brochures and/or Fact Sheets for distribution to the Development Community (e.g., developers, construction contractors, and private owners conducting remodels/upgrades), similar to the City’s existing “Erosion Control Guidelines” handout. Three brochures/fact sheets will be produced, addressing the three main post-construction controls: site planning measures, pollution prevention/source control measures, and treatment control measures. Specific controls that can be considered for implementation into the individual brochures/fact sheets are:

**Site Planning Measures** (these minimize impervious surface and maximize infiltration):

- Cluster development
- Preserve natural drainages
- Reduce sidewalk widths, especially in low-traffic areas
- Avoid curb and gutter along driveways and streets where appropriate
SECTION 8.0 POST-CONSTRUCTION STORM WATER MANAGEMENT

- Use alternate paving materials/porous/permeable materials, where appropriate
- Reduce the length of driveways or infiltrate driveway runoff
- Reduce street width by eliminating on-street parking
- Reduce alley width or use alternate materials for paving alleys
- Set aside open space

Source Control Measures (these avoid pollution in the long run by eliminating sources):

- Provide green areas where pets can be exercised
- Install landscaping or other ground cover
- Incorporate low-maintenance landscaping that does not require frequent fertilizer or water
- Require labeling of storm drains to discourage dumping
- Where possible, eliminate gutters/roof drains draining to paved areas or direct runoff to landscaped areas
- Construct designated vehicle wash area in new residential developments
- Encourage underground parking and the construction of multi-storied parking structures
- Encourage cooperative or shared parking
- Encourage use of alternate paving materials for parking lots
- Reduce building footprint and increase use of taller structures (where appropriate)
- Use berms around waste storage areas
- Install valves on storm drain inlets in loading dock areas

Treatment Control Measures (these capture and treat the polluted runoff before it enters the city’s storm drain system or other receiving waters):

- Rooftop Catchment Systems
- Vegetated Filter Strips
- Vegetated Swales
- Infiltration Basins
- Infiltration Trenches
- Dry Detention Ponds/Basins
- Retention Ponds/Wet Basins
- Constructed/Restored Wetlands
- Filtration Systems
- Oil/Grit Separators
These planning and control measures will be reviewed and agreed upon by the City Council prior to incorporating them into brochures/fact sheets.

8.3 MEASURABLE GOALS

The following goals will be used to check progress each year as well as demonstrate the efforts made to reduce pollutants to the maximum extent practicable. The intent is to provide an opportunity to assess and evaluate the program and provide feedback mechanisms to measure and update the program as appropriate.

PC-1 Land Use Policies in the General Plan: Beginning at the end of FY 03/04, inspect all completed projects for implementation of structural runoff controls, and inspect all structural controls annually to ensure that maintenance is performed. These inspections, performed by City staff, will facilitate assessing implementation and adherence to the existing land use policies that protect storm water quality.

PC-2 City Policy and Process Revisions:

A. Beginning at the end of FY 03/04, evaluate all City funded projects for construction and implementation of water quality control measures (Public Works).

B. Beginning at the end of FY 03/04, evaluate all City funded projects on a yearly basis for proper functioning and maintenance of water quality measures (Public Works).

C. Beginning at the end of FY 03/04, track number of enforcement actions taken on conditioned projects, such as correction notice, stop work order, and collection of any bonds, and time frame for developer to take corrective steps to resume work (Community Development).

PC-3 Development Requirements Ordinance: Establish tracking program of innovative projects designed to protect/improve water quality. Tracking program would include information on project owner/project designer/project building, copies of as-built plans, goals of project, photo documentation during construction and post-development, and over a period of three years additional photo documentation of facility in operation (i.e., storm flows during rain events, establishment of vegetation, public use if appropriate, etc.). Beginning at the end of FY 03/04, at least three projects will be tracked over a period of three years and the project files kept available to the public as examples of good site design.
PC-4 Permitting Process: Beginning at the end of FY 03/04, track the number of permit applications that are returned or rejected due to insufficient assessment of the project’s impacts on storm water quantity and quality or due to inadequate inclusion of post construction controls for storm water.

PC-5 Informational Brochures and Fact Sheets: Develop three informational brochures and/or fact sheets and begin distribution by the end of FY 03/04. Track the number of brochures and/or fact sheets distributed annually.

8.4 REPORTING

Data collected for each measurable goal will be compiled and reviewed. Significant variance from targets will be assessed and discussed in annual reports to RWQCB. Feedback from City staff, permittees, developers, stakeholders, etc. will be used to modify BMPs or the measurable goals, as appropriate; the basis for any changes will be included in the following annual report.

The progress in implementing the post construction storm water management control measure will be documented in annual reports. Measurable goals may be adjusted, if necessary, and the basis for any changes will be addressed in the next annual report.
The purpose of the Pollution Prevention/Good Housekeeping for Municipal Operations Minimum Requirement is to assure that the City’s delivery of public services occurs in a manner protective of water quality. In this way the City may serve as a model to the community.

9.1 MINIMUM REQUIREMENTS

The January 2003 draft Small MS4 Permit states that the Permittee must develop and implement an operations and maintenance plan that will prevent or reduce pollutants in runoff from municipal operations. The Pollution Prevention/Good Housekeeping for Municipal Operations Minimum Requirement includes:

- To consider municipal activities and identify those that may contribute pollutants to storm water
- To select and implement BMPs that will reduce or eliminate pollutants in storm water runoff from these activities to the MEP
- To train new and existing employees on the potential impacts to storm water from municipal activities and the implementation of BMPs to prevent and reduce these impacts

To address these requirements, the City’s SWMP must include programs that focus on municipal operations.

9.2 BMPs

The following BMPs are either existing or will be implemented by the City in the future to address the Pollution Prevention/Good Housekeeping for Municipal Operations Minimum Requirement. The BMPs below are numbered as GH (Good Housekeeping) BMPs.

9.2.1 Existing BMPs

GH-1 Facility Maintenance: The City manages several facilities. Typically, the City Public Works Maintenance Division conducts landscape maintenance (trimming, lighting, etc.) for the city-owned facilities. These facilities, found throughout the City (see Figure 3), include:

- Atascadero Lake Park
- Police Station
- Fire Stations
- 9 Parks/Recreational Fields
- City Streets
- City Parkways/Medians/Planters
The watering at landscaped areas is done as needed through an automated sprinkler system, and staff conducts fertilizing, usually in the spring and fall. Seeding for park lawns is done yearly as needed. Maintenance workers conduct bush and tree trimming on an as-needed basis, and mowing and edging is done weekly during the winter and twice a week during the rest of the year.

GH-2 Integrated Waste Management Association: San Luis Obispo County’s Integrated Waste Management Association (IWMA), which Atascadero has designated as their LEA, displays pollution prevention/good housekeeping tips on their IWMA website regarding the proper disposal of household hazardous waste. It is publicized on the website that hazardous waste should not be disposed of in the trash or in the gutter. IWMA makes it clear that disposal of hazardous waste is regulated and improper disposal is illegal and the penalties can be substantial. It is encouraged that hazardous waste must be disposed of on a designated drop off day the designated location only, which, for the City, is the Mid-State Recycling Center at 7635 San Luis Avenue. The Mid-State Recycling Center also recycles used oil.

9.2.2 Additional Future BMPs

GH-3 Facility Surveys: The City operates many different kinds of facilities over a varied area. In order to address the need for storm water protection, a four-step process is recommended to survey the nature of each operation, identify appropriate BMPs and provide for their implementation. Each facility will be evaluated with respect to operations, activities and existing storm water management practices.

A comprehensive list of all City facilities has been developed. Since no one department maintains such a list, several departments were contacted for their database of facilities. (The departments and facilities will be asked to indicate any location changes in their Annual Report).

A questionnaire will be developed to ensure appropriate, detailed and standardized information. In addition, the questionnaire will cover current pollution prevention BMPs, permits and inspections, record keeping and reporting methods. Some City facilities are subject to the General Industrial Storm Water Permit, such as the wastewater treatment facility.
A hierarchy will be developed for conducting the surveys based on the requirements of Phase I Permits, known operations, and other factors such as hazardous waste permits. During the facility surveys, potential water quality impacts will be noted based on activities, materials used, wastes generated, standard operating procedures (SOPs), and storage practices.

Supervisors or managers who oversee the field operations will provide detail on activities conducted off-site that could have potential impacts to storm water. Recommendations for field activity BMPs will be developed.

Undeveloped city-owned or leased sites will not be part of the survey program because they have little implication for storm water quality.

**GH-4 Development of BMPs Fact Sheets and Manual:** BMP Fact Sheets will be developed for the main City activities. Municipal activity fact sheets have already been developed by/for other agencies. The City will modify these existing fact sheets to apply to the facility activities specific to its operations. Fact Sheets will be specific to City activities, such as “Housekeeping and Vehicle Repair”, “Housekeeping While Landscaping”, “Housekeeping and Facility Maintenance”, “Housekeeping and Storm Drain Maintenance,” etc. Each BMP Fact Sheet will list a variety of specific BMPs that can be selected by a facility manager as appropriate for the particular site and activity. Not all of the BMPs listed on a Fact Sheet will be employed; those that are appropriate would be determined on a site-by-site basis. Because many of the facilities already conduct operations in a manner to control pollutants, this menu approach allows site managers to take credit for their existing efforts and select new options to augment their existing program.

The Fact Sheets will focus mainly on “source control” since this approach usually provides the best protection for water quality at the least cost and inconvenience. To keep current with changes, each facility will be requested to suggest improvements that may help not only their operations, but make improvements at other locations throughout the City.

Once the Fact sheets are produced, all of the best management practices identified in the fact sheets will be compiled to develop a comprehensive Municipal Operations BMP Manual, which will be available to the public and posted on the City’s website.

**GH-5 Employee Training by City Departments:** City employees will receive an appropriate level of training on storm water pollution prevention based on their work responsibilities. Much of the training programs will be integrated into existing
training presented to staff, such as safety training. A program will be developed Citywide for distributing the new Fact Sheets, as they are produced and become available, as well as the Municipal Operations BMP Manual (see GH-4) to all City facility managers to incorporate into their storm water pollution prevention training.

GH-6 Street Sweeping Program: The City will develop a Street Sweeping Program for City maintained streets within the urban area (see purple-dashed boundary in Figures 2 and 3). The program will evaluate sweeping needs of each street. A sweeping schedule will be developed based upon this evaluation and public input. These streets/roads will include:

- El Camino Real from Rosario to Curbaril
- E. Mall
- W. Mall from El Camino Real to Capistrano
- Palma from E. Mall to Traffic Way
- Lewis Ave.
- Entrada
- Olmeda W. Mall to Traffic Way
- Atascadero Mall
- Ardilla from Atascadero Mall to Traffic Way
- Traffic Way from Ardilla to San Jacinto

The City currently conducts street sweeping on an as-needed-only basis.

9.3 MEASURABLE GOALS

GH-1 Facility Maintenance: Beginning in FY 03/04, complete specifications for maintenance, street sweeping, litter control, etc., and begin randomly conducting inspections, twice yearly, to verify adherence to specifications. Develop a form/format to report the inspections and include them in the annual report.

GH-2 Integrated Waste Management Association: By FY 04/05, include IWMA’s website on BMP fact sheets and the Municipal Operations Manual (see GH-4 in Section 9.2) and in training programs for City employees (see GH-5 in Section 9.2).

GH-3 Facility Surveys: By FY 04/05, the results of the facility surveys will be compiled in a spreadsheet, which identifies each facility or field operations (by department and division) with their potential to impact storm water. The matrix will identify activities and the associated BMPs for each department and facility and will be annually
updated by the appropriate department. This information will be used directly in the Annual Reports to the RWQCB.

**GH-4 Development of BMPs Fact Sheets and Manual:** By FY 04/05, two fact sheets will be produced to address treatment control and structural control BMPs. Although source control would be considered first priority, in some instances treatment and structural controls may also be appropriate and cost-effective. The BMP Fact Sheets will reference several handbooks, which contain detailed information on treatment controls. These handbooks have been chosen for their acknowledged experience in managing storm water runoff quality under the wide variety of conditions found in California. In the future, depending on the conditions in the City some treatment BMPs may be created to deal with special local situations.

The handbooks will include:


The Municipal Operations BMP Manual, as a product of all the BMPs listed in the fact sheets, will be compiled by 2005.

**GH-5 Employee Training by City Departments:** Implementation of the City’s training effort will be tracked by:

- Number of training sessions presented
- Number of staff attending, by Department
- Number of Fact Sheets distributed to facility managers for training

Beginning in FY 04/05, storm water training will occur either quarterly or annually, depending on personnel involved. In addition, managers will be given specific guidance on their departmental and contractual responsibilities for storm water management, while facilities with SWPPPs may have very specific training
requirements as directed by the Plan. Frequency and type of training will depend on the activities targeted.

**GH-6 Street Sweeping Program:** The City will set up a contract for street sweeping by FY 04/05 and complete street sweeping evaluations annually to monitor the success of the program.

### 9.4 REPORTING

Data collected for each measurable goal will be compiled and reviewed. City employees, stakeholders, etc. will be used to modify BMPs or the measurable goals, as appropriate; the basis for any changes will be included in the following annual report.

The progress in implementing the pollution prevention/good housekeeping control measure will be documented in annual reports. Measurable goals may be adjusted, if necessary, and the basis for any changes will be addressed in the next annual report.
SECTION 10.0  MONITORING PROGRESS AND REPORTING

10.1 MONITORING AND REPORTING REQUIREMENTS

The purpose of monitoring and reporting is to document successful implementation and overall effectiveness of the SWMP. The draft Phase II General Permit requires annual reports to be submitted starting in August 2004. The City intends these annual reports to cover the fiscal year immediately prior to the reporting period.

The City will monitor the implementation of its program (existing and new BMPs) and the overall effectiveness by measuring and reporting the data discussed in the individual Minimum Control Measures sections discussed in Section 4.0 through 9.0.

Generally, four types of data will be collected:

- Progress establishing BMPs that are developed during the SWMP implementation period, or establishing existing BMPs in newly identified management areas
- Training the staff (and as appropriate contractors) who work for the City
- Objective measures of ongoing BMPs such as public participation or education outreach
- Response time and results of pollution cleanup

The City will regularly evaluate both current conditions and BMP effectiveness, and as appropriate update BMPs and measurable goals to achieve the objective of meeting water quality standards to the Maximum Extent Practicable. If after implementing the minimum control measures there is still water quality impairment associated with discharges from the City’s MS4, it may be necessary to expand or better tailor existing BMPs.

10.2 PUBLIC AWARENESS SURVEYS

Public awareness surveys are a good evaluation tool to assess the effectiveness of the SWMP. Because surveys can be expensive to conduct, the City will coordinate surveys with other nearby municipalities or entities to reduce costs. This survey effort will also satisfy the partnership opportunity requirement stated by the Regional Board in the draft Phase II Permit. Survey data will be used to help justify public education and outreach budgets for subsequent years. As human awareness or behavior is unlikely to change significantly in one year, the appropriate frequency for these surveys is every two years.
10.3 REPORTING AND COMPILATION OF DATA

The City will develop a reporting system to allow organized and consistent reporting of BMPs. This City reporting program is intended to track BMP selection and implementation, identify schedules for all facilities, and provide opportunity for feedback and clarification on BMPs. Report results will be used directly in the annual report to the RWQCB to identify BMPs implemented by the City.

Pursuant to the “General Permit”, the City will retain storm water records for five years. Each department responsible for implementing substantive elements of the SWMP will be instructed to keep their records for five years. These records will be the source of compiled data contained in the Annual Report.

10.4 FORM AND CONTENT OF ANNUAL REPORT

The State has not yet provided specific guidance regarding form and content of the Annual Report. The City intends to provide summaries of data in tabular form. Data such as number of employees trained, number of educational materials distributed, number of construction sites inspected, etc. will be presented in summary tables. Because the City is required to keep records for five years and due to the intent of the reporting requirement, the annual report will focus on a summary of progress and discuss any changes to the SWMP to be implemented in order to meet the Maximum Extent Practicable standard. It is necessary that the reporting format is flexible and if changed, reasons will be given. The goal will be to clearly show progress, to discuss program adjustments, and response to challenges in implementing the SWMP.

10.5 NONCOMPLIANCE REPORTING

If the City has any instances of noncompliance with the Phase II General Permit, the City Manager will notify the appropriate RWQCB within 30 days. The notification will identify the noncompliance event and an initial assessment of any impact caused by the event. The actions necessary to achieve compliance will be identified, and a time schedule indicating when compliance will be achieved will be included.