



# **MS4 Permit Summary Sheets**

**(Last Rev. 08/07/07)**

**Minimum Control Measure 1: PUBLIC EDUCATION AND OUTREACH**

<b>Key to Unique BMP ID Numbers</b>	<b>Required BMP Title</b>	<b>Permit Reference</b>
1a-1	Distribute Educational Materials	<b>V.G.1.a</b>
1b-1	Implement an Education Program	<b>V.G.1.b</b>
1c-1	Education Program: Public Education and Outreach	<b>V.G.1.c</b>
1c-2	Education Program: Public Participation	<b>V.G.1.c</b>
1c-3	Education Program: Illicit Discharge Detection and Elimination	<b>V.G.1.c</b>
1c-4	Education Program: Construction Site Run-off Control	<b>V.G.1.c</b>
1c-5	Education Program: Post-Construction Stormwater Management in New Development and Redevelopment	<b>V.G.1.c</b>
1c-6	Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations	<b>V.G.1.c</b>
1d-1	Coordination of Education Program	<b>V.G.1.d</b>
1e-1	Annual Storm Water Public Meeting	<b>V.G.1.e</b>
	Additional BMP Summary Sheet (Copy as Necessary)	

# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1a-1

**\*BMP Title:** Distribute Educational Materials

**\*BMP Description:**

The City's program to distribute educational materials will focus mostly on the activities outlined in the East Metro Water Resource Education Plan (See Attachment F) as indicated in BMP 1-1 of the SWPPP. However, the City will be utilizing additional BMPs to distribute messages received by the program educator.

Specifically, the following list of BMPs will be used to distribute stormwater education material:

- BMP 1-1: East Metro Water Resource Education Program
- BMP 1-2: Cable Access Television Broadcast
- BMP 1-3: 30-day public notice for annual storm water meeting
- BMP 1-4: No Dumping Logo on Storm Drains

Location(s) in SWPPP of detailed information relating to this BMP:

BMP Sheets 1-1, 1-2, 1-3, and 1-4 provide additional BMP description for each of the referenced BMPs listed above.

**\*Measurable Goals:**

BMP 1-1: East Metro Water Resource Education Program

- Annually contribute funding to Program
- At a minimum, attend two meetings with the member partners.

BMP 1-2: Cable Access Television Broadcast

- Number of stormwater related messages aired
- Continue broadcast of Commission and Council Meetings

BMP 1-3: 30-day public notice for annual storm water meeting

- Completed public notice
- Number of places notice is posted for City resident availability

BMP 1-4: No Dumping Logo on Storm Drains

- Number of storm drain castings with storm water messages installed each year

**\*Timeline/Implementation Schedule:**

BMP 1-1: East Metro Water Resource Education Program

- 2007-2009: Contribute funding to Program
- 2007-2009: Obtain Annual Report from the EMW Educator
- 2009: Program evaluation and renewal based on partnership discussions

BMP 1-2: Cable Access Television Broadcast

- 2007-2011: Continue existing broadcasts of City Council and Planning Commission meetings
- 2007-2009: Review potential for incorporating stormwater related messages per decision of the East Metro Water Resource Educational Program

BMP 1-3: 30-day public notice for annual storm water meeting

- 2008: Evaluate EMW public notice procedures and revise if necessary
- 2008-2011: Annually conduct 30-day public meeting notice and evaluate procedures to encourage participation

BMP 1-4: No Dumping Logo on Storm Drains

- 2007-2011: Annually require all new and redevelopment which involves installation of storm drains to include no dumping or similar message to discourage non-stormwater discharges by residents.

**Specific Components and Notes:**

**BMP 1-1: East Metro Water Resource Education Program**

- The EMW program is designed to address all 6 minimum control measures. For specific components of the plan, see the attached Education Plan

**\*Responsible Party for this BMP:**

Name: Shawn Sanders  
Department: Public Works Director  
Phone: (651) 430-8835  
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*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1b-1

**\*BMP Title:** Implement an Education Program

**\*BMP Description:**

The City's educational program will be implemented through a joint effort with the East Metro Water Resource Education Plan (See Attachment F) as indicated in BMP 1-1 of the SWPPP. However, the City will be utilizing additional BMPs to in coordination with the program.

Specifically, the following list of BMPs from the attached SWPPP will be used to implement the overall stormwater education program:

- BMP 1-1: East Metro Water Resource Education Program (MCM 1, 2, 3, 4, 5, 6)
- BMP 1-2: Cable Access Television Broadcast (MCM 1, 5)
- BMP 1-3: 30-day public notice for annual storm water meeting (MCM 1)
- BMP 1-4: No Dumping Logo on Storm Drains (MCM 1, 3)
- BMP 2-1: Annual Storm Water Public Meeting (MCM 1, 2, 3, 4, 5, 6)
- BMP 4-4: Grading Pre-Construction Meeting (MCM 1, 4)
- BMP 4-5: Minimum ESC BMP Approval Standards (MCM 1, 4)
- BMP 6-1: Municipal Operation and Maintenance Programs (MCM 1, 6)

Location(s) in SWPPP of detailed information relating to this BMP:

BMP Sheets 1-1, 1-2, 1-3, 1-4, 2-1, 4-4, 4-5, and 6-1 descriptions in the SWPPP provide more detailed information for each minimum control measure.

**\*Measurable Goals:**

BMP 1-1: East Metro Water Resource Education Program

- Annually contribute funding to Program
- At a minimum, attend two meetings with the member partners.

BMP 1-2: Cable Access Television Broadcast

- Number of stormwater related messages aired
- Continue broadcast of Commission and Council Meetings

BMP 1-3: 30-day public notice for annual storm water meeting

- Completed public notice
- Number of places notice is posted for City resident availability

BMP 1-4: No Dumping Logo on Storm Drains

- Number of storm drain castings with storm water messages installed each year

BMP 2-1: Annual Storm Water Public Meeting

- Annually conduct stormwater public meeting (y/n)
- Number of attendees at meeting
- Number of comments (written/oral) received at meeting.

BMP 4-4: Grading Pre-Construction Meeting

- Annually conduct grading preconstruction meetings as needed
- Number of meetings conducted

BMP 4-5: Minimum ESC BMP Approval Standards

- Revised minimum ESC BMP standards (y/n)
- Number of brochures/pamphlets distributed to grading permit applicants and on-site personnel.

BMP 6-1: Municipal Operation and Maintenance Programs

- Number of employees trained for each category listed within the specific components

- Completed operation and maintenance program for each category listed within the specific components

**\*Timeline/Implementation Schedule:**

BMP 1-1: East Metro Water Resource Education Program

- 2007-2009: Contribute funding to Program
- 2007-2009: Obtain Annual Report from the EMW Educator
- 2009: Program evaluation and renewal based on partnership discussions

BMP 1-2: Cable Access Television Broadcast

- 2007-2011: Continue existing broadcasts of City Council and Planning Commission meetings
- 2007-2009: Review potential for incorporating stormwater related messages per decision of the East Metro Water Resource Educational Program

BMP 1-3: 30-day public notice for annual storm water meeting

- 2008: Evaluate EMW public notice procedures and revise if necessary
- 2008-2011: Annually conduct 30-day public meeting notice and evaluate procedures to encourage participation

BMP 1-4: No Dumping Logo on Storm Drains

- 2007-2011: Annually require all new and redevelopment which involves installation of storm drains to include no dumping or similar message to discourage non-stormwater discharges by residents.

BMP 2-1: Annual Storm Water Public Meeting

- 2008: Evaluate EMW public meeting procedures and revise if necessary
- 2008-2011: Conduct Annual Storm Water Public Meeting

BMP 4-4: Grading Pre-Construction Meeting

- 2008: Develop standard pre-construction meeting checklist to include, at a minimum, items listed within the specific components
- 2008: Determine appropriate internal policy/criteria for requiring pre-construction meeting on private projects.
- 2007-2011: Conduct pre-construction meetings as determined appropriate

BMP 4-5: Minimum ESC BMP Approval Standards

- 2007 – Review existing standards and compare with MPCA Construction General Permit
- 2008 – Revise ordinance as needed
- 2009 – Develop handout showing city requirements to be distributed to permit applicants

BMP 6-1: Municipal Operation and Maintenance Programs

- 2007 – Collect and review all existing information on municipal training programs, procedures and information
- 2008 – Develop and document program including training component (y/n)
- Number of employees trained for each category

**Specific Components and Notes:**

BMP 1-1: East Metro Water Resource Education Program

- The EMW program is designed to address all 6 minimum control measures. For specific components of the plan, see the attached Education Plan

BMP 4-4: Grading Pre-Construction Meeting

- Erosion control
- Sediment control
- Inspections and maintenance
- Dewatering and Basin Draining
- Construction Site Waste Control

BMP 4-5: Minimum ESC BMP Approval Standards

Existing minimum BMP requirements:

- Site dewatering
- Site phasing

- Waste and material disposal
- Temporary stabilization
- Drain inlet protection
- Ponding (temporary/permanent)
- Tracking Stockpile requirements
- Diversions

BMP 6-1: Municipal Operation and Maintenance Programs

- Park and open space,
- Stormwater Maintenance
- Fleet and Building Maintenance
- New Construction and Land Disturbances

**\*Responsible Party for this BMP:**

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Department: Public Works Director

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*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-1

**\*BMP Title:** Education Program: Public Education and Outreach

**\*Audience(s) Involved:**

All residents within the City of Stillwater, property owners, local officials, city employees, contractors, and businesses owners are collectively targeted in the City's education program for public education through the following BMPs outlined in the attached SWPPP. Also, specific audiences are listed in the attached East Metro Water Resource Education Plan (Attachment F) for each activity conducted through the joint partnership.

- BMP 1-1: East Metro Water Resource Education Program (MCM 1, 2, 3, 4, 5, 6)
- BMP 1-2: Cable Access Television Broadcast (MCM 1, 5)
- BMP 1-3: 30-day public notice for annual storm water meeting (MCM 1)
- BMP 1-4: No Dumping Logo on Storm Drains (MCM 1, 3)
- BMP 2-1: Annual Storm Water Public Meeting (MCM 1, 2, 3, 4, 5, 6)
- BMP 4-4: Grading Pre-Construction Meeting (MCM 1, 4)
- BMP 4-5: Minimum ESC BMP Approval Standards (MCM 1, 4)
- BMP 6-1: Municipal Operation and Maintenance Programs (MCM 1, 6)

**\*Educational Goals for Each Audience:**

Each BMP in the attached SWPPP indicates the appropriate target audience. As a collective program the following goals have been established for public education of the public education program.

Residents within the City of Stillwater and property owners: General stormwater awareness for each minimum control measure.

Local officials: Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices

City Employees: To provide knowledge and technical abilities to implement proper stormwater practices for park and open space, storm sewer maintenance, fleet and building operation and maintenance, and new construction and land disturbance.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to illicit discharge, detection and elimination and construction site runoff control.

**\*Activities Used to Reach Educational Goals:**

BMP 1-1: East Metro Water Resource Education Program

The City participates in the East Metro Water Resources Education Program. The East Metro Water Resource Education Program (EMW) is a partnership formed to develop a comprehensive water resource education and outreach program for member partners. Members of EMW include Brown's Creek Watershed District, Middle St. Croix Watershed Management Organization, South Washington Watershed District, Valley Branch Watershed District, City of Stillwater, Washington County and the Washington Conservation District. The EMW region covers all of Washington County as well as a small portion of Ramsey County.

The purpose for this education and outreach program is to educate the public, municipal staff and officials, business owners and various other target audiences within the EMW region about the impacts of storm water discharges on water bodies and the steps that they can take to reduce pollutants in storm water runoff. The first phase of the EMW education and outreach program is focused on storm water; specifically Storm Water Pollution Prevention



Programs (SWPPP's). With the exception of the Washington Conservation District, all EMW members are MS4 communities required to prepare SWPPP's in accordance with Phase II of the Clean Water Act. This document outlines the public education and outreach activities that will be conducted by EMW to meet SWPPP requirements.

The first phase of the EMW education program includes all necessary components for a SWPPP as required for MS4 communities, including an Annual Storm Water Public Meeting and activities designed to specifically address all six minimum control measures (See attached 2006-2007 Education Plan). The City's responsibilities will be to utilize material provided by the EMW by including in the City website, newsletters and other methods deemed appropriate by the program EMW educator.

#### BMP 1-2: Cable Access Television Broadcast

The City currently broadcasts the Planning Commission and Council meeting on a local cable access television station. This allows additional educational opportunities for residents to view any stormwater related discussions and decisions at the local level.

The City will evaluate the need for additional stormwater related educational messages during the first three years of the permit. Ultimately, the City may incorporate stormwater related educational messages if this information is available and deemed appropriate as part of the East Metro Water Resource Education Program.

#### BMP 1-3: 30-day public notice for annual storm water meeting

The City will provide a 30-day public notice the annual storm water public meeting (BMP 2-1). The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Notices will be published in the local newspaper (Stillwater Gazette) and any other media necessary by the City or EMW educator to encourage participation at the meeting.

After the first public notice and meeting required by the MS4 Permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff. Each year after, the City will evaluate the attendance and revise the public notice procedures to encourage participation to the maximum extent practicable.

#### BMP 1-4: No Dumping Logo on Storm Drains

The City will require all new and redevelopment projects which include stormsewer catch basins to install a casting which includes a no dumping or similar message to discourage non-stormwater discharges. This provides educational awareness to residents that the storm water draining to the catch basin is directly connected to the city's receiving waters.

#### BMP 2-1: Annual Storm Water Public Meeting

The City will conduct an Annual Storm Water Public Meeting prior to submitting the Annual Report to the MPCA. The meeting will be held at a location within the general vicinity of the City. The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Written procedures are outlined in the EMW Education Plan in Appendix F which includes a brief presentation, solicitation of feedback, small group discussions, and evaluation.

After the first public meeting required by the MS4 permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff.

#### BMP 4-4: Grading Pre-Construction Meeting

Grading pre-construction meetings are currently required for all city owned projects and selected private projects to discuss erosion and sediment control requirements and expectations for developers and contractors. These meetings provide the developer and contractor the opportunity to review city policies and expectations, ask questions, and become educated on the importance of controlling runoff and waste from construction sites. The City will develop a standard pre-construction meeting checklist which, at a minimum, will include the specific components listed below. In addition, the City will develop standard criteria for private projects.

#### BMP 4-5: Minimum ESC BMP Approval Standards

Current City ordinances outline the minimum erosion and sediment control BMPs as shown in the specific components below. The City plans to review the existing minimum requirements and revise according to new state NPDES requirements and industry standards as needed.

In addition, the City plans to develop a brochure/pamphlet which will be distributed to all grading permit applicants and appropriate on-site personnel during the inspection process.

**BMP 6-1: Municipal Operation and Maintenance Programs**

The City plans to develop an operation and maintenance program that includes a training component for each of the specific components listed below. The City plans to utilize the efforts conducted in the East Metro Water Resource Education Program which includes an MS4 toolkit which includes educational materials such as brochures, videos, pod casts, and power points designed to help MS4 staff educate staff.

During the first two years, the City will document existing practices, training and education conducted within the engineering and public works department and document standard guidelines and procedures for each of the specific components. Each year thereafter, the City plans to review the written program and make adjustments based on specific stormwater related needs. When possible, the City will use existing training materials that are available from the USEPA, state and regional agencies, or other organizations as appropriate or modified for the community and staff.

**\*Activity Implementation Plan:**

**BMP 1-1: East Metro Water Resource Education Program**

- 2007-2009: Contribute funding to Program
- 2007-2009: Obtain Annual Report from the EMW Educator
- 2009: Program evaluation and renewal based on partnership discussions

**BMP 1-2: Cable Access Television Broadcast**

- 2007-2011: Continue existing broadcasts of City Council and Planning Commission meetings
- 2007-2009: Review potential for incorporating stormwater related messages per decision of the East Metro Water Resource Educational Program

**BMP 1-3: 30-day public notice for annual storm water meeting**

- 2008: Evaluate EMW public notice procedures and revise if necessary
- 2008-2011: Annually conduct 30-day public meeting notice and evaluate procedures to encourage participation

**BMP 1-4: No Dumping Logo on Storm Drains**

- 2007-2011: Annually require all new and redevelopment which involves installation of storm drains to include no dumping or similar message to discourage non-stormwater discharges by residents.

**BMP 2-1: Annual Storm Water Public Meeting**

- 2008: Evaluate EMW public meeting procedures and revise if necessary
- 2008-2011: Conduct Annual Storm Water Public Meeting

**BMP 4-4: Grading Pre-Construction Meeting**

- 2008: Develop standard pre-construction meeting checklist to include, at a minimum, items listed within the specific components
- 2008: Determine appropriate internal policy/criteria for requiring pre-construction meeting on private projects.
- 2007-2011: Conduct pre-construction meetings as determined appropriate

**BMP 4-5: Minimum ESC BMP Approval Standards**

- 2007 – Review existing standards and compare with MPCA Construction General Permit
- 2008 – Revise ordinance as needed
- 2009 – Develop handout showing city requirements to be distributed to permit applicants

**BMP 6-1: Municipal Operation and Maintenance Programs**

- 2007 – Collect and review all existing information on municipal training programs, procedures and information
- 2008 – Develop and document program including training component (y/n)
- Number of employees trained for each category

**\*Performance Measures:**

BMP 1-1: East Metro Water Resource Education Program

- Annually contribute funding to Program
- At a minimum, attend two meetings with the member partners.

BMP 1-2: Cable Access Television Broadcast

- Number of stormwater related messages aired
- Continue broadcast of Commission and Council Meetings

BMP 1-3: 30-day public notice for annual storm water meeting

- Completed public notice
- Number of places notice is posted for City resident availability

BMP 1-4: No Dumping Logo on Storm Drains

- Number of storm drain castings with storm water messages installed each year

BMP 2-1: Annual Storm Water Public Meeting

- Annually conduct stormwater public meeting (y/n)
- Number of attendees at meeting
- Number of comments (written/oral) received at meeting.

BMP 4-4: Grading Pre-Construction Meeting

- Annually conduct grading preconstruction meetings as needed
- Number of meetings conducted

BMP 4-5: Minimum ESC BMP Approval Standards

- Revised minimum ESC BMP standards (y/n)
- Number of brochures/pamphlets distributed to grading permit applicants and on-site personnel.

BMP 6-1: Municipal Operation and Maintenance Programs

- Number of employees trained for each category listed within the specific components
- Completed operation and maintenance program for each category listed within the specific components

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

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# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-2

**\*BMP Title:** Education Program: Public Participation

**\*Audience(s) Involved:**

All residents within the City of Stillwater, property owners, business owners, contractors and developers are collectively targeted in the City's education program for public participation and involvement through the following BMPs outlined in the attached SWPPP. Each BMP in the SWPPP indicates the appropriate target audience. Also, specific audiences are listed in the attached East Metro Water Resource Education Plan (Attachment F) for each activity conducted through the joint partnership.

- BMP 1-1: East Metro Water Resource Education Program
- BMP 2-1: Annual Storm Water Public Meeting

**\*Educational Goals for Each Audience:**

Each BMP in the SWPPP indicates the appropriate target audience. Also, the East Metro Water Resource Education Plan provides detailed information regarding educational goals for each audience (See Attachment F).

Residents within the City of Stillwater and property owners: Awareness and increased participation in stormwater related public participation efforts.

Business owners, contractors and developers: Provide awareness of Annual Storm Water Public Meeting to allow interested business owners, contractors and developer the opportunity to provide public involvement in SWPPP revisions.

**\*Activities Used to Reach Educational Goals:**

BMP 1-1: East Metro Water Resource Education Program

The City participates in the East Metro Water Resources Education Program. The East Metro Water Resource Education Program (EMW) is a partnership formed to develop a comprehensive water resource education and outreach program for member partners. Members of EMW include Brown's Creek Watershed District, Middle St. Croix Watershed Management Organization, South Washington Watershed District, Valley Branch Watershed District, City of Stillwater, Washington County and the Washington Conservation District. The EMW region covers all of Washington County as well as a small portion of Ramsey County.

The purpose for this education and outreach program is to educate the public, municipal staff and officials, business owners and various other target audiences within the EMW region about the impacts of storm water discharges on water bodies and the steps that they can take to reduce pollutants in storm water runoff. The first phase of the EMW education and outreach program is focused on storm water; specifically Storm Water Pollution Prevention Programs (SWPPP's). With the exception of the Washington Conservation District, all EMW members are MS4 communities required to prepare SWPPP's in accordance with Phase II of the Clean Water Act. This document outlines the public education and outreach activities that will be conducted by EMW to meet SWPPP requirements.

The first phase of the EMW education program includes all necessary components for a SWPPP as required for MS4 communities, including an Annual Storm Water Public Meeting and activities designed to specifically address all six minimum control measures (See attached 2006-2007 Education Plan). The City's responsibilities will be to utilize material provided by the EMW by including in the City website, newsletters and other methods deemed appropriate by the program EMW educator.

BMP 2-1: Annual Storm Water Public Meeting

The City will conduct an Annual Storm Water Public Meeting prior to submitting the Annual Report to the MPCA. The meeting will be held at a location within the general vicinity of the City. The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Written procedures

are outlined in the EMW Education Plan in Appendix F which includes a brief presentation, solicitation of feedback, small group discussions, and evaluation.

After the first public meeting required by the MS4 permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff.

**\*Activity Implementation Plan:**

BMP 1-1: East Metro Water Resource Education Program

- 2007-2009: Contribute funding to Program
- 2007-2009: Obtain Annual Report from the EMW Educator
- 2009: Program evaluation and renewal based on partnership discussions

BMP 2-1: Annual Storm Water Public Meeting

- 2008: Evaluate EMW public meeting procedures and revise if necessary
- 2008-2011: Conduct Annual Storm Water Public Meeting

**\*Performance Measures:**

BMP 1-1: East Metro Water Resource Education Program

- Annually contribute funding to Program
- At a minimum, attend two meetings with the member partners.

BMP 2-1: Annual Storm Water Public Meeting

- Annually conduct stormwater public meeting (y/n)
- Number of attendees at meeting
- Number of comments (written/oral) received at meeting.

**\*Responsible Party for this BMP:**

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Department: Public Works Director

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# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-3

**\*BMP Title:** Education Program: Illicit Discharge Detection and Elimination

**\*Audience(s) Involved:**

All residents within the City of Stillwater, property owners, developers, contractors, businesses owners are collectively targeted in the City's education program for illicit discharge detection and elimination through the following BMPs outlined in the attached SWPPP. Also, specific audiences are listed in the attached East Metro Water Resource Education Plan (Attachment F) for each activity conducted through the joint partnership.

- BMP 1-1: East Metro Water Resource Education Program
- BMP 1-4: No Dumping Logo on Storm Drains
- BMP 2-1: Annual Storm Water Public Meeting

**\*Educational Goals for Each Audience:**

Each BMP in the SWPPP indicates the appropriate target audience. Also, the East Metro Water Resource Education Plan provides detailed information regarding educational goals for each audience (See Attachment F).

Residents within the City of Stillwater and property owners: Increased public awareness of illicit discharge definitions and effects on surface waters and knowledge of individual practices to minimize pollutants, and awareness of city rules and ordinances as implemented.

Business owners, contractors and developers: Provide awareness of the City's revised IDDE ordinance when adopted.

**\*Activities Used to Reach Educational Goals:**

BMP 1-1: East Metro Water Resource Education Program

The City participates in the East Metro Water Resources Education Program. The East Metro Water Resource Education Program (EMW) is a partnership formed to develop a comprehensive water resource education and outreach program for member partners. Members of EMW include Brown's Creek Watershed District, Middle St. Croix Watershed Management Organization, South Washington Watershed District, Valley Branch Watershed District, City of Stillwater, Washington County and the Washington Conservation District. The EMW region covers all of Washington County as well as a small portion of Ramsey County.

The purpose for this education and outreach program is to educate the public, municipal staff and officials, business owners and various other target audiences within the EMW region about the impacts of storm water discharges on water bodies and the steps that they can take to reduce pollutants in storm water runoff. The first phase of the EMW education and outreach program is focused on storm water; specifically Storm Water Pollution Prevention Programs (SWPPP's). With the exception of the Washington Conservation District, all EMW members are MS4 communities required to prepare SWPPP's in accordance with Phase II of the Clean Water Act. This document outlines the public education and outreach activities that will be conducted by EMW to meet SWPPP requirements.

The first phase of the EMW education program includes all necessary components for a SWPPP as required for MS4 communities, including an Annual Storm Water Public Meeting and activities designed to specifically address all six minimum control measures (See attached 2006-2007 Education Plan). The City's responsibilities will be to utilize material provided by the EMW by including in the City website, newsletters and other methods deemed appropriate by the program EMW educator.

BMP 1-4: No Dumping Logo on Storm Drains

The City will require all new and redevelopment projects which include stormsewer catch basins to install a casting which includes a no dumping or similar message to discourage non-stormwater discharges. This provides

educational awareness to residents that the storm water draining to the catch basin is directly connected to the city's receiving waters.

**BMP 2-1: Annual Storm Water Public Meeting**

The City will conduct an Annual Storm Water Public Meeting prior to submitting the Annual Report to the MPCA. The meeting will be held at a location within the general vicinity of the City. The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Written procedures are outlined in the EMW Education Plan in Appendix F which includes a brief presentation, solicitation of feedback, small group discussions, and evaluation.

After the first public meeting required by the MS4 permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff.

**\*Activity Implementation Plan:**

**BMP 1-1: East Metro Water Resource Education Program**

- 2007-2009: Contribute funding to Program
- 2007-2009: Obtain Annual Report from the EMW Educator
- 2009: Program evaluation and renewal based on partnership discussions

**BMP 1-4: No Dumping Logo on Storm Drains**

- 2007-2011: Annually require all new and redevelopment which involves installation of storm drains to include no dumping or similar message to discourage non-stormwater discharges by residents.

**BMP 2-1: Annual Storm Water Public Meeting**

- 2008: Evaluate EMW public meeting procedures and revise if necessary
- 2008-2011: Conduct Annual Storm Water Public Meeting

**\*Performance Measures:**

**BMP 1-1: East Metro Water Resource Education Program**

- Annually contribute funding to Program
- At a minimum, attend two meetings with the member partners.

**BMP 1-4: No Dumping Logo on Storm Drains**

- Number of storm drain castings with storm water messages installed each year

**BMP 2-1: Annual Storm Water Public Meeting**

- Annually conduct stormwater public meeting (y/n)
- Number of attendees at meeting
- Number of comments (written/oral) received at meeting.

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

Phone: (651) 430-8835

E-mail: [ssanders@ci.stillwater.mn.us](mailto:ssanders@ci.stillwater.mn.us)

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# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-4

**\*BMP Title:** Education Program: Construction Site Run-off Control

**\*Audience(s) Involved:**

All City of Stillwater property owners, contractors, city staff and developers conducting land disturbing activities are collectively targeted in the City's education program for construction site run-off control through the following BMPs outlined in the attached SWPPP. Also, specific audiences are listed in the attached East Metro Water Resource Education Plan (Attachment F) for each activity conducted through the joint partnership.

- BMP 1-1: East Metro Water Resource Education Program (MCM 1, 2, 3, 4, 5, 6)
- BMP 2-1: Annual Storm Water Public Meeting (MCM 1, 2, 3, 4, 5, 6)
- BMP 4-4: Grading Pre-Construction Meeting (MCM 1, 4)
- BMP 4-5: Minimum ESC BMP Approval Standards (MCM 1, 4)

**\*Educational Goals for Each Audience:**

Each BMP in the SWPPP indicates the appropriate target audience. Also, the East Metro Water Resource Education Plan provides detailed information regarding educational goals for each audience (See Attachment F).

Property owners: Awareness of City rules and requirements for construction site runoff control minimum best management practices as implemented; Awareness and knowledge of general impacts from land disturbing activities and reporting procedures for violations of noncompliance through the public comment/compliant process.

Contractors and Developers: Knowledge of minimum best management practices, city rules and requirements.

City staff: Provide training for new construction and land disturbance to increase knowledge of practices to reduce impacts from land disturbing activities.

**\*Activities Used to Reach Educational Goals:**

BMP 1-1: East Metro Water Resource Education Program

The City participates in the East Metro Water Resources Education Program. The East Metro Water Resource Education Program (EMW) is a partnership formed to develop a comprehensive water resource education and outreach program for member partners. Members of EMW include Brown's Creek Watershed District, Middle St. Croix Watershed Management Organization, South Washington Watershed District, Valley Branch Watershed District, City of Stillwater, Washington County and the Washington Conservation District. The EMW region covers all of Washington County as well as a small portion of Ramsey County.

The purpose for this education and outreach program is to educate the public, municipal staff and officials, business owners and various other target audiences within the EMW region about the impacts of storm water discharges on water bodies and the steps that they can take to reduce pollutants in storm water runoff. The first phase of the EMW education and outreach program is focused on storm water; specifically Storm Water Pollution Prevention Programs (SWPPP's). With the exception of the Washington Conservation District, all EMW members are MS4 communities required to prepare SWPPP's in accordance with Phase II of the Clean Water Act. This document outlines the public education and outreach activities that will be conducted by EMW to meet SWPPP requirements.

The first phase of the EMW education program includes all necessary components for a SWPPP as required for MS4 communities, including an Annual Storm Water Public Meeting and activities designed to specifically address all six minimum control measures (See attached 2006-2007 Education Plan). The City's responsibilities will be to utilize material provided by the EMW by including in the City website, newsletters and other methods deemed appropriate by the program EMW educator.



#### BMP 2-1: Annual Storm Water Public Meeting

The City will conduct an Annual Storm Water Public Meeting prior to submitting the Annual Report to the MPCA. The meeting will be held at a location within the general vicinity of the City. The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Written procedures are outlined in the EMW Education Plan in Appendix F which includes a brief presentation, solicitation of feedback, small group discussions, and evaluation.

After the first public meeting required by the MS4 permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff.

#### BMP 4-4: Grading Pre-Construction Meeting

Grading pre-construction meetings are currently required for all city owned projects and selected private projects to discuss erosion and sediment control requirements and expectations for developers and contractors. These meetings provide the developer and contractor the opportunity to review city policies and expectations, ask questions, and become educated on the importance of controlling runoff and waste from construction sites. The City will develop a standard pre-construction meeting checklist which, at a minimum, will include the specific components listed below. In addition, the City will develop standard criteria for private projects.

#### BMP 4-5: Minimum ESC BMP Approval Standards

Current City ordinances outline the minimum erosion and sediment control BMPs as shown in the specific components below. The City plans to review the existing minimum requirements and revise according to new state NPDES requirements and industry standards as needed.

In addition, the City plans to develop a brochure/pamphlet which will be distributed to all grading permit applicants and appropriate on-site personnel during the inspection process.

#### **\*Activity Implementation Plan:**

##### BMP 1-1: East Metro Water Resource Education Program

- 2007-2009: Contribute funding to Program
- 2007-2009: Obtain Annual Report from the EMW Educator
- 2009: Program evaluation and renewal based on partnership discussions

##### BMP 2-1: Annual Storm Water Public Meeting

- 2008: Evaluate EMW public meeting procedures and revise if necessary
- 2008-2011: Conduct Annual Storm Water Public Meeting

##### BMP 4-4: Grading Pre-Construction Meeting

- 2008: Develop standard pre-construction meeting checklist to include, at a minimum, items listed within the specific components
- 2008: Determine appropriate internal policy/criteria for requiring pre-construction meeting on private projects.
- 2007-2011: Conduct pre-construction meetings as determined appropriate

##### BMP 4-5: Minimum ESC BMP Approval Standards

- 2007 – Review existing standards and compare with MPCA Construction General Permit
- 2008 – Revise ordinance as needed
- 2009 – Develop handout showing city requirements to be distributed to permit applicants

#### **\*Performance Measures:**

##### BMP 1-1: East Metro Water Resource Education Program

- Annually contribute funding to Program
- At a minimum, attend two meetings with the member partners.

##### BMP 2-1: Annual Storm Water Public Meeting

- Annually conduct stormwater public meeting (y/n)
- Number of attendees at meeting
- Number of comments (written/oral) received at meeting.

##### BMP 4-4: Grading Pre-Construction Meeting

- Annually conduct grading preconstruction meetings as needed
- Number of meetings conducted

**BMP 4-5: Minimum ESC BMP Approval Standards**

- Revised minimum ESC BMP standards (y/n)
- Number of brochures/pamphlets distributed to grading permit applicants and on-site personnel.

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

Phone: (651) 430-8835

E-mail: [ssanders@ci.stillwater.mn.us](mailto:ssanders@ci.stillwater.mn.us)

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-5

**\*BMP Title:** Education Program: Post-Construction Stormwater Management in New Development and Redevelopment

**\*Audience(s) Involved:**

All residents within the City of Stillwater, property owners, contractors, and developers are collectively targeted in the City's education program for post-construction stormwater management in new development and redevelopment through the following BMPs outlined in the attached SWPPP. Also, specific audiences are listed in the attached East Metro Water Resource Education Plan (Attachment F) for each activity conducted through the joint partnership.

- BMP 1-1: East Metro Water Resource Education Program (MCM 1, 2, 3, 4, 5, 6)
- BMP 1-2: Cable Access Television Broadcast (MCM 1, 5)
- BMP 2-1: Annual Storm Water Public Meeting (MCM 1, 2, 3, 4, 5, 6)

**\*Educational Goals for Each Audience:**

Each BMP in the SWPPP indicates the appropriate target audience. Also, the East Metro Water Resource Education Plan provides detailed information regarding educational goals for each audience (See Attachment F).

Residents within the City of Stillwater and property owners: Greater awareness of city rules and requirements for subdivision process, drainage restrictions, shoreland management and other rules and regulations in the city code and surface water management plan.

Contractors and Developers: Greater awareness of City rules and requirements for proper stormwater design as outlined in the City SWPPP, SWMP, and ordinance.

**\*Activities Used to Reach Educational Goals:**

BMP 1-1: East Metro Water Resource Education Program

The City participates in the East Metro Water Resources Education Program. The East Metro Water Resource Education Program (EMW) is a partnership formed to develop a comprehensive water resource education and outreach program for member partners. Members of EMW include Brown's Creek Watershed District, Middle St. Croix Watershed Management Organization, South Washington Watershed District, Valley Branch Watershed District, City of Stillwater, Washington County and the Washington Conservation District. The EMW region covers all of Washington County as well as a small portion of Ramsey County.

The purpose for this education and outreach program is to educate the public, municipal staff and officials, business owners and various other target audiences within the EMW region about the impacts of storm water discharges on water bodies and the steps that they can take to reduce pollutants in storm water runoff. The first phase of the EMW education and outreach program is focused on storm water; specifically Storm Water Pollution Prevention Programs (SWPPP's). With the exception of the Washington Conservation District, all EMW members are MS4 communities required to prepare SWPPP's in accordance with Phase II of the Clean Water Act. This document outlines the public education and outreach activities that will be conducted by EMW to meet SWPPP requirements.

The first phase of the EMW education program includes all necessary components for a SWPPP as required for MS4 communities, including an Annual Storm Water Public Meeting and activities designed to specifically address all six minimum control measures (See attached 2006-2007 Education Plan). The City's responsibilities will be to utilize material provided by the EMW by including in the City website, newsletters and other methods deemed appropriate by the program EMW educator.

BMP 1-2: Cable Access Television Broadcast

The City currently broadcasts the Planning Commission and Council meeting on a local cable access television

station. This allows additional educational opportunities for residents to view any stormwater related discussions and decisions at the local level.

The City will evaluate the need for additional stormwater related educational messages during the first three years of the permit. Ultimately, the City may incorporate stormwater related educational messages if this information is available and deemed appropriate as part of the East Metro Water Resource Education Program.

**BMP 2-1: Annual Storm Water Public Meeting**

The City will conduct an Annual Storm Water Public Meeting prior to submitting the Annual Report to the MPCA. The meeting will be held at a location within the general vicinity of the City. The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Written procedures are outlined in the EMW Education Plan in Appendix F which includes a brief presentation, solicitation of feedback, small group discussions, and evaluation.

After the first public meeting required by the MS4 permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff.

**\*Activity Implementation Plan:**

**BMP 1-1: East Metro Water Resource Education Program**

- 2007-2009: Contribute funding to Program
- 2007-2009: Obtain Annual Report from the EMW Educator
- 2009: Program evaluation and renewal based on partnership discussions

**BMP 1-2: Cable Access Television Broadcast**

- 2007-2011: Continue existing broadcasts of City Council and Planning Commission meetings
- 2007-2009: Review potential for incorporating stormwater related messages per decision of the East Metro Water Resource Educational Program

**BMP 2-1: Annual Storm Water Public Meeting**

- 2008: Evaluate EMW public meeting procedures and revise if necessary
- 2008-2011: Conduct Annual Storm Water Public Meeting

**\*Performance Measures:**

**BMP 1-1: East Metro Water Resource Education Program**

- Annually contribute funding to Program
- At a minimum, attend two meetings with the member partners.

**BMP 1-2: Cable Access Television Broadcast**

- Number of stormwater related messages aired
- Continue broadcast of Commission and Council Meetings

**BMP 2-1: Annual Storm Water Public Meeting**

- Annually conduct stormwater public meeting (y/n)
- Number of attendees at meeting
- Number of comments (written/oral) received at meeting.

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

Phone: (651) 430-8835

E-mail: [ssanders@ci.stillwater.mn.us](mailto:ssanders@ci.stillwater.mn.us)

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-6

**\*BMP Title:** Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations

**\*Audience(s) Involved:**

All residents within the City of Stillwater, property owners, and city employees are collectively targeted in the City's education program for pollution prevention/good housekeeping for municipal operations through the following BMPs outlined in the attached SWPPP. Also, specific audiences are listed in the attached East Metro Water Resource Education Plan (Attachment F) for each activity conducted through the joint partnership.

- BMP 1-1: East Metro Water Resource Education Program (MCM 1, 2, 3, 4, 5, 6)
- BMP 2-1: Annual Storm Water Public Meeting (MCM 1, 2, 3, 4, 5, 6)
- BMP 6-1: Municipal Operation and Maintenance Programs (MCM 1, 6)

**\*Educational Goals for Each Audience:**

Each BMP in the SWPPP indicates the appropriate target audience. Also, the East Metro Water Resource Education Plan provides detailed information regarding educational goals for each audience (See Attachment F).

Residents within the City of Stillwater and property owners: Awareness of city pollution prevention/good housekeeping practices and general knowledge of water quality reasons for implementing.

City Employees: Knowledge and technical abilities to implement the SWPPP such as conducting inspections and implementing appropriate municipal operations for park and open space, new construction and land disturbance, fleet and building operation and maintenance, and storm sewer maintenance.

**\*Activities Used to Reach Educational Goals:**

BMP 1-1: East Metro Water Resource Education Program

The City participates in the East Metro Water Resources Education Program. The East Metro Water Resource Education Program (EMW) is a partnership formed to develop a comprehensive water resource education and outreach program for member partners. Members of EMW include Brown's Creek Watershed District, Middle St. Croix Watershed Management Organization, South Washington Watershed District, Valley Branch Watershed District, City of Stillwater, Washington County and the Washington Conservation District. The EMW region covers all of Washington County as well as a small portion of Ramsey County.

The purpose for this education and outreach program is to educate the public, municipal staff and officials, business owners and various other target audiences within the EMW region about the impacts of storm water discharges on water bodies and the steps that they can take to reduce pollutants in storm water runoff. The first phase of the EMW education and outreach program is focused on storm water; specifically Storm Water Pollution Prevention Programs (SWPPP's). With the exception of the Washington Conservation District, all EMW members are MS4 communities required to prepare SWPPP's in accordance with Phase II of the Clean Water Act. This document outlines the public education and outreach activities that will be conducted by EMW to meet SWPPP requirements.

The first phase of the EMW education program includes all necessary components for a SWPPP as required for MS4 communities, including an Annual Storm Water Public Meeting and activities designed to specifically address all six minimum control measures (See attached 2006-2007 Education Plan). The City's responsibilities will be to utilize material provided by the EMW by including in the City website, newsletters and other methods deemed appropriate by the program EMW educator.

BMP 2-1: Annual Storm Water Public Meeting

The City will conduct an Annual Storm Water Public Meeting prior to submitting the Annual Report to the MPCA. The meeting will be held at a location within the general vicinity of the City. The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Written procedures

are outlined in the EMW Education Plan in Appendix F which includes a brief presentation, solicitation of feedback, small group discussions, and evaluation.

After the first public meeting required by the MS4 permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff.

**BMP 6-1: Municipal Operation and Maintenance Programs**

The City plans to develop an operation and maintenance program that includes a training component for each of the specific components listed below. The City plans to utilize the efforts conducted in the East Metro Water Resource Education Program which includes an MS4 toolkit which includes educational materials such as brochures, videos, pod casts, and power points designed to help MS4 staff educate staff.

During the first two years, the City will document existing practices, training and education conducted within the engineering and public works department and document standard guidelines and procedures for each of the specific components. Each year thereafter, the City plans to review the written program and make adjustments based on specific stormwater related needs. When possible, the City will use existing training materials that are available from the USEPA, state and regional agencies, or other organizations as appropriate or modified for the community and staff.

**\*Activity Implementation Plan:**

**BMP 1-1: East Metro Water Resource Education Program**

- 2007-2009: Contribute funding to Program
- 2007-2009: Obtain Annual Report from the EMW Educator
- 2009: Program evaluation and renewal based on partnership discussions

**BMP 2-1: Annual Storm Water Public Meeting**

- 2008: Evaluate EMW public meeting procedures and revise if necessary
- 2008-2011: Conduct Annual Storm Water Public Meeting

**BMP 6-1: Municipal Operation and Maintenance Programs**

- 2007 – Collect and review all existing information on municipal training programs, procedures and information
- 2008 – Develop and document program including training component (y/n)
- Number of employees trained for each category

**\*Performance Measures:**

**BMP 1-1: East Metro Water Resource Education Program**

- Annually contribute funding to Program
- At a minimum, attend two meetings with the member partners.

**BMP 2-1: Annual Storm Water Public Meeting**

- Annually conduct stormwater public meeting (y/n)
- Number of attendees at meeting
- Number of comments (written/oral) received at meeting.

**BMP 6-1: Municipal Operation and Maintenance Programs**

- Number of employees trained for each category listed within the specific components
- Completed operation and maintenance program for each category listed within the specific components

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

Phone: (651) 430-8835

E-mail: [ssanders@ci.stillwater.mn.us](mailto:ssanders@ci.stillwater.mn.us)

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# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1d-1

**\*BMP Title:** Coordination of Education Program

**\*BMP Description:**

The City will use the following BMP from the attached SWPPP to coordinate with outside entities in the stormwater public education program.

BMP 1-1: East Metro Water Resource Education Program

The City participates in the East Metro Water Resources Education Program. The East Metro Water Resource Education Program (EMW) is a partnership formed to develop a comprehensive water resource education and outreach program for member partners. Members of EMW include Brown's Creek Watershed District, Middle St. Croix Watershed Management Organization, South Washington Watershed District, Valley Branch Watershed District, City of Stillwater, Washington County and the Washington Conservation District. The EMW region covers all of Washington County as well as a small portion of Ramsey County.

The purpose for this education and outreach program is to educate the public, municipal staff and officials, business owners and various other target audiences within the EMW region about the impacts of storm water discharges on water bodies and the steps that they can take to reduce pollutants in storm water runoff. The first phase of the EMW education and outreach program is focused on storm water; specifically Storm Water Pollution Prevention Programs (SWPPP's). With the exception of the Washington Conservation District, all EMW members are MS4 communities required to prepare SWPPP's in accordance with Phase II of the Clean Water Act. This document outlines the public education and outreach activities that will be conducted by EMW to meet SWPPP requirements.

The first phase of the EMW education program includes all necessary components for a SWPPP as required for MS4 communities, including an Annual Storm Water Public Meeting and activities designed to specifically address all six minimum control measures (See attached 2006-2007 Education Plan). The City's responsibilities will be to utilize material provided by the EMW by including in the City website, newsletters and other methods deemed appropriate by the program EMW educator.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 1-1: East Metro Water Resource Education Program

- Annually contribute funding to Program
- At a minimum, attend two meetings with the member partners.

**\*Timeline/Implementation Schedule:**

BMP 1-1: East Metro Water Resource Education Program

- 2007-2009: Contribute funding to Program
- 2007-2009: Obtain Annual Report from the EMW Educator
- 2009: Program evaluation and renewal based on partnership discussions

**Specific Components and Notes:**

BMP 1-1: East Metro Water Resource Education Program

- The EMW program is designed to address all 6 minimum control measures. For specific components of the plan, see the attached Education Plan

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

Phone: (651) 430-8835

E-mail: [ssanders@ci.stillwater.mn.us](mailto:ssanders@ci.stillwater.mn.us)

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# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1e-1

**\*BMP Title:** Annual Storm Water Public Meeting

**\*BMP Description:**

The Annual Storm Water Public Meeting and required notice will be conducted as described in the following BMPs in the City's attached SWPPP.

BMP 1-3: 30-Day public notice for Annual Stormwater Meeting

The City will provide a 30-day public notice the annual storm water public meeting (BMP 2-1). The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Notices will be published in the local newspaper (Stillwater Gazette) and any other media necessary by the City or EMW educator to encourage participation at the meeting.

After the first public notice and meeting required by the MS4 Permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff. Each year after, the City will evaluate the attendance and revise the public notice procedures to encourage participation to the maximum extent practicable.

BMP 2-1: Annual Storm Water Public Meeting

The City will conduct an Annual Storm Water Public Meeting prior to submitting the Annual Report to the MPCA. The meeting will be held at a location within the general vicinity of the City. The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Written procedures are outlined in the EMW Education Plan in Appendix F which includes a brief presentation, solicitation of feedback, small group discussions, and evaluation.

After the first public meeting required by the MS4 permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 1-3: 30-Day public notice for Annual Stormwater Meeting

- Completed public notice
- Number of places notice is posted for City resident availability

BMP 2-1: Annual Storm Water Public Meeting

- Annually conduct stormwater public meeting (y/n)
- Number of attendees at meeting
- Number of comments (written/oral) received at meeting.

**\*Timeline/Implementation Schedule:**

BMP 1-3: 30-Day public notice for Annual Stormwater Meeting

- 2008: Evaluate EMW public notice procedures and revise if necessary
- 2008-2011: Annually conduct 30-day public meeting notice and evaluate procedures to encourage participation

BMP 2-1: Annual Storm Water Public Meeting

- 2008: Evaluate EMW public meeting procedures and revise if necessary
- 2008-2011: Conduct Annual Storm Water Public Meeting

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

Phone: (651) 430-8835

E-mail: [ssanders@ci.stillwater.mn.us](mailto:ssanders@ci.stillwater.mn.us)

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# BMP Summary Sheet Instructions

## Minimum Control Measure 2: PUBLIC PARTICIPATION/INVOLVEMENT

<b>Key to Unique BMP ID Numbers</b>	<b>Required BMP Title</b>	<b>Permit Reference</b>
2a-1	Comply with Public Notice Requirements	<b>V.G.2.a</b>
2b-1	Solicit Public Input and opinion on the Adequacy of the SWPPP	<b>V.G.2.b</b>
2c-1	Consider Public Input	<b>V.G.2.c</b>

## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2a-1

<p><b>*BMP Title:</b> Comply with Public Notice Requirements</p>
<p><b>*BMP Description:</b></p> <p>They City will provide a proper 30-day public notice for the annual storm water meeting as described below and in the following BMP in the attached SWPPP.</p> <p><u>BMP 1-3: 30-Day public notice for Annual Stormwater Meeting</u> The City will provide a 30-day public notice the annual storm water public meeting (BMP 2-1). The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Notices will be published in the local newspaper (Stillwater Gazette) and any other media necessary by the City or EMW educator to encourage participation at the meeting.</p> <p>After the first public notice and meeting required by the MS4 Permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff. Each year after, the City will evaluate the attendance and revise the public notice procedures to encourage participation to the maximum extent practicable.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: All information from the attached SWPPP is provided in this summary sheet.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 1-3: 30-Day public notice for Annual Stormwater Meeting</u></p> <ul style="list-style-type: none"><li>• Completed public notice</li><li>• Number of places notice is posted for City resident availability</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 1-3: 30-Day public notice for Annual Stormwater Meeting</u></p> <ul style="list-style-type: none"><li>• 2008: Evaluate EMW public notice procedures and revise if necessary</li><li>• 2008-2011: Annually conduct 30-day public meeting notice and evaluate procedures to encourage participation</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2b-1

**\*BMP Title:** Solicit Public Input and opinion on the Adequacy of the SWPPP

**\*BMP Description:**

The City will solicit public input and opinion on the adequacy of the SWPPP through the following BMPs as outlined below and in the attached SWPPP.

BMP 1-3: 30-Day public notice for Annual Stormwater Meeting

The City will provide a 30-day public notice the annual storm water public meeting (BMP 2-1). The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Notices will be published in the local newspaper (Stillwater Gazette) and any other media necessary by the City or EMW educator to encourage participation at the meeting.

After the first public notice and meeting required by the MS4 Permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff. Each year after, the City will evaluate the attendance and revise the public notice procedures to encourage participation to the maximum extent practicable.

BMP 2-1: Annual Storm Water Public Meeting

The City will conduct an Annual Storm Water Public Meeting prior to submitting the Annual Report to the MPCA. The meeting will be held at a location within the general vicinity of the City. The public meeting notice and public meeting are specific components of the East Metro Water Resource Education Program (2-1). Written procedures are outlined in the EMW Education Plan in Appendix F which includes a brief presentation, solicitation of feedback, small group discussions, and evaluation.

After the first public meeting required by the MS4 permit, the City will evaluate the East Metro Water Resource Education Program procedures and determine if the public notice and annual storm water meeting would be more appropriate to be organized and administered by City staff.

BMP 2-3: Public Comment/Complaint Procedures

The City will develop a program to receive public complaints and comments throughout the year which will involve illicit discharges, detection and elimination (IDDE) and construction site runoff control. This process will benefit the City and reduce impacts to water quality by increasing the number of noncompliance identified throughout the year.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 1-3: 30-Day public notice for Annual Stormwater Meeting

- Completed public notice
- Number of places notice is posted for City resident availability

BMP 2-1: Annual Storm Water Public Meeting

- Annually conduct stormwater public meeting (y/n)
- Number of attendees at meeting
- Number of comments (written/oral) received at meeting.

BMP 2-3: Public Comment/Complaint Procedures

- Number of complaints/comments regarding illicit discharges, detection and elimination
- Number of complaints/comments regarding construction site runoff control

**\*Timeline/Implementation Schedule:**

BMP 1-3: 30-Day public notice for Annual Stormwater Meeting

- 2008: Evaluate EMW public notice procedures and revise if necessary
- 2008-2011: Annually conduct 30-day public meeting notice and evaluate procedures to encourage participation

BMP 2-1: Annual Storm Water Public Meeting

- 2008: Evaluate EMW public meeting procedures and revise if necessary
- 2008-2011: Conduct Annual Storm Water Public Meeting

BMP 2-3: Public Comment/Complaint Procedures

- 2007: Develop procedures to record and respond to public complaints/comments
- 2008: Provide public awareness through website and newsletter

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

Phone: (651) 430-8835

E-mail: [ssanders@ci.stillwater.mn.us](mailto:ssanders@ci.stillwater.mn.us)

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2c-1

<p><b>*BMP Title:</b> Consider Public Input</p>
<p><b>*BMP Description:</b></p> <p>As outlined in BMPs 1-3 (30-day public notice for Annual Stormwater Meeting) and BMP 2-1 (Annual Storm Water Public Meeting, the City will review all comments (written or oral), revise the SWPPP as appropriate, and responses to each comment will be provided in the annual report. For additional descriptions for these BMPs see summary sheets 2b-1 or attached SWPPP BMPs 1-3 and 2-1.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: BMP Sheets 1-3 and 2-1 descriptions in the SWPPP provide more detailed information.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 1-3: 30-Day public notice for Annual Stormwater Meeting</u></p> <ul style="list-style-type: none"><li>• Completed public notice</li><li>• Number of places notice is posted for City resident availability</li></ul> <p><u>BMP 2-1: Annual Storm Water Public Meeting</u></p> <ul style="list-style-type: none"><li>• Annually conduct stormwater public meeting (y/n)</li><li>• Number of attendees at meeting</li><li>• Number of comments (written/oral) received at meeting.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 1-3: 30-Day public notice for Annual Stormwater Meeting</u></p> <ul style="list-style-type: none"><li>• 2008: Evaluate EMW public notice procedures and revise if necessary</li><li>• 2008-2011: Annually conduct 30-day public meeting notice and evaluate procedures to encourage participation</li></ul> <p><u>BMP 2-1: Annual Storm Water Public Meeting</u></p> <ul style="list-style-type: none"><li>• 2008: Evaluate EMW public meeting procedures and revise if necessary</li><li>• 2008-2011: Conduct Annual Storm Water Public Meeting</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## Additional BMP Summary Sheet Copy as Necessary

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2d-1

<p><b>*BMP Title:</b> Planning Commission</p>
<p><b>*BMP Description:</b></p> <p>The following commission allows public participation related to stormwater design and site layout.</p> <p><u>BMP 2-2: Planning Commission</u></p> <p>The City Planning Commission allows interested citizens the opportunity to be involved in City planning and project approval. The current planning and zoning commission reviews includes 8 members from the public and 1 council member. The planning commission responsibilities include recommendations to the City Council for natural resource issues, ordinances changes, preliminary and final site plan layouts for development and redevelopment, and preliminary review of grading and drainage plans.</p> <p>The planning commission provides residents the opportunity to participate in the decision making process. The City currently advertises vacant commission seats on the website, and has good participation from the community.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: BMP Sheets 1-4 and 2-4 descriptions in the SWPPP provide more detailed information.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 2-2: Planning Commission</u></p> <ul style="list-style-type: none"><li>• Number of plans reviewed by Commission</li><li>• Number of people on the commission</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 2-2: Planning Commission</u></p> <ul style="list-style-type: none"><li>• 2007-2011: Continue ongoing program</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

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## BMP Summary Sheet Instructions

### Minimum Control Measure 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

<b>Key to Unique BMP ID Numbers</b>	<b>Required BMP Title</b>	<b>Permit Reference</b>
3a-1	Storm Sewer System Map	<b>V.G.3.a</b>
3b-1	Regulatory Control Program	<b>V.G.3.b</b>
3c-1	Illicit Discharge Detection and Elimination Plan	<b>V.G.3.c</b>
3d-1	Public and Employee Illicit Discharge Information Program	<b>V.G.3.d</b>
3e-1	Identification of Non Stormwater Discharges and Flows	<b>V.G.3.e</b>

## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3a-1

<p><b>*BMP Title:</b> Storm Sewer System Map</p>
<p><b>*BMP Description:</b></p> <p>The City currently has a number of the pipes and conveyances, ponds, wetlands, streams, lakes, structural pollution devices, outfalls, and discharge points mapped, however they will map the remaining system by June 30th, 2008 and provide updates in the annual report regarding the status of the mapping program.</p> <p><u>BMP 3-1: Storm Sewer Map</u></p> <p>The City will develop a storm water map illustrating the specific components below. Currently, the City has incorporated most of the stormsewer infrastructure AutoCad and has a good understanding of the drainage system. Once completed, the map will be posted on the City website. This will allow residents the opportunity to determine which water body receives drainage from their property. Also, this map will be utilized when IDDE program has identified potential noncompliance by tracking upstream to identify the source.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: All information from the attached SWPPP is provided in this summary sheet.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 3-1: Storm Sewer Map</u></p> <ul style="list-style-type: none"><li>Completed storm water map according to permit requirements (y/n)</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 3-1: Storm Sewer Map</u></p> <ul style="list-style-type: none"><li>2007: Identify all structural pollution control devices and MS4 outfalls within the City.</li><li>2007: Include all ponds, streams, lakes, and wetlands</li><li>2008: Completed MS4 Storm Water Map</li><li>2009-2012: Annually update electronic storm water map and post on City website</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><u>BMP 3-1: Storm Sewer Map</u></p> <ul style="list-style-type: none"><li>Ponds, streams, lakes and wetlands that are part of the MS4</li><li>Structural pollution control devices</li><li>Pipes and conveyances that are 24" in diameter and over that are part of the MS4</li><li>Outfalls and other discharge points leaving the MS4</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3b-1

**\*BMP Title:** Regulatory Control Program

**\*BMP Description:**

The following BMPs from the attached SWPPP collectively describe the City's regulatory control program to for illicit discharge detection and elimination.

BMP 3-2: Illegal Dumping Ordinance

Chapter 30 of the City code requires proper storage and disposal of garbage and rubbish. Specifically, no person shall place any garbage or rubbish in any street, alley or other public place or upon any private property, whether or not owned by the person, within the city, unless it is in proper containers for collection, nor shall any person throw or deposit any garbage or rubbish in any stream or other body of water. Any unauthorized accumulation of garbage or rubbish on any premises is hereby declared to be a nuisance and is prohibited. No person shall cast, place or deposit anywhere within the city any garbage or rubbish in a manner that may be carried or deposited by the elements upon any street, sidewalk, alley, sewer, parkway or other public place or into any occupied premises within the city.

The City plans to revise the ordinance to include requirements for illicit discharge and illicit connections as outlined in BMP 3-5. Codified ordinances are available on the City webpage for public viewing and downloading.

BMP 3-3: Septic System Maintenance Program

Maintaining septic systems within the City will reduce the amount of failing systems that may impact receiving waters. The City currently does not allow septic systems to be installed within City property unless city sanitary services are not available (Chapter 32-Subdivision Ordinance).

The City currently permits and inspects new systems that do not have access to City services and also inspects for failures and abandonment when connecting systems to the City services.

Washington County reviews records of pumping systems from vendors and submits reports to the City summarizing measurable goals listed below.

BMP 3-4: Sanitary Sewer Maintenance Program

Proper maintenance of the sanitary sewer system will prevent sewer overflows due to inflow/infiltration or blocked sanitary infrastructure causing discharge to local receiving waters. The City has currently implemented a successful preventive maintenance program which includes cleaning all sewer lines within a 4 year cycle, cleaning problem areas annually and periodic inspections of the lift stations.

BMP 3-5: Illicit Discharge and Illicit Connection Ordinance and Enforcement

The City's existing ordinance language includes regulations for illegal dumping, but does not include requirements for illicit discharges and illicit connections to the storm sewer system. In addition, enforcement procedures must be developed including penalties for noncompliance. The City plans to review the existing ordinances and obtain example ordinances related to this requirement in 2007. A final ordinance revision will be adopted in 2008.

This ordinance will be used to provide the enforcement mechanism to eliminate illicit discharges identified by public comments/complaints (BMP 2-3) and results of the illicit discharge inspection program (BMP 3-6).

BMP 3-6: Illicit Discharge Inspection Program

The NPDES Permit requires the City to inspect 20% ponds, outfalls, and sediment basins and 100% of structural pollution control devices. Also, the City is responsible to identify a program to detect and address non-storm water discharges to the MS4. The City plans to inspect each outfall, pond, sediment basin and structural pollution control device for dry weather flow and identify locations of illicit connections or frequent discharges to the MS4.

In addition, the City will track the source using the storm water map (BMP 3-1) and regulate any noncompliance activities through the proposed Illicit Discharge and Illicit Connection Ordinance (BMP 3-5).

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 3-2: Illegal Dumping Ordinance

- Completed ordinance regulations (y/n)
- Number of enforcement actions taken

BMP 3-3: Septic System Maintenance Program

- Number of septic systems within the City
- Number of septic systems inspected
- Number of failing septic systems
- Number of abandoned septic systems

BMP 3-4: Sanitary Sewer Maintenance Program

- Total amount of sewer cleaned
- Number of backups causing discharge to storm sewer system

BMP 3-5: Illicit Discharge and Illicit Connection Ordinance and Enforcement

- Number of updates to the City ordinance regarding illegal discharge and illicit connections to the storm sewer system

BMP 3-6: Illicit Discharge Inspection Program

- Number of outfalls, pond/sediment basins, and SPCDs inspected for IDDE
- Number of illicit discharges located
- Number of enforcement actions taken

**\*Timeline/Implementation Schedule:**

BMP 3-2: Illegal Dumping Ordinance

- 2007-2011: Continue enforcement of existing or new ordinance language

BMP 3-3: Septic System Maintenance Program

- 2007-2011: Continue existing program

BMP 3-4: Sanitary Sewer Maintenance Program

- 2007-2011: Continue existing program

BMP 3-5: Illicit Discharge and Illicit Connection Ordinance and Enforcement

- 2007: Review existing ordinance and obtain example ordinances
- 2008: Completed illicit discharge and connections ordinance revision

BMP 3-6: Illicit Discharge Inspection Program

- 2007-2011: Annually inspect outfalls, sediment basins/ponds, and SPCDs during dry weather when possible at frequency required under MS4 Permit.
- 2008-2011: Use results of inspection to administer enforcement of ordinance (BMP 3-5)

**Specific Components and Notes:**

BMP 3-2: Illegal Dumping Ordinance

- Chapter 30: Garbage and Rubbish

BMP 3-5: Illicit Discharge and Illicit Connection Ordinance and Enforcement

- Public comment/Complaint Procedures (BMP 2-3)
- Illicit Discharge Inspection Program (BMP 3-6)

BMP 3-6: Illicit Discharge Inspection Program

- Storm Water Map (BMP 3-1)
- Illicit Discharge and Illicit Connection Ordinance (BMP 3-5)

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

Phone: (651) 430-8835

E-mail: [ssanders@ci.stillwater.mn.us](mailto:ssanders@ci.stillwater.mn.us)

## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3c-1

**\*BMP Title:** Illicit Discharge Detection and Elimination Plan

**\*BMP Description:**

The following BMPs from the attached SWPPP collectively describe the City's program to detect and eliminate illegal dumping, illicit discharge, and illicit connections from the City's storm sewer system.

- BMP 3-1: Storm Sewer Map
- BMP 3-2: Illegal Dumping Ordinance
- BMP 3-5: Illicit Discharge and Illicit Connection Ordinance and Enforcement
- BMP 3-6: Illicit Discharge Inspection Program

The City will inspect the MS4 outfalls, ponds and sediment basins, and structural pollution control devices as outlined in BMP 6-4 and 6-5. As a goal, the system will be inspected during dry weather to make it easier to identify non-stormwater discharges. Standard inspection checklists will be developed in 2007 to assist consistent inspections and documentation. If discharges are identified, the City will use the Storm Sewer Map (BMP 3-1) to track the discharge up stream and utilize the Illicit Discharge and Illicit Connection Ordinance and Enforcement (BMP 3-5) and Illegal Dumping Ordinance (BMP 3-2).

Location(s) in SWPPP of detailed information relating to this BMP:

BMP Sheet 3-1, 3-2, and 3-5, and 3-6 descriptions in the attached SWPPP provide more detailed information for each BMP.

**\*Measurable Goals:**

BMP 3-1: Storm Sewer Map

- Completed storm water map according to permit requirements (y/n)

BMP 3-2: Illegal Dumping Ordinance

- Completed ordinance regulations (y/n)
- Number of enforcement actions taken

BMP 3-5: Illicit Discharge and Illicit Connection Ordinance and Enforcement

- Number of updates to the City ordinance regarding illegal discharge and illicit connections to the storm sewer system

BMP 3-6: Illicit Discharge Inspection Program

- Number of outfalls, pond/sediment basins, and SPCDs inspected for IDDE
- Number of illicit discharges located
- Number of enforcement actions taken

**\*Timeline/Implementation Schedule:**

BMP 3-1: Storm Sewer Map

- 2007: Identify all structural pollution control devices and MS4 outfalls within the City.
- 2007: Include all ponds, streams, lakes, and wetlands
- 2008: Completed MS4 Storm Water Map
- 2009-2012: Annually update electronic storm water map and post on City website

BMP 3-2: Illegal Dumping Ordinance

- 2007-2011: Continue enforcement of existing or new ordinance language

BMP 3-5: Illicit Discharge and Illicit Connection Ordinance and Enforcement

- 2007: Review existing ordinance and obtain example ordinances

- 2008: Competed illicit discharge and connections ordinance revision

**BMP 3-6: Illicit Discharge Inspection Program**

- 2007-2011: Annually inspect outfalls, sediment basins/ponds, and SPCDs during dry weather when possible at frequency required under MS4 Permit.
- 2008-2011: Use results of inspection to administer enforcement of ordinance (BMP 3-5)

**Specific Components and Notes:**

**BMP 3-1: Storm Sewer Map**

- Ponds, streams, lakes and wetlands that are part of the MS4
- Structural pollution control devices
- Pipes and conveyances that are 24” in diameter and over that are part of the MS4
- Outfalls and other discharge points leaving the MS4

**BMP 3-2: Illegal Dumping Ordinance**

- Chapter 30: Garbage and Rubbish

**BMP 3-5: Illicit Discharge and Illicit Connection Ordinance and Enforcement**

- Public comment/Complaint Procedures (BMP 2-3)
- Illicit Discharge Inspection Program (BMP 3-6)

**BMP 3-6: Illicit Discharge Inspection Program**

- Storm Water Map (BMP 3-1)
- Illicit Discharge and Illicit Connection Ordinance (BMP 3-5)

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

Phone: (651) 430-8835

E-mail: ssanders@ci.stillwater.mn.us

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3d-1

**\*BMP Title:** Public and Employee Illicit Discharge Information Program

**\*BMP Description:**

The City will must inform businesses and the general public in the MS4 area of hazards associated with illegal discharges and improper disposal of waste using the following BMPs from the attached SWPPP.

The following list of BMPs will be used to distribute stormwater education material:

- BMP 1-1: East Metro Water Resource Education Program
- BMP 1-3: 30-Day public notice for Annual Stormwater Meeting
- BMP 1-4: No Dumping Logo on Storm Drains
- BMP 2-1: Annual Storm Water Public Meeting

The City will must inform employees of hazards associated with illegal discharges and improper disposal of waste using the following BMPs from the attached SWPPP.

- BMP 6-1: Municipal Operation and Maintenance Programs

Location(s) in SWPPP of detailed information relating to this BMP:

BMP sheets 1-1, 1-3, 1-4, 2-1 and 6-1 located in the attached SWPPP provide additional descriptions for each of the BMPs associated with this program. Also see summary sheet 1c-3.

**\*Measurable Goals:**

BMP 1-1: East Metro Water Resource Education Program

- Annually contribute funding to Program
- At a minimum, attend two meetings with the member partners.

BMP 1-3: 30-Day public notice for Annual Stormwater Meeting

- Completed public notice
- Number of places notice is posted for City resident availability

BMP 1-4: No Dumping Logo on Storm Drains

- Number of storm drain castings with storm water messages installed each year

BMP 2-1: Annual Storm Water Public Meeting

- Annually conduct stormwater public meeting (y/n)
- Number of attendees at meeting
- Number of comments (written/oral) received at meeting.

BMP 6-1: Municipal Operation and Maintenance Programs

- Number of employees trained for each category listed within the specific components
- Completed operation and maintenance program for each category listed within the specific components

**\*Timeline/Implementation Schedule:**

BMP 1-1: East Metro Water Resource Education Program

- 2007-2009: Contribute funding to Program
- 2007-2009: Obtain Annual Report from the EMW Educator
- 2009: Program evaluation and renewal based on partnership discussions

BMP 1-3: 30-Day public notice for Annual Stormwater Meeting

- 2008: Evaluate EMW public notice procedures and revise if necessary
- 2008-2011: Annually conduct 30-day public meeting notice and evaluate procedures to encourage

participation

**BMP 1-4: No Dumping Logo on Storm Drains**

- 2007-2011: Annually require all new and redevelopment which involves installation of storm drains to include no dumping or similar message to discourage non-stormwater discharges by residents.

**BMP 2-1: Annual Storm Water Public Meeting**

- 2008: Evaluate EMW public meeting procedures and revise if necessary
- 2008-2011: Conduct Annual Stormwater Public Meeting

**BMP 6-1: Municipal Operation and Maintenance Programs**

- 2007 – Collect and review all existing information on municipal training programs, procedures and information
- 2008 – Develop and document program including training component (y/n)
- Number of employees trained for each category

**Specific Components and Notes:**

**BMP 1-1: East Metro Water Resource Education Program**

- The EMW program is designed to address all 6 minimum control measures. For specific components of the plan, see the attached Education Plan

**BMP 6-1: Municipal Operation and Maintenance Programs**

- Park and open space,
- Stormwater Maintenance
- Fleet and Building Maintenance
- New Construction and Land Disturbances

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

Phone: (651) 430-8835

E-mail: [ssanders@ci.stillwater.mn.us](mailto:ssanders@ci.stillwater.mn.us)

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# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3e-1

<p><b>*BMP Title:</b> Identification of Non Stormwater Discharges and Flows</p>
<p><b>*BMP Description:</b></p> <p>During the initial self-assessment process to determine the appropriate BMPs necessary to meet the MEP standard, City staff considered the following non-storm water discharges and determined they should not be identified as significant contributors of pollutants to the City's storm water system at this time.</p> <ul style="list-style-type: none"><li>• water line flushing</li><li>• landscape irrigation</li><li>• diverted stream flows</li><li>• rising ground waters</li><li>• uncontaminated ground water infiltration</li><li>• uncontaminated pumped ground water</li><li>• discharges from potable water sources</li><li>• foundation drains</li><li>• air conditioning condensation</li><li>• irrigation water</li><li>• springs</li><li>• water from crawl space pumps</li><li>• footing drains</li><li>• lawn watering</li><li>• individual residential car washing</li><li>• flows from riparian habitats and wetlands</li><li>• dechlorinated swimming pool discharges</li><li>• street wash water</li><li>• Discharge or flows from fire fighting activities.</li></ul> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <p>The information included or referenced in the Summary Sheet is intended to meet all SWPPP requirements for this BMP. However, a detailed outline and summary of the City's self-assessment process is included in the attached SWPPP.</p>
<p><b>*Measurable Goals:</b></p> <p>Not Applicable</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Not Applicable</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: <a href="mailto:ssanders@ci.stillwater.mn.us">ssanders@ci.stillwater.mn.us</a></p>

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## BMP Summary Sheet Instructions

### Minimum Control Measure 4: CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

<b>Key to Unique BMP ID Numbers</b>	<b>Required BMP Title</b>	<b>Permit Reference</b>
4a-1	Ordinance or other Regulatory Mechanism	<b>V.G.4.a</b>
4b-1	Construction Site Implementation of Erosion and Sediment Control BMPs	<b>V.G.4.b</b>
4c-1	Waste Controls for Construction Site Operators	<b>V.G.4.c</b>
4d-1	Procedure for Site Plan Review	<b>V.G.4.d</b>
4e-1	Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance	<b>V.G.4.e</b>
4f-1	Establishment of Procedures for Site Inspections and Enforcement	<b>V.G.4.f</b>

# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4a-1

<p><b>*BMP Title:</b> Ordinance or other Regulatory Mechanism</p>
<p><b>*BMP Description:</b></p> <p>The City will implement the following BMP from the attached SWPPP to meet this requirement.</p> <p><u>BMP 4-1: Construction Site Runoff Control Ordinance</u></p> <p>The City regulates construction site runoff control in the current zoning ordinance identified in the specific components below. According to Chapter 31-1 Subd. 27, no person may undertake, authorize or permit any excavating, grading, filling or other change in the earth's topography resulting in the movement of more than 50 cubic yards or more of material and any movement of material within wetlands, floodplain or shoreland district. In addition, Chapter 31-1 Subd. 31 requires submittal and approval of a stormwater management plan for all non-exempt building permits, subdivisions or permits to allow land disturbing activities</p> <p>The City plans to review the existing ordinance provisions during the first year of the permit and make revisions to reflect current best management practices as outlined in the state NPDES construction permit, enforcement procedures, and possible additional penalties associated with noncompliance. These revisions will be provided to all contractors and developers as a brochure/pamphlet during the building permit application process.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: All information from the attached SWPPP is provided in this summary sheet.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 4-1: Construction Site Runoff Control Ordinance</u></p> <ul style="list-style-type: none"><li>• Completed ordinance (y/n)</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 4-1: Construction Site Runoff Control Ordinance</u></p> <ul style="list-style-type: none"><li>• 2007: Research ordinances from other communities</li><li>• 2008: Update ordinance to include 1 acre threshold and possible revised minimum BMPs and penalties as necessary</li><li>• 2008-2011: Implement ordinance</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><u>BMP 4-1: Construction Site Runoff Control Ordinance</u></p> <ul style="list-style-type: none"><li>• Chapter 31-1. Zoning (Subd. 27 – Grading Permit requirement)</li><li>• Chapter 31-1. Zoning (Subd. 31 – Stormwater Management Plan requirement)</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4b-1

<p><b>*BMP Title:</b> Construction Site Implementation of Erosion and Sediment Control BMPs</p>
<p><b>*BMP Description:</b></p> <p>The City will provide requirements for construction site operators to implement appropriate erosion and sediment control best management practices by implementing the following BMP from the attached SWPPP. These requirements will also be referenced in the Construction site Runoff Control Ordinance (BMP 4-1).</p> <p><u>BMP 4-5: Minimum ESC BMP Approval Standards</u></p> <p>Current City ordinances outline the minimum erosion and sediment control BMPs as shown in the specific components below. The City plans to review the existing minimum requirements and revise according to new state NPDES requirements and industry standards as needed.</p> <p>In addition, the City plans to develop a brochure/pamphlet which will be distributed to all grading permit applicants and appropriate on-site personnel during the inspection process.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: All information from the attached SWPPP is provided in this summary sheet.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 4-5: Minimum ESC BMP Approval Standards</u></p> <ul style="list-style-type: none"><li>• Revised minimum ESC BMP standards (y/n)</li><li>• Number of brochures/pamphlets distributed to grading permit applicants and on-site personnel.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 4-5: Minimum ESC BMP Approval Standards</u></p> <ul style="list-style-type: none"><li>• 2007 – Review existing standards and compare with MPCA Construction General Permit</li><li>• 2008 – Revise ordinance as needed</li><li>• 2009 – Develop handout showing city requirements to be distributed to permit applicants</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><u>BMP 4-5: Minimum ESC BMP Approval Standards</u></p> <p>Existing minimum BMP requirements:</p> <ul style="list-style-type: none"><li>• Site dewatering</li><li>• Site phasing</li><li>• Waste and material disposal</li><li>• Temporary stabilization</li><li>• Drain inlet protection</li><li>• Ponding (temporary/permanent)</li><li>• Tracking Stockpile requirements</li><li>• Diversions</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

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## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4c-1

<p><b>*BMP Title:</b> Waste Controls for Construction Site Operators</p>
<p><b>*BMP Description:</b></p> <p>The City will implement the following BMP from the attached SWPPP to require construction site operators to control waste, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.</p> <p><u>BMP 4-6: Construction Site Waste Control</u></p> <p>The City will review the current ordinance language as it pertains to construction site waste control and include provisions in the revised ordinance (BMP 4-1) which will require contractors to meet state minimum standards for construction site waste. The City will inspect construction sites as outlined in BMP 4-3 including waste control issues and provide educational messages to the contractor/developer in the brochure provided in BMP 4-5.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: All information from the attached SWPPP is provided in this summary sheet.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 4-6: Construction Site Waste Control</u></p> <ul style="list-style-type: none"><li>• Revised minimum ESC BMP standards (y/n)</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 4-6: Construction Site Waste Control</u></p> <ul style="list-style-type: none"><li>• 2007-2008: Review existing ordinance and compare with state minimum standards for construction site waste</li><li>• 6 months after permit authorization: Adopt new Construction Site Runoff Ordinance provisions for construction site waste</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4d-1

**\*BMP Title:** Procedure for Site Plan Review

**\*BMP Description:**

The City will implement the following BMPs from the attached SWPPP to review plans for the potential for water quality impacts.

BMP 4-2: Site Construction Plan, Review, & Approval Procedures

The City requires development and redevelopment to submit a storm water management plan or erosion control plan for city review and approval according to Chapter 31-1 Subd. 31 and Chapter 32-1 Subd. 5. The requirements summarize the plan approval procedures, erosion and sediment control approval standards, letter of credit, and fees. All submitted plans are reviewed by City staff and must meet the requirements of this ordinance prior to approval.

The City plans to review the site plan, review and approval procedures both written in ordinance and approved city policy and revise appropriately according to the evaluation conducted in BMP 4-1.

BMP 4-4: Grading Pre-Construction Meeting

Grading pre-construction meetings are currently required for all city owned projects and selected private projects to discuss erosion and sediment control requirements and expectations for developers and contractors. These meetings provide the developer and contractor the opportunity to review city policies and expectations, ask questions, and become educated on the importance of controlling runoff and waste from construction sites. The City will develop a standard pre-construction meeting checklist which, at a minimum, will include the specific components listed below. In addition, the City will develop standard criteria for private projects.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 4-2: Site Construction Plan, Review, & Approval Procedures

- Completed SWMP plan review process (y/n)
- Number of SWMPs reviewed annually

BMP 4-4: Grading Pre-Construction Meeting

- Annually conduct grading preconstruction meetings as needed
- Number of meetings conducted

**\*Timeline/Implementation Schedule:**

BMP 4-2: Site Construction Plan, Review, & Approval Procedures

- 2007: Review exemptions for SWMP
- 2008: Update ordinance to include 1 acre threshold and possible revised minimum BMPs and penalties as necessary
- 2008-2011: Implement revised SWMP review and approval standards

BMP 4-4: Grading Pre-Construction Meeting

- 2008: Develop standard pre-construction meeting checklist to include, at a minimum, items listed within the specific components
- 2008: Determine appropriate internal policy/criteria for requiring pre-construction meeting on private projects.
- 2007-2011: Conduct pre-construction meetings as determined appropriate

**Specific Components and Notes:**

BMP 4-2: Site Construction Plan, Review, & Approval Procedures

- Chapter 31-1. Zoning (Subd. 31 – Stormwater Management Plan requirement)
- Chapter 32-1. Subdivision (Subd. 5 – Erosion Control Plan requirement)

BMP 4-4: Grading Pre-Construction Meeting

- Erosion control
- Sediment control
- Inspections and maintenance
- Dewatering and Basin Draining
- Construction Site Waste Control

**\*Responsible Party for this BMP:**

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## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4e-1

<p><b>*BMP Title:</b> Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance</p>
<p><b>*BMP Description:</b></p> <p>The City will implement the following BMP from the attached SWPPP to provide procedures for receipt and consideration of reports of noncompliance or other information on construction related issues submitted by the public.</p> <p><u>BMP 2-3: Public Comment/Complaint Procedures</u></p> <p>The City will develop a program to receive public complaints and comments throughout the year which will involve illicit discharges, detection and elimination (IDDE) and construction site runoff control. This process will benefit the City and reduce impacts to water quality by increasing the number of noncompliance identified throughout the year</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: All information from the attached SWPPP is provided in this summary sheet.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 2-3: Public Comment/Complaint Procedures</u></p> <ul style="list-style-type: none"><li>• Number of complaints/comments regarding illicit discharges, detection and elimination</li><li>• Number of complaints/comments regarding construction site runoff control</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 2-3: Public Comment/Complaint Procedures</u></p> <ul style="list-style-type: none"><li>• 2007: Develop procedures to record and respond to public complaints/comments</li><li>• 2008: Provide public awareness through website and newsletter</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4f-1

<p><b>*BMP Title:</b> Establishment of Procedures for Site Inspections and Enforcement</p>
<p><b>*BMP Description:</b></p> <p>The City will implement the following BMP to establish procedures for site inspections and enforcement of construction site runoff control.</p> <p><u>BMP 4-3: ESC Inspection and Enforcement Procedures</u></p> <p>The City's Engineering department currently inspects construction sites bi-weekly – monthly and after significant rain events to determine if construction site runoff controls are being implemented. When sites are determined out of compliance with existing ordinances, enforcement action is taken.</p> <p>Currently, enforcement provisions include a letter of credit to ensure the proper erosion and sediment control measures are taken on all single and multi-family developments. Existing amounts are summarized in the specific components below for single family and multi-family land disturbing activities. For large developments, the financial security is 125% of the project cost.</p> <p>In 2007, the City plans to evaluate the existing erosion and sediment control inspection process and develop and document standard policies and procedures. The City will determine if the new enforcement procedures will be outlined in revised ordinance sections or within a brochure/pamphlet distributed to building permit applicants. Implementation of the new inspection process will begin prior to 6 months after permit authorization.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: All information from the attached SWPPP is provided in this summary sheet.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 4-3: ESC Inspection and Enforcement Procedures</u></p> <ul style="list-style-type: none"><li>• Number of job sites inspected for ESC</li><li>• Number of letters sent for enforcement action</li><li>• Amount of financial security from developers/contractors used for ESC work</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 4-3: ESC Inspection and Enforcement Procedures</u></p> <ul style="list-style-type: none"><li>• 2007: Identify needs for inspection procedures and policies</li><li>• 2008: Incorporate additional enforcement procedures in revised ordinance</li><li>• 2008: Develop and document proper inspection procedures and policies</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><u>BMP 4-3: ESC Inspection and Enforcement Procedures</u></p> <ul style="list-style-type: none"><li>• Letter of Credit/Escrow: \$1650/Single Family, \$5500/multi-family, 125% of project cost/Developments</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

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## BMP Summary Sheet Instructions

### Minimum Control Measure 5: POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

<b>Key to Unique BMP ID Numbers</b>	<b>Required BMP Title</b>	<b>Permit Reference</b>
5a-1	Development and Implementation of Structural and/or Non-structural BMPs	<b>V.G.5.a</b>
5b-1	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment	<b>V.G.5.b</b>
5c-1	Long-term Operation and Maintenance of BMPs	<b>V.G.5.c</b>

# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

**Unique BMP Identification Number:** 5a-1

**\*BMP Title:** Development and Implementation of Structural and/or Non-structural BMPs

**\*BMP Description:**

The City will implement the following BMPs from the attached SWPPP which include developing and implementing strategies which include a combination of structural and/or non-structural BMPs appropriate to the City.

BMP 5-1: Stormwater Management Criteria for Permanent Facilities

The City currently requires all development and redevelopment within the city to comply with Chapter 31-1 Subd. 31. In addition, projects are reviewed and approved by the appropriate watershed district and must meet the standards and policies set forth in the City's approved Comprehensive Plan and future Storm Water Management Plan.

Based on the timeline of the approved SWMP and Restricted Discharge analysis, the City assumes the minimum stormwater design standards for permanent facilities will be revised. Ordinance language will be reviewed after the completion of these initiatives and revised accordingly one year after finalizing them.

BMP 5-4: Comprehensive Plan

The City's comprehensive plan was last updated in 2002 and provides a framework for development and redevelopment throughout the City. The City plans to revise the comprehensive plan beginning in 2007. As part of the Comprehensive Plan revisions, the City has provided public surveys to allow public participation and provide City staff with valuable data such as the effectiveness of the newsletter, website, public meetings and other public perceptions of current city procedures. In addition, the City's Stormwater Management Plan will be incorporated into the Comprehensive Plan. The final Comprehensive Plan is scheduled for completion in 2009.

BMP 5-5: Annexation Area Alternative Urban Areawide Review (AUAR)

The City completed an Annexation Area Alternative Urban Areawide Review (AUAR) in 1997 as required by the EQB Rules which receives updates every 5 years. The next update is scheduled for 2010. The AUAR is a cooperative agreement with Brown's Creek watershed district which includes provisions for fish, wildlife, and ecologically sensitive resources; physical impacts on water resources, water use, water surface use, soils, erosion and sedimentation, water quality-surface water runoff/wastewaters, groundwater – potential for contamination, and solid waste; hazardous waste; storage tanks. The City utilizes this plan to manage growth in the annexation area to minimize impacts to water resources and continue implementation of the comprehensive plan.

BMP 5-9: Storm Water Management Plan

This Local Surface Water Management Plan (LSWMP) serves as a guide to managing the City of Stillwater's surface water system through the year 2018. The plan may be periodically amended as needed to remain current with watershed plans and surface water management practices. This plan brings the City into compliance with Minnesota Statutes and Metropolitan Council requirements.

This LSWMP will serve as a comprehensive planning document to guide the City in conserving, protecting, and managing its surface water resources. This Plan has been created to meet statutory requirements detailed in Minnesota Rules 8410, administered by the Minnesota Board of Water and Soil Resources. The plan is consistent with the goals and policies of the Metropolitan Council's 2030 Water resources Management Policy Plan, and also reflects the requirements of three watershed management organizations having jurisdiction within the City and proposed annexation areas:

- Brown's Creek Watershed District
- Middle St. Croix Watershed Management Organization
- Carnelian-Marine Watershed District

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 5-1: Stormwater Management Criteria for Permanent Facilities

- Number of permanent stormwater facilities installed
- Number of permanent stormwater facilities accepted by City

BMP 5-4: Comprehensive Plan

- Completed Comprehensive Plan (y/n)

BMP 5-5: Annexation Area Alternative Urban Areawide Review (AUAR)

- Completed AUAR (y/n)
- Updated Plan (y/n)

BMP 5-9: Storm Water Management Plan

- Completed SWMP (y/n)
- Updated SWMP per restricted discharge water criteria (y/n)

**\*Timeline/Implementation Schedule:**

BMP 5-1: Stormwater Management Criteria for Permanent Facilities

- 2008-2012: Review and update standards as outlined and deadlines in SWMP(BMP 5-9) or Restricted Discharge analysis (BMP 7-1)

BMP 5-4: Comprehensive Plan

- 2007-2008: Work on Comprehensive Plan revisions
- 2009: Final Comprehensive Plan revisions

BMP 5-5: Annexation Area Alternative Urban Areawide Review (AUAR)

- 2010: Update AUAR per requirements

BMP 5-9: Storm Water Management Plan

- 2007: Draft SWMP
- 2008: Approved SWMP
- To be determined: Update SWMP per approved Restricted Discharge Plan approval by MPCA.

**Specific Components and Notes:**

BMP 5-1: Stormwater Management Criteria for Permanent Facilities

- Chap. 31-1 Zoning (Subd. 31-Stormwater Management Requirements)
- Existing requirements:
  - 2, 10, 100 year peak discharge rates
  - Infiltration and natural features encouraged
  - NURP Standards
  - Forebay requirement

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

**Unique BMP Identification Number:** 5b-1

**\*BMP Title:** Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment

**\*BMP Description:**

The City uses the regulatory mechanisms as listed below to address post construction runoff from development and redevelopment. The regulatory mechanism includes plan review and approval of proper storm sewer design to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharges to the City's MS4.

BMP 5-2: Zoning Ordinance

The City's zoning ordinance (Chapter 31-1) provides the orderly development of the city by establishing zoning and overlay districts. Specific sections within the zoning ordinance which include water quality aspects include floodplain overlay district (Subd. 22), bluffland/shoreland overlay district (Subd. 23), grading permits (Subd. 27), permits (Subd. 30), stormwater management practices (Subd. 31), restrictive soils (Subd. 32), shoreland management regulations (Subd. 33), and conservation regulations (Section 31-2).

In addition, all projects are required to meet water quality requirements set by the appropriate watershed districts and approved City Comprehensive Plan (BMP5-4) and Storm Water Management Plan (BMP 5-10). Additionally, the City will require developments to meet the standards set forth in the future Restricted Discharge Waters Plan submitted as a part of the NPDES MS4 Permit.

BMP 5-3: Wetland Requirements

The City has included wetland requirements for new development within Subd. 31 (stormwater management practices) Subd. 33 (shoreland management regulations) within the Chapter 31-1 of the zoning ordinance. Requirements for wetlands outside the shoreland management areas include a one rod buffer, pretreatment prior to discharge, draining and fill requirements, and landscaping requirements. Requirements for wetlands inside the shoreland management areas require more strict protections based on the water body classification and/or tributary to Brown's Creek. In addition, Chapter 59 includes requirements for wetland conservation by adopting the implementation of the Wetland Conservation Act of 1991, and the accompanying rules of the state board of water and soil resources, Minn. Rules ch. 8420.

As a result of the Surface Water Management Plan (BMP 5-9), the City will inventory wetlands and create function/values for wetlands that may require further ordinance revisions.

BMP 5-7: Plan Review Process

The City engineering department currently reviews all plans which include stormwater infrastructure or drainage changes to ensure it meets the requirements of the comprehensive plan (BMP 5-4), AUAR (BMP 5-5), ordinances (BMPs 5-1, 5-2, 5-3, 5-6), and stormwater management plan (BMP 5-9). In addition, the appropriate watershed district reviews plans to ensure it meets their standards. The City will incorporate the requirements of the revised SWMP, updated Comprehensive Plan, and restricted discharge plan as determine in the timeline/implementation schedule for each of those BMPs.

BMP 5-8: Storm Water Drainage Ordinance

The City has established a storm water drainage ordinance which includes the creation of a stormwater utility and regulations on certain lawn care practices.

The stormwater utility is established for the purpose of funding necessary repairs and improvements to the stormwater system of the city, including its pipes, manholes, ponds, drainage swales and easements.

The lawn care practices outlined in the ordinance regulates the use of certain lawn care practices to preserve and

enhance the water quality of the lakes, ponds, wetlands, creeks and St. Croix River, prevent erosion into these water bodies, fix nutrients, preserve shoreland aesthetics, preserve historic values, prevent bank slumping, protect fish and wildlife habitat, and preserve the economic and natural environmental values of the surface waters and underground waters of the city.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 5-2: Zoning Ordinance

- Updated zoning ordinance (y/n)

BMP 5-3: Wetland Requirements

- Completed wetland requirements (y/n)
- Updated wetland requirement (y/n)

BMP 5-7: Plan Review Process

- Number of plans reviewed for proper stormwater design and post-construction runoff control

BMP 5-8: Storm Water Drainage Ordinance

- Completed Storm Water Drainage Ordinance (y/n)
- Updated Ordinance (y/n)

**\*Timeline/Implementation Schedule:**

BMP 5-2: Zoning Ordinance

- 2008-2012: Review and update standards based on SWMP or Restricted Discharge analysis.

BMP 5-3: Wetland Requirements

- 2007: Compare City requirements with County, State, and Watershed regulations and determine if revisions are necessary
- 2008: Complete necessary revisions according to 2007 analysis
- 2009: Completed Buffer Regulations

BMP 5-7: Plan Review Process

- 2007-2011: Revise plan review approval standards based on SWMP, comprehensive plan, and restricted discharge plan per formal approval

BMP 5-8: Storm Water Drainage Ordinance

- 2007-2011: Continue enforcing ordinance provisions
- 2007-2011: Revise ordinance as determine necessary

**Specific Components and Notes:**

BMP 5-3: Wetland Requirements

- Chapter 31-1 Subd. 31 (Stormwater Management Practices)
- Chapter 31-1 Subd. 33 (Shoreland Management Regulations)
- Chapter 59 (Wetland Conservation Act)
- Storm Water Management Plan (BMP 5-9)

**\*Responsible Party for this BMP:**

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## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

**Unique BMP Identification Number:** 5c-1

<p><b>*BMP Title:</b> Long-term Operation and Maintenance of BMPs</p>
<p><b>*BMP Description:</b></p> <p>The City will implement the following BMPs from the attached SWPPP ensure long-term operation and maintenance of the storm sewer system.</p> <p><u>BMP 5-6: Long-term Operation and Maintenance Requirements</u> According to City ordinance (Chapter 31 Subd. 31.7.m) which is currently approved the City requires inspections during the first year of operation and once every five years thereafter for all new developments which install permanent stormwater facilities. The developer is also responsible for easements or property interests to allow access for long term operation and maintenance. For all publicly owned infrastructure, the City maintenance department will inspect the outfalls, ponds/sediment basins, and structural pollution control devices per the requirements of the MS4 Permit and maintain the infrastructure as needed based on the inspections. If the required maintenance actions are not completed during the same year of the inspections, the city will outline the reasons and revised schedule for completion in the annual report.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: All information from the attached SWPPP is provided in this summary sheet.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 5-6: Long-term Operation and Maintenance Requirements</u></p> <ul style="list-style-type: none"><li>• Completed requirements for long-term operation and maintenance (y/n)</li><li>• Updates to long-term operation and maintenance requirements</li><li>• Number of accepted maintenance responsibilities for permanent stormsewer system.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 5-6: Long-term Operation and Maintenance Requirements</u></p> <ul style="list-style-type: none"><li>• 2007: Review existing long-term operation and maintenance requirements for new developments and revise as deemed necessary to ensure proper procedures and responsibilities are identified.</li><li>• 2008: Completed requirements for long-term operation and maintenance</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

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## BMP Summary Sheet Instructions

### Minimum Control Measure 6: POLLUTION PREVENTION/GOOD HOUSEKEEPING

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
6a-1	Municipal Operations and Maintenance Program	V.G.6.a
6a-2	Street Sweeping**	
6b-2	Annual Inspection of All Structural Pollution Control Devices	V.G.6.b.2
6b-3	Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis	V.G.6.b.3
6b-4	Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas	V.G.6.b.4
6b-5	Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures	V.G.6.b.5
6b-6	Record Reporting and Retention of all Inspections and Responses to the Inspections	V.G.6.b.6
6b-7	Evaluation of Inspection Frequency	V.G.6.b.7



# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6a-1

**\*BMP Title:** Municipal Operations and Maintenance Program

**\*BMP Description:**

The City will implement the following BMPs from the attached SWPPP to meet the requirement for this section

BMP 6-1: Municipal Operation and Maintenance Programs

The City plans to develop an operation and maintenance program that includes a training component for each of the specific components listed below. The City plans to utilize the efforts conducted in the East Metro Water Resource Education Program which includes an MS4 toolkit which includes educational materials such as brochures, videos, pod casts, and power points designed to help MS4 staff educate staff.

During the first two years, the City will document existing practices, training and education conducted within the engineering and public works department and document standard guidelines and procedures for each of the specific components. Each year thereafter, the City plans to review the written program and make adjustments based on specific stormwater related needs. When possible, the City will use existing training materials that are available from the USEPA, state and regional agencies, or other organizations as appropriate or modified for the community and staff.

BMP 6-3: Street Deicing Program

The City currently applies Magnesium Chloride (such as M2000) and salt on City streets during the winter reducing the amount of chloride entering the receiving waters. Magnesium Chloride is a product which is applied to salt stockpiles and increases the effectiveness thereby reducing the amount of salt applied to City streets. In addition, the Magnesium Chloride product has corrosion inhibiting properties which reduces the corrosion of infrastructure and equipment. Mechanical spreaders are used to apply the salt mix. Current salt storage pile is covered to eliminate runoff into adjacent water bodies.

Employee training on proper street deicing practices will be outlined in BMP 6-1. Currently, select maintenance staff receives periodic training by vendors which provide knowledge on appropriate application procedures and equipment to minimize impacts to stormwater.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 6-1: Municipal Operation and Maintenance Programs

- Number of employees trained for each category listed within the specific components
- Completed operation and maintenance program for each category listed within the specific components

BMP 6-3: Street Deicing Program

- Number of employees trained on salt application procedures
- Amount of salt used
- Amount of sand used (minimal)

**\*Timeline/Implementation Schedule:**

BMP 6-1: Municipal Operation and Maintenance Programs

- 2007 – Collect and review all existing information on municipal training programs, procedures and information
- 2008 – Develop and document program including training component (y/n)
- Number of employees trained for each category

BMP 6-3: Street Deicing Program

- Annually: Analyze current program and determine possible alternate deicing products or procedures

- 2008: Develop and document salt training program within BMP 6-1

**Specific Components and Notes:**

BMP 6-1: Municipal Operation and Maintenance Programs

- Park and open space,
- Stormwater Maintenance
- Fleet and Building Maintenance
- New Construction and Land Disturbances

**\*Responsible Party for this BMP:**

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## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6a-2

**\*BMP Title:** Street Sweeping\*\*

**\*BMP Description:**

Although not required by the NPDES MS4 Permit, the city has included the following BMP from the attached SWPPP.

BMP 6-2: Municipal Street Sweeping Program

All city streets are swept in the spring and fall each year along with priority areas around certain lakes. The City currently owns two mechanical sweepers. The maintenance department also conducts spot sweeping in priority areas identified on a city map which includes the downtown area and areas surrounding Lilly lake and McKusick Lake. The priority sweeping map will be adjusted based on the results of the outfall inspections.

The City will review potential funding and need for the renting, borrowing, or purchase of a vacuum type sweeper on an annual basis. Street sweeping training will be included within the operation and maintenance plans identified in BMP 6-1. In addition, the City will attempt to contact private businesses or landowners and educate them on the importance of sweeping their parking lots.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 6-2: Municipal Street Sweeping Program

- Total hours of pavement sweeping
- Number of scheduled road cleanings
- Employees trained on proper street sweeping procedures (y/n)

**\*Timeline/Implementation Schedule:**

BMP 6-2: Municipal Street Sweeping Program

- 2007-2011: Continue spring, fall, and spot sweeping practices
- 2007-2011: Determine funding and need for vacuum sweeper annually
- 2007-2011: Annually revise priority sweeping map based on inspections of outfalls.

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

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## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-2

<p><b>*BMP Title:</b> Annual Inspection of All Structural Pollution Control Devices</p>
<p><b>*BMP Description:</b></p> <p>The City will implement the following BMP from the attached SWPPP to inspect all structural pollution control devices as indicated in the MS4 permit requirements.</p> <p><u>BMP 6-5: Structural Pollution Control Device (SPCD) Inspection</u> Each structural pollution control device owned and/or operated by the City will be inspected annually. The City will develop a standard inspection form/checklist which identifies the date, antecedent weather conditions, sediment storage and capacity remaining, potential illicit discharges, and any maintenance performed or recommended.</p> <p>When possible, the City will attempt to conduct the structural pollution control devices inspections during dry weather flow to identify any illicit discharges into the stormsewer system.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: All information from the attached SWPPP is provided in this summary sheet.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 6-5: Structural Pollution Control Device (SPCD) Inspection</u></p> <ul style="list-style-type: none"><li>• Number of SPCDs in the city</li><li>• Number SPCDs inspected</li><li>• Number of SPCDs which required maintenance</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 6-5: Structural Pollution Control Device (SPCD) Inspection</u></p> <ul style="list-style-type: none"><li>• 2007: Identify all structural pollution control devices for inspection</li><li>• 2007: Develop standard inspection forms/checklist for structural pollution control devices</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-3

**\*BMP Title:** Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis

**\*BMP Description:**

The City will implement the following BMP from the attached SWPPP to inspect all MS4 outfalls, ponds and sediment basins as indicated in the MS4 permit requirements.

BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection

A minimum of 20% of the ponds, sediment basins and outfalls in the City will be inspected annually in rotation until all have been inspected during the Permit period. The City plans to develop standard inspection checklists for MS4 outfalls and ponds/sediment basins. All inspection records will show the date, antecedent weather conditions, sediment storage and capacity remaining, potential illicit discharges, and any maintenance performed or recommended.

When possible, the City will attempt to conduct the MS4 outfall and pond/sediment basin inspections during dry weather flow to identify any illicit discharges into the stormsewer system as described in BMP 3-6.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection

- Completed 20% inspection of outfalls, ponds, and basins. (y/n)

**\*Timeline/Implementation Schedule:**

BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection

- 2007: Identify all MS4 outfalls and ponds/sediment basins for inspection
- 2007: Develop standard inspection forms/checklists for MS4 outfalls and ponds/sediment basins
- 2007-2011: Annual inspect 20%, at a minimum, of all known outfalls and ponds/sediment basins owned or maintained by the City.

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

Name: Shawn Sanders

Department: Public Works Director

Phone: (651) 430-8835

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*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-4

**\*BMP Title:** Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

**\*BMP Description:**

The City will implement the following BMP from the attached SWPPP to inspect all exposed stockpiles, storage and material handling areas as indicated in the MS4 permit requirements.

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

The City will inspect all exposed stockpile, storage and material handling areas at least annually. A standard checklist and form will be developed which lists the site location and identifies any stormwater impacts identified during the inspection. Corrective actions will be documented and a summary will be provided in the annual report.

The City currently has the following exposed stockpile, storage, and material handling areas outlined in the specific components below.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

- Annual inspection of all exposed stockpile, storage and material handling areas.

**\*Timeline/Implementation Schedule:**

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

- 2007: Develop standard checklist/forms for inspection
- 2007-2011: Annually inspect 100% of exposed stockpiles, storage and material handling areas.

**Specific Components and Notes:**

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

- Exposed Stockpiles (aggregate, wood chip, concrete/blacktop recycling, street sweepings)
- Storage and Material Handling Areas (Public Works Yard)

**\*Responsible Party for this BMP:**

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Department: Public Works Director

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*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-5

**\*BMP Title:** Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures

**\*BMP Description:**

The City has incorporated standard checklists for all inspections required by the MS4 permit for proper recording keeping which include determination if repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts such as erosion. Based on the inspections, the City will conducted the appropriate maintenance actions as soon as possible, usually during the same year as the inspection. When this is not practical, the reasons and a schedule for completion will be submitted in the annual report.

The following BMPs will have standard inspection checklists. Additional information for these BMPs can be found in the SWPPP or summary sheets 6b-2, 6b-3, and 6b-4.

BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection

BMP 6-5: Structural Pollution Control Device (SPCD) Inspection

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

Location(s) in SWPPP of detailed information relating to this BMP:

See BMPs 6-4, 6-5, and 6-6 in the attached SWPPP for additional information. Also see summary sheets 6b-2, 6b-3, and 6b-4

**\*Measurable Goals:**

BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection

- Completed 20% inspection of outfalls, ponds, and basins. (y/n)

BMP 6-5: Structural Pollution Control Device (SPCD) Inspection

- Number of SPCDs in the city
- Number SPCDs inspected
- Number of SPCDs which required maintenance

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

- Annual inspection of all exposed stockpile, storage and material handling areas.

**\*Timeline/Implementation Schedule:**

BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection

- 2007: Identify all MS4 outfalls and ponds/sediment basins for inspection
- 2007: Develop standard inspection forms/checklists for MS4 outfalls and ponds/sediment basins
- 2007-2011: Annual inspect 20%, at a minimum, of all known outfalls and ponds/sediment basins owned or maintained by the City.

BMP 6-5: Structural Pollution Control Device (SPCD) Inspection

- 2007: Identify all structural pollution control devices for inspection
- 2007: Develop standard inspection forms/checklist for structural pollution control devices

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

- 2007: Develop standard checklist/forms for inspection
- 2007-2011: Annually inspect 100% of exposed stockpiles, storage and material handling areas.

**Specific Components and Notes:**

Maintenance actions based on the results of the inspections will be conducted as part of the Municipal Operations and Maintenance Program (BMP 6-1).

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

- Exposed Stockpiles (aggregate, wood chip, concrete/blacktop recycling, street sweepings)
- Storage and Material Handling Areas (Public Works Yard)

**\*Responsible Party for this BMP:**

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Department: Public Works Director

Phone: (651) 430-8835

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# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-6

**\*BMP Title:** Record Reporting and Retention of All Inspections and Responses to the Inspections

**\*BMP Description:**

The City has incorporated standard checklists for all inspections required by the MS4 permit for proper recording keeping which include the dates of inspections and responses to the inspections, including the date of completion of repairs and major additional protection measures. The City will provide a summary of the results of the inspections in the annual report.

The following BMPs will have standard inspection checklists. Additional information for these BMPs can be found in the SWPPP or summary sheets 6b-2, 6b-3, and 6b-4.

BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection

BMP 6-5: Structural Pollution Control Device (SPCD) Inspection

BMP 6-6: Exposed Stockpile, Storage and Material Handling Program

In addition, the City will implement the following BMP from the attached SWPPP which summarizes the City's responsibility for record keeping and reporting (annual report).

BMP 6-7: Record Keeping and Reporting

The City will submit an annual report according to the requirements outlined in the current MS4 permit and retain all records required for the last three (3) years beyond the term of the permit. All records, including the approved SWPPP, will be available to the public at reasonable times during regular business hours after a 7 day advance notice and reasonable charge for requested copies.

The City will develop standard annual tracking documents to record the progress towards reaching the measurable goals. Each year, the City will complete the tracking document and submit information in the Annual Report as requested by the MPCA.

Location(s) in SWPPP of detailed information relating to this BMP:

See BMPs 6-4, 6-5, and 6-6 in the attached SWPPP for additional information. Also see summary sheets 6b-2, 6b-3, and 6b-4

**\*Measurable Goals:**

BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection

- Completed 20% inspection of outfalls, ponds, and basins. (y/n)

BMP 6-5: Structural Pollution Control Device (SPCD) Inspection

- Number of SPCDs in the city
- Number SPCDs inspected
- Number of SPCDs which required maintenance

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

- Annual inspection of all exposed stockpile, storage and material handling areas.

BMP 6-7: Record Keeping and Reporting

- Develop record keeping procedure
- Implement record keeping procedure

**\*Timeline/Implementation Schedule:**

BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection

- 2007: Identify all MS4 outfalls and ponds/sediment basins for inspection
- 2007: Develop standard inspection forms/checklists for MS4 outfalls and ponds/sediment basins
- 2007-2011: Annual inspect 20%, at a minimum, of all known outfalls and ponds/sediment basins owned or maintained by the City.

BMP 6-5: Structural Pollution Control Device (SPCD) Inspection

- 2007: Identify all structural pollution control devices for inspection
- 2007: Develop standard inspection forms/checklist for structural pollution control devices

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

- 2007: Develop standard checklist/forms for inspection
- 2007-2011: Annually inspect 100% of exposed stockpiles, storage and material handling areas.

BMP 6-7: Record Keeping and Reporting

- 2007-2011: Annually submit annual report and retain records as required
- 2007-2011: Provide records at reasonable times during regular business hours after 7 day advanced notice and reasonable charge for requested copies

**Specific Components and Notes:**

Maintenance actions based on the results of the inspections will be conducted as part of the Municipal Operations and Maintenance Program (BMP 6-1).

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

- Exposed Stockpiles (aggregate, wood chip, concrete/blacktop recycling, street sweepings)
- Storage and Material Handling Areas (Public Works Yard)

**\*Responsible Party for this BMP:**

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Department: Public Works Director

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# BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-7

**\*BMP Title:** Evaluation of Inspection Frequency

**\*BMP Description:**

The City has incorporated standard checklists for all inspections required by the MS4 permit for proper recording keeping which include as appropriate, the date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended. The City will provide a summary of the results of the inspections in the annual report.

The following BMPs will have standard inspection checklists. Additional information for these BMPs can be found in the SWPPP or summary sheets 6b-2, 6b-3, and 6b-4.

BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection

BMP 6-5: Structural Pollution Control Device (SPCD) Inspection

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

The City will implement the following BMP from the attached SWPPP to keep inspection results and adjust the inspection frequency as required by the permit.

BMP 6-7: Record Keeping and Reporting

The City will submit an annual report according to the requirements outlined in the current MS4 permit and retain all records required for the last three (3) years beyond the term of the permit. All records, including the approved SWPPP, will be available to the public at reasonable times during regular business hours after a 7 day advance notice and reasonable charge for requested copies.

The City will develop standard annual tracking documents to record the progress towards reaching the measurable goals. Each year, the City will complete the tracking document and submit information in the Annual Report as requested by the MPCA.

BMP 6-8: Inspection Analysis and Frequency

The City will keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections will be adjusted to at least two (2) times annually, or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required as a result of both the first two annual inspections, the frequency will be reduced to once every two years.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection

- Completed 20% inspection of outfalls, ponds, and basins. (y/n)

BMP 6-5: Structural Pollution Control Device (SPCD) Inspection

- Number of SPCDs in the city
- Number SPCDs inspected
- Number of SPCDs which required maintenance

BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection

- Annual inspection of all exposed stockpile, storage and material handling areas.

**BMP 6-7: Record Keeping and Reporting**

- Develop record keeping procedure
- Implement record keeping procedure

**BMP 6-8: Inspection Analysis and Frequency**

- Number of inspection modifications
- Annual Report summary of inspection results

**\*Timeline/Implementation Schedule:**

**BMP 6-4: MS4 Outfall, Pond, and Sediment Basin Inspection**

- 2007: Identify all MS4 outfalls and ponds/sediment basins for inspection
- 2007: Develop standard inspection forms/checklists for MS4 outfalls and ponds/sediment basins
- 2007-2011: Annual inspect 20%, at a minimum, of all known outfalls and ponds/sediment basins owned or maintained by the City.

**BMP 6-5: Structural Pollution Control Device (SPCD) Inspection**

- 2007: Identify all structural pollution control devices for inspection
- 2007: Develop standard inspection forms/checklist for structural pollution control devices

**BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection**

- 2007: Develop standard checklist/forms for inspection
- 2007-2011: Annually inspect 100% of exposed stockpiles, storage and material handling areas.

**BMP 6-7: Record Keeping and Reporting**

- 2007-2011: Annually submit annual report and retain records as required
- 2007-2011: Provide records at reasonable times during regular business hours after 7 day advanced notice and reasonable charge for requested copies

**BMP 6-8: Inspection Analysis and Frequency**

- 2008: Review patterns of inspections from first two years and revise accordingly
- 2009-2011: Continue analysis of inspections and adjust annually based on previous two year results.

**Specific Components and Notes:**

Maintenance actions based on the results of the inspections will be conducted as part of the Municipal Operations and Maintenance Program (BMP 6-1).

**BMP 6-6: Exposed Stockpile, Storage and Material Handling Area Inspection**

- Exposed Stockpiles (aggregate, wood chip, concrete/blacktop recycling, street sweepings)
- Storage and Material Handling Areas (Public Works Yard)

**\*Responsible Party for this BMP:**

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Department: Public Works Director

Phone: (651) 430-8835

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# Additional BMP Summary Sheet Copy as Necessary

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 7. ADDITIONAL BMPS

**Unique BMP Identification Number:** 7a-1

**\*BMP Title:** Restricted Discharge Waters

**\*BMP Description:**

BMP 7-1: Restricted Discharge Waters

The City discharges stormwater to the St. Croix River designated as a scenic and recreational river segment according to Minn. R. 7050.0180, subp. 6a. See attachment A for a map of DNR minor subwatershed within the City of Stillwater that discharges to the St. Croix River.

The City will prepare and submit a map and assessment as required under Part IX. Appendix C. Section B.2.a-b. The City will present the assessment, together with the proposed changes to the SWPPP, for public comment during the annual public comment period, prior to the first annual report required under Part VI.D.

During the MPCA review, notice, and preliminary determination processes, the City will work with the MPCA, if appropriate, to respond to comments and/or revise the submittal materials to prepare them for final approval.

After final determination by the MPCA, the City will modify and implement the SWPPP as per the approved submittal materials and as needed to meet the restricted discharge requirements.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 7-1: Restricted Discharge Waters

- Prepare and submit map of discharge area as required above
- Prepare and submit narrative estimate of percent impervious surface as required above
- Present proposed assessment and SWPPP revisions to general public
- Submit proposed assessment and SWPPP revisions to MPCA
- The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review, notice, and preliminary determination processes
- Modify and implement the SWPPP as per the approved modifications and as needed to meet the restricted discharge requirements.

**\*Timeline/Implementation Schedule:**

BMP 7-1: Restricted Discharge Waters

- Submitted as part of the MS4 Permit Application on February 15th, 2007: Prepare and submit map of discharge area as required above
- 90 days after permit effective date: Prepare and submit narrative estimate of percent impervious surface as required above
- Prior to first annual report: Present proposed assessment and SWPPP revisions to general public
- First annual report or another later date if established by the Commissioner: Submit proposed assessment and SWPPP revisions to MPCA
- To be determined: The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review, notice, and preliminary determination processes
- To be determined: Modify and implement the SWPPP as per the approved modifications and as needed to meet the restricted discharge requirements

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

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Department: Public Works Director

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*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## Additional MP Summary Sheet Copy as Necessary

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 7. ADDITIONAL BMPS

**Unique BMP Identification Number:** 7a-2

<p><b>*BMP Title:</b> Discharge Affecting Source Water Protection Areas</p>
<p><b>*BMP Description:</b></p> <p><u>BMP 7-2: Discharge Affecting Source Water Protection Areas</u></p> <p>The Minnesota Department of Health (MDH) has approved a Part I Wellhead Protection Plan (WPP) which describes the 10 year capture zone. However, the City has not received approval of the Part II plan which will include the necessary map illustrating the wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330. The City plans to develop the part II plan according to MDH timeline. The City will revise the SWPPP as appropriate to include any areas identified as vulnerable.</p> <p>Currently the City has identified a portion of a neighboring community's vulnerable DWSMA area which is within the City boundaries (see attached map). The City plans to cooperate with the adjacent municipality or organization to protect other MDH identified high or moderate vulnerable areas to stormsewer runoff by reviewing plans and infiltration on a project by project basis.</p> <p>The City will determine if the City jurisdictional area includes land within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13. If so, the City will work with the appropriate organizations to address potential impacts to the areas to the MEP and revise the SWPPP accordingly.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: All information from the attached SWPPP is provided in this summary sheet.</p>
<p><b>*Measurable Goals:</b></p> <p><u>BMP 7-2: Discharge Affecting Source Water Protection Areas</u></p> <ul style="list-style-type: none"><li>• Develop a Part II Wellhead Protection Plan and approval by MDH.</li><li>• Determine areas within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13.</li><li>• Coordinate with appropriate organizations and revise SWPPP accordingly</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>BMP 7-2: Discharge Affecting Source Water Protection Areas</u></p> <ul style="list-style-type: none"><li>• According to MDH schedule: Develop a Part II Wellhead Protection Plan and approval by MDH.</li><li>• According to MDH schedule: Determine areas within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13.</li><li>• 2007-2011: Coordinate with appropriate organizations and revise SWPPP accordingly</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Shawn Sanders Department: Public Works Director Phone: (651) 430-8835 E-mail: ssanders@ci.stillwater.mn.us</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## Additional BMP Summary Sheet Copy as Necessary

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 7. ADDITIONAL BMPS

**Unique BMP Identification Number:** 7a-3

**\*BMP Title:** Trout Waters

**\*BMP Description:**

The City will utilize the following BMP from the attached SWPPP to manage discharges to Brown's Creek (designated trout stream).

BMP 7-3: Trout Waters

According to Minnesota Rule 6264.0050 subpart 4, Brown's creek and its tributaries within Township 30, Range 20, Sections 19, 20 and 21, are designated trout waters. Prior to 2003, 4.8 square miles of the City drained to Brown's Creek. The City constructed a low-flow diversion in 2003 to direct 3.4 square miles of this area to Lake McKusick, away from Brown's Creek.

The remaining 1.4 square miles of the City continues to drain directly to Brown's Creek. Within this remaining 1.4 square mile area, the City will continue to coordinate with the Brown's Creek Watershed District to establish administrative procedures which ensure:

- That there is no feasible and prudent alternative to the proposed discharge; and
- All prudent and feasible measures needed to avoid or reduce impacts to trout waters, and to preserve the existing high quality of the water will be implemented

If the discharge cannot be avoided, the city will coordinate with Brown's Creek Watershed District to consider measures to protect water quality and prevent temperature increases. Acceptable measures include reduce the impervious surfaces, diversion away from the stream and use of filter strips, infiltration, biofiltration, or enhanced grass swales to treat runoff before discharge to the trout water. Innovative alternatives to ponds will be specifically encouraged for trout water discharges if they provide equivalent treatment.

Location(s) in SWPPP of detailed information relating to this BMP:

All information from the attached SWPPP is provided in this summary sheet.

**\*Measurable Goals:**

BMP 7-3: Trout Waters

- Development of administrative procedures (y/n)
- Number of new or expanded discharges into Brown's Creek

**\*Timeline/Implementation Schedule:**

BMP 7-3: Trout Waters

- 2007: Develop administrative procedures as outlined in description

**Specific Components and Notes:**

BMP 7-3: Trout Waters

Coordination with Brown's Creek Watershed District

**\*Responsible Party for this BMP:**

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*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*



## Additional BMP Summary Sheet

**MS4 Name:** City of Stillwater

**Minimum Control Measure:** 7.Additional BMPs

**Unique BMP Identification Number:** 7a-4

**\*BMP Title:** Response to Listing of Impaired Waters

**\*BMP Description:**

BMP 7-4: Response to Listing of Impaired Waters

The following terms are used in the course of this BMP Description:

- trigger event
- impaired waters evaluation
- impaired waters report

These terms are used to describe steps of a process to address a specific MS4 Permit requirement. These terms do not imply or mandate the creation of written reports or materials that must be submitted to the MPCA. Written documentation from these steps will be retained as part of the City's MS4 Permit records. These records will be retained as per Part VI.B. of the MS4 General Permit and available to the MPCA upon request.

For waters that are impaired only for mercury, only Step 1 of this BMP will be implemented. Based on the Minnesota statewide mercury TMDL, it is assumed that the City's MS4 discharge does not contribute to the mercury impairment. This assumption also applies to waters with multiple impairments that include mercury. For these waters, only the other non-mercury impairments must be addressed through Steps 2 through 5.

As per 40 CFR 122.2 and 122.3, the measures in this BMP will not be applied to flows from irrigated agriculture or agricultural stormwater runoff within the City's jurisdiction.

The steps included in this BMP will be instigated by one or more of the following trigger events:

1. the extension of MS4 Permit coverage upon approval of the City's submittal materials and Application by the MPCA Commissioner (if this BMP is already incorporated into the SWPPP)
2. the release of a new 303(d) list of Impaired Waters by the MPCA that is approved by the USEPA.

In **Step 1**, the City will review the Impaired Waters List to determine whether there are any impaired waters located within five miles of the City's boundaries that receive discharge from the City's MS4. Such waters will be identified as "impaired waters of concern". This term is used only for the purposes of this BMP to define the set of impaired waters that must be addressed in the subsequent steps. The City will depend on the 303(d) list of Impaired Waters to make this determination. Where the information in the list is insufficient, the City will contact the MPCA for further clarification.

In **Step 2**, the City will identify the location(s) of discharge(s) from the City's MS4 to the impaired waters of concern identified in Step 1. Discharges may include pipes, outlets, ditches, swales, street gutters, or other discrete conveyances for stormwater runoff. As part of Step 2, the City will also delineate the watershed area within the City's jurisdiction that discharges to each impaired water of concern identified in Step 1.

In **Step 3**, the City will prepare an impaired waters evaluation addressing the hydrology, land use, and other characteristics of each watershed area delineated in Step 2.

In **Step 4**, the City will prepare an impaired waters report. This report will address the results of the steps listed above along with a determination of whether changes to the City's SWPPP are warranted to reduce the impact from the City's MS4 stormwater discharge to each impaired water of concern.

In **Step 5**, the City will incorporate the changes identified in the impaired waters report into the City's SWPPP, as per the provisions of the MS4 General Permit regarding SWPPP modifications. The changes to the SWPPP will be reported in the subsequent Annual Report, along with a summary of the process (as listed above) that resulted in the changes

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

**\*Measurable Goals:**

- Step 1: Completion of the City's determination whether there are impaired waters of concern
- Step 2: A map showing the locations of discharges and delineated watershed areas.
- Step 3: Completion of the impaired waters evaluation
- Step 4: Completion of the impaired waters report
- Step 5: Changes to the City's SWPPP.

**\*Timeline/Implementation Schedule:**

- Step 1: Within 2 months of a trigger event
- Step 2: Within 6 months of a trigger event
- Step 3: Within 12 months of a trigger event
- Step 4: Within 12 months of a trigger event
- Step 5: Within 18 months of a trigger event

**Specific Components and Notes:**

The steps listed in this BMP will be executed in response to the listing of impaired waters. It is likely that these tasks will precede (perhaps by years) the initiation and completion of the TMDL Study and Waste Load Allocation for these impaired waters. The data, information, and understanding of the water quality problems and solutions for the impaired waters will be significantly less at the time of the preparation of these materials than when the TMDL Study and the Waste Load Allocation have been completed. For this reason, the level of analysis and the breadth of the response by the City will be significantly less for the preparation of these materials and modifications to the SWPPP at this time than at the time of the completion of the TMDL Study and the Waste Load Allocation. The City's analysis and response for this BMP will be based on data and information that are readily available at the time.

**\*Responsible Party for this BMP:**

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*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*