

City of Alcoa, Tennessee
Permit Tracking No: TNS075132
NPDES Small MS4 General Permit Publicity Plan: Appendix A

Description of the Formal Public Notice Process

This document describes the City of Alcoa’s formal public notice process for compliance elements of the City’s Stormwater Management Plan that require public notice as established in the State of Tennessee’s National Pollutant Discharge Elimination System (NPDES) permit for small Municipal Separate Storm Sewer Systems (MS4s). The City’s process is generally described for two situations as follows.

1. The public notice process for permit components that must undergo a formal public hearing as established by Tennessee Code Annotated (TCA) or local laws is dictated by TCA requirements for public notices and hearings. An example of this is the revision of the City’s permanent stormwater ordinance, which would require an Alcoa Board of Commissioners action and thus, a public hearing.
2. The public notice process for permit components that do not require a formal public hearing as established by TCA or local laws, such as the removal of an SCM via the permit’s major modifications process, may be handled differently.

The table below describes the City’s general public notice process for both situations.

Public Notice Activity	Public Hearing Required by TCA or Local Law <i>(handled per TCA requirements)</i>	Public Hearing Not Required
Advertisement	Public notice is provided in accordance with the <i>City of Alcoa Open Meetings and Public Notification Standard Operating Procedures</i> . City stormwater staff send a copy of the public notice to TDEC at water_permits@tn.gov .	Public notice is placed on the City’s website. The notice includes information on the permit component requiring public notice and the method and deadline for providing public comment. City stormwater staff send a copy of the public notice to TDEC at water_permits@tn.gov .
Timeframe(s)	Public notice is provided in accordance with the <i>City of Alcoa Open Meetings and Public Notification Standard Operating Procedures</i> which follows State law.	Public notice is provided no less than 2 weeks (14 calendar days) in advance of the public comment deadline.
Method(s) for public comment documentation & response	Formal public comments are made in person during the BOC meetings and may be responded to by the Mayor and Commissioners if they so choose. These are documented in the meeting minutes, which are placed on the City’s website. The City Recorder keeps a record of these meeting minutes and comments. Stormwater Coordinator has access to these as well.	The method(s) used to disseminate information on the permit component and to receive and respond to public comments are determined on a case-by-case basis prior to the public notice depending on circumstances of the component being modified. Methods available to the City include phone, email, web-based interactions, in-person or virtual discussions, meetings, open houses, and formal public hearings. Public comments and City staff responses are documented and kept in City stormwater staff files.
Major modification process	Paraphrasing Part 4.4.1.2 of the permit, major modifications to the Stormwater Management Program are changes to the program that subtract BMPs, SCMs, components, controls, or requirements to the program that do not achieve a reduction in pollutants to the MEP or contribute to violations of State water quality standards in the receiving stream. TDEC must be advised of the modification and the City must address TDEC’s comments or objections before implementation. The City’s major modification process is below. <ol style="list-style-type: none"> 1. City stormwater staff evaluate intended changes to the Stormwater Management Program to determine if they are minor or major modifications. If the latter, City staff proceed to step 2. 2. The intended major modification is documented, to include: <ul style="list-style-type: none"> ○ detailed description of major modification and anticipated date of implementation; ○ an analysis of why the component was ineffective or infeasible; and, 	

	<ul style="list-style-type: none">○ a detailed explanation of why the program will continue to achieve a reduction in pollutants to the MEP and not cause or contribute to violations of State water quality standards in the receiving stream. <p>3. City stormwater staff provide the documentation to TDEC at water.permits@tn.gov. Comments or objections made by TDEC must be addressed before proceeding with implementation. When TDEC accepts the intended modification, the City continues with step 4.</p> <p>4. The requirement for a formal public hearing for the modification is determined by TCA. The appropriate public notice process described above is followed. Documentation pertaining to the major modification, including the elements identified in steps 2 and 3 and public notices, comments, and responses are kept on-file by City stormwater staff.</p>
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