



City of Wayzata MS4 Permit Summary Sheets

Last Revision Date: 9/16/2008

City of Wayzata MS4 Permit Summary Sheets

Table of Contents

Minimum Control Measure

1. Public Education and Outreach

| <u>Summary Sheet</u> | <u>Page</u> |
|---|-------------|
| 1a-1: Distribute Educational Materials | 4 |
| 1b-1: Implement an Education Program | 6 |
| 1c-1: Education Program: Public Education and Outreach | 8 |
| 1c-2: Education Program: Public Participation..... | 11 |
| 1c-3: Education Program: Illicit Discharge Detection and Elimination | 14 |
| 1c-4: Education Program: Construction Site Runoff Control..... | 16 |
| 1c-5: Education Program: Post-Construction Stormwater Management in New Development and Redevelopment | 18 |
| 1c-6: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations | 20 |
| 1d-1: Coordination of Education Program..... | 22 |
| 1e-1: Annual Public Meeting | 23 |

2. Public Involvement and Participation

| <u>Summary Sheet</u> | |
|---|----|
| 2a-1: Comply with Public Notice Requirements | 24 |
| 2b-1: Solicit Public Input and Opinion on the Adequacy of the SWPPP | 25 |
| 2c-1: Consider Public Input | 26 |

3. Illicit Discharge and Detection

| <u>Summary Sheet</u> | |
|---|----|
| 3a-1: Stormwater Management Map | 27 |
| 3b-1: Regulatory Control Program | 28 |
| 3c-1: Illicit Discharge Detection and Elimination Plan | 29 |
| 3d-1: Public and Employee Illicit Discharge Information Program | 31 |
| 3e-1: Identification of Non-Stormwater Discharges and Flows | 33 |

4. Construction Site Runoff Control

| <u>Summary Sheet</u> | |
|---|----|
| 4a-1: Ordinance or Regulatory Mechanism..... | 34 |
| 4b-1: Construction Site Implementation of Erosion and Sediment Control BMPs | 35 |
| 4c-1: Waste Controls for Construction Site Operators | 36 |
| 4d-1: Procedure for Site Plan Review..... | 37 |
| 4e-1: Establishment off Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance | 38 |
| 4f-1: Establishment of Procedures for Site Inspections and Enforcement | 39 |
| 4f-1.1: Additional Construction Site Runoff BMPs | 40 |

5. Post-Construction Site Runoff Control

| <u>Summary Sheet</u> | |
|---|----|
| 5a-1: Development and Implementation of Structural and/or Non-structural BMPs | 41 |
| 5b-1: Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment | 42 |
| 5c-1: Long-term Operation and Maintenance of BMPs | 45 |

6. Pollution Prevention/Good Housekeeping

Summary Sheet

6a-1: Municipal Operations and Maintenance Program 46
6a-2: Street Sweeping** 49
6b-2: Annual Inspection of All Structural Pollution Control Devices..... 50
6b-3: Inspection of a Minimum of 20% of the MS4 outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis 51
6b-4: Annual Inspection of All Exposed Stockpile, Storage, and Material Handling Areas 52
6b-5: Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures..... 53
6b-6: Record Reporting and Retention of All Inspections and Responses to the Inspections..... 54
6b-7: Evaluation of Inspection Frequency 56

7. Additional BMP Requirements

Summary Sheet

IX-C.H: Discharges Affecting Source Water Protection Areas..... 57
IV. D: Impaired Waters Review Process 58

BMP Summary Sheet

MS4 Name: City of Wayzata

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

| |
|--|
| <p>*BMP Title: Distribute Educational Materials</p> |
| <p>*BMP Description:</p> <p>The City's program to distribute educational materials will focus on using the following list of BMPs from the City's SWPPP. The educational materials will be distributed through the City Newsletter, website and brochures. Although this educational program audience will be specifically directed towards the general public, some aspects of the BMPs will be directed towards contractors and developers. For example, contractors and developers are directed to the City website to view the land disturbance ordinance and minimum BMP requirements. As a goal, the City will be distributing educational material for each minimum control measure.</p> <p>Bi-monthly Newsletter (Bay Window) City Website – Stormwater Information Page Stormwater Educational Brochures. Evaluate Additional Educational Materials Joint Educational Programs with Outside Entities</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: BMP 1-1, 1-2, 1-3, 1-4, 1-5, 1-6,1-7, and 2-2 descriptions in the SWPPP provide more detail regarding information for each minimum control measure.</p> |
| <p>*Measurable Goals:</p> <p><u>Bi-monthly Newsletter (Bay Window)</u></p> <ul style="list-style-type: none">• Number of educational stormwater articles• Annually address all 6 minimum control measures in the newsletter. <p><u>City Website – Stormwater Information Page</u></p> <ul style="list-style-type: none">• Post SWPPP• Post Annual Report• Track web page updates• Quantify information provided on web page• Track stormwater information provided elsewhere on city website <p><u>Stormwater Educational Brochures.</u></p> <ul style="list-style-type: none">• Number and type of stormwater brochures distributed <p><u>Evaluate Additional Educational Materials</u></p> <ul style="list-style-type: none">• List of materials received in response to the request <p><u>Joint Educational Programs with Outside Entities</u></p> <ul style="list-style-type: none">• Annual review of outside entity programs• Number of outside entity programs identified |
| <p>*Timeline/Implementation Schedule:</p> <p><u>Bi-monthly Newsletter (Bay Window)</u></p> <ul style="list-style-type: none">• 2006-2011: Current and ongoing <p><u>City Website – Stormwater Information Page</u></p> <ul style="list-style-type: none">• 2006: Completed stormwater webpage• 2007-2011: Review and revise webpage annually <p><u>Stormwater Educational Brochures.</u></p> <ul style="list-style-type: none">• 2006 - Produce needed brochures |

- 2007-2011 - distribute brochures

Evaluate Additional Educational Materials

- 2006-2011: Annually solicit educational information from outside entities
- 2006-2011: Review and revise material as appropriate to community

Joint Educational Programs with Outside Entities

- 2006-2011 - Evaluate and compare outside entity programs with the City's existing programs
- 2007 - Propose a strategy that allows coordination and helps make effective use of outside entity educational programs, identify target audiences and define measurable goals

Specific Components and Notes:

Evaluate Additional Educational Materials

- Articles
- Newsletters
- Videos
- Brochures
- Special Packets
- Inserts and displays
- In-house training documents
- Materials from conferences attended

Joint Educational Programs with Outside Entities

- Review outside entity reference list in SWPPP

***Responsible Party for this BMP:**

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Department: Engineering

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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 Wayzata

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

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

***BMP Description:**

The City will implement a stormwater education program by utilizing the following BMPs as outlined in the SWPPP. This program will provide an educational component for each minimum control measure as described in Summary Sheets 1c-1 to 1c-6. The following list of BMPs from the City's SWPPP will be used to implement the overall stormwater education program:

- Public Information Program
- Bi-monthly Newsletter (Bay Window)
- City Website – Stormwater Information Page
- Stormwater Educational Brochures.
- Evaluate Additional Educational Materials
- Joint Educational Programs with Outside Entities
- Participation in Inter-Agency Seminars
- Annual Stormwater Public Meeting

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

BMP 1-1, 1-2, 1-3, 1-4, 1-5, 1-6, 1-7, and 2-2 descriptions in the SWPPP provide more detail regarding information for each minimum control measure.

***Measurable Goals:**

Public Information Program

- Completed program (y/n)
- Track implementation of program complete (y/n)

Bi-monthly Newsletter (Bay Window)

- Number of educational stormwater articles
- Annually address all 6 minimum control measures in the newsletter.

City Website – Stormwater Information Page

- Post SWPPP
- Post Annual Report
- Track web page updates
- Quantify information provided on web page
- Track stormwater information provided elsewhere on city website

Stormwater Educational Brochures.

- Number and type of stormwater brochures distributed

30-day Public Notice for Annual Stormwater Meeting

- Completed public notice requirement
- Number of places notices are posted

Evaluate Additional Educational Materials

- List of materials received in response to the request

Joint Educational Programs with Outside Entities

- Annual review of outside entity programs
- Number of outside entity programs identified

Participation in Inter-Agency Seminars

- Number of seminars/field trips identified
- City participation (y/n)

Annual Stormwater Public Meeting

- Number of attendees to Annual Meeting

***Timeline/Implementation Schedule:**

Public Information Program

- 2006 - Formalize program
- 2007-2011 – Revise and implement program annually

Bi-monthly Newsletter (Bay Window)

- 2006-2011: Current and ongoing

City Website – Stormwater Information Page

- 2006: Completed stormwater webpage
- 2007-2011: Review and revise webpage annually

Stormwater Educational Brochures.

- 2006 - Produce needed brochures
- 2007-2011 - distribute brochures

30-day Public Notice for Annual Stormwater Meeting

- 2006-2011: Annually – at least 30 days prior to annual meeting

Evaluate Additional Educational Materials

- 2006-2011: Annually solicit educational information from outside entities
- 2006-2011: Review and revise material as appropriate to community

Joint Educational Programs with Outside Entities

- 2006-2011 - Evaluate and compare outside entity programs with the City’s existing programs
- 2007 - Propose a strategy that allows coordination and helps make effective use of outside entity educational programs, identify target audiences and define measurable goals

Participation in Inter-Agency Seminars

- 2006-2007: Identify existing events and coordinate with other agencies
- 2008-2011: Identify and participate in applicable events to encourage public participation

Annual Stormwater Public Meeting

- Annually - hold public meeting prior to the MPCA Annual Report deadline

Specific Components and Notes:

Evaluate Additional Educational Materials

- Articles
- Newsletters
- Videos
- Brochures
- Special Packets
- Inserts and displays
- In-house training documents
- Materials from conferences attended

Joint Educational Programs with Outside Entities

- Review outside entity reference list in SWPPP

Annual Stormwater Public Meeting

- 30-day public notice
- City Council meeting agenda

***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.*

BMP Summary Sheet

MS4 Name: City of Wayzata

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

| |
|---|
| <p>*BMP Title: Education Program: Public Education and Outreach</p> |
| <p>*Audience(s) Involved: All residents within the City of Wayzata, property owners, local officials, city employees, contractors, and businesses owners are collectively targeted in the City's education program for public education.</p> |
| <p>*Educational Goals for Each Audience: <u>Residents within the City of Wayzata and property owners:</u> General stormwater awareness for each minimum control measure. Awareness of public meeting and knowledge to submit comments on adequacy of the SWPPP. <u>Local officials:</u> Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices. <u>City Employees:</u> 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. <u>Contractors/Business owners:</u> Knowledge of City rules, policies and enforcement actions related to illicit discharge, detection and elimination and construction site runoff control.</p> |
| <p>*Activities Used to Reach Educational Goals: <u>Public Information Program-</u> Develop a formal program regarding public notification and review and comment periods for redevelopment and public works projects. The city currently provides neighborhood notices during project planning stages. The City has reviewed the current practices and documents the number of meetings and participants during the year. The program will be reviewed and revised annually. <u>Bi-monthly Newsletter (Bay Window) -</u> A bi-monthly newsletter is distributed to the public. It includes information regarding volunteer opportunities, hazardous waste drop-off information, recycling information, proper lawn care practices, a "hotline" phone number to report illicit discharges and construction site runoff violations, and other stormwater educational materials related to each minimum control measure. As an annual goal, the City will provide stormwater educational articles in the newsletter to address each of the six minimum control measures outlined in the MPCA General Permit. <u>City Website – Stormwater Information Page -</u> The City website can be accessed to view ordinances, City Council agendas and meeting minutes, and will be updated to include stormwater articles for each minimum control measure and phone numbers for reporting illicit discharges, construction site runoff violations, or other stormwater complaints. <u>Stormwater Educational Brochures.-</u> Display storm water brochures at City Hall and distribute as billing inserts, providing information on household hazardous waste collection and disposal, proper lawn care practices and awareness of stormwater issues related to each minimum control measure. <u>30-day Public Notice for Annual Stormwater Meeting-</u> Notify the public of the date, time and place of a meeting that, at least in part, will discuss the annual SWPPP report. The notice will be published in a newspaper of general circulation in the general vicinity of the City and at least 30-days prior to the public meeting. The notice will contain a reference to the SWPPP; a concise description of the manner in which the public informational meeting will be conducted; a location to submit written or provide oral comments on the adequacy of the SWPPP prior to the public meeting; and will indicate the location where a copy of the SWPPP is available for public viewing. A copy of the notice will be available to the Agency, the appropriate city and county officials, and all other persons who have requested that they be informed of public meetings for the SWPPP. <u>Public Works Open House -</u> Periodically, the City will hold an open house to inform the public of City operations. Educational material and discussions pertaining to general storm water issues and how the City and citizens work</p> |

minimize storm water pollution will be available for interested attendees.

Annual Stormwater Public Meeting- The City will hold one public meeting per year that allows time to specifically address the SWPPP. The meeting will be held prior to MPCA Annual Report submittal deadline and a 30-day public notice period will be provided for residents to submit comments on the SWPPP. Possible revisions to the SWPPP will be discussed based on comments received and program evaluation by the City. During the meeting, a short stormwater educational presentation will outline the impacts of stormwater runoff to receiving waters and examples of individual and city practices to reduce or minimize the impacts.

***Activity Implementation Plan:**

Public Information Program

- 2006 - Formalize program
- 2007-2011 – Revise and implement program annually

Bi-monthly Newsletter (Bay Window)

- 2006-2011: Current and ongoing

City Website – Stormwater Information Page

- 2006: Completed stormwater webpage
- 2007-2011: Review and revise webpage annually

Stormwater Educational Brochures.

- 2006 - Produce needed brochures
- 2007-2011 - distribute brochures

30-day Public Notice for Annual Stormwater Meeting

- 2006-2011: Annually – at least 30 days prior to annual meeting

Public Works Open House

- 2006-2011 - Post notices city-wide
- 2006-12/2011 - Conduct at least two open house events

Annual Stormwater Public Meeting

- Annually - hold public meeting prior to the MPCA Annual Report deadline

***Performance Measures:**

Public Information Program

- Completed program (y/n)
- Track implementation of program complete (y/n)

Bi-monthly Newsletter (Bay Window)

- Number of educational stormwater articles
- Annually address all 6 minimum control measures in the newsletter.

City Website – Stormwater Information Page

- Post SWPPP
- Post Annual Report
- Track web page updates
- Quantify information provided on web page
- Track stormwater information provided elsewhere on city website

Stormwater Educational Brochures.

- Number and type of stormwater brochures distributed

30-day Public Notice for Annual Stormwater Meeting

- Completed public notice requirement
- Number of places notices are posted

Public Works Open House

- Conducted Open House (y/n)
- Number of public attendees

Annual Stormwater Public Meeting

- Number of attendees to Annual Meeting

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Wayzata

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 Wayzata, 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 City's SWPPP. Each BMP in the SWPPP indicates the appropriate target audience.

***Educational Goals for Each Audience:**

Residents within the City of Wayzata and property owners: Awareness and increased participation in city public participation BMPs by using the newsletter, website, 30 day public notice, and stormwater brochures/pamphlets.

Business owners, contractors and developers: Provide awareness of annual 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:**

Public Information Program- Develop a formal program regarding public notification and review and comment periods for redevelopment and public works projects. The city currently provides neighborhood notices during project planning stages. The City has reviewed the current practices and documents the number of meetings and participants during the year. The program will be reviewed and revised annually.

Bi-monthly Newsletter (Bay Window) - A bi-monthly newsletter is distributed to the public. It includes information regarding volunteer opportunities, hazardous waste drop-off information, recycling information, proper lawn care practices, a "hotline" phone number to report illicit discharges and construction site runoff violations, and other stormwater educational materials related to each minimum control measure. As an annual goal, the City will provide stormwater educational articles in the newsletter to address each of the six minimum control measures outlined in the MPCA General Permit.

City Website – Stormwater Information Page - The City website can be accessed to view ordinances, City Council agendas and meeting minutes, and will be updated to include stormwater articles for each minimum control measure and phone numbers for reporting illicit discharges, construction site runoff violations, or other stormwater complaints.

Stormwater Educational Brochures.- Display storm water brochures at City Hall and distribute as billing inserts, providing information on household hazardous waste collection and disposal, proper lawn care practices and awareness of stormwater issues related to each minimum control measure.

30-day Public Notice for Annual Stormwater Meeting- Notify the public of the date, time and place of a meeting that, at least in part, will discuss the annual SWPPP report. The notice will be published in a newspaper of general circulation in the general vicinity of the City and at least 30-days prior to the public meeting. The notice will contain a reference to the SWPPP; a concise description of the manner in which the public informational meeting will be conducted; a location to submit written or provide oral comments on the adequacy of the SWPPP prior to the public meeting; and will indicate the location where a copy of the SWPPP is available for public viewing. A copy of the notice will be available to the Agency, the appropriate city and county officials, and all other persons who have requested that they be informed of public meetings for the SWPPP.

Public Works Open House

Periodically, the City will hold an open house to inform the public of City operations. Educational material and discussions pertaining to general storm water issues and how the City and citizens work minimize storm water pollution will be available for interested attendees.

Annual Stormwater Public Meeting- The City will hold one public meeting per year that allows time to specifically address the SWPPP. The meeting will be held prior to MPCA Annual Report submittal deadline and a 30-day public notice period will be provided for residents to submit comments on the SWPPP. Possible revisions to the SWPPP will be discussed based on comments received and program evaluation by the City. During the meeting, a short stormwater educational presentation will outline the impacts of stormwater runoff to receiving waters and examples of individual and city practices to reduce or minimize the impacts.

Household Cleanup Day

The City holds a Household Cleanup Day to allow the public opportunity to dispose of non-hazardous waste materials such as appliances, scrap metal and wood, tires and furniture. The materials are collected by a licensed garbage hauler for proper disposal

Citizen Monitoring Program

The Citizen Monitoring Program will collect information on the condition of water bodies and wetlands in the City through volunteer participation and coordinated efforts with the MCWD. The city will encourage participation in this program by providing educational awareness through the website, newsletter or other available media.

Public Stormwater Comment Hotline

The public can report observed potential or actual illicit discharges, illicit connections, illegal dumping or construction site runoff control violations to the City Stormwater Comment Hotline. The City will document all comments and respond as appropriate.

***Activity Implementation Plan:**

Public Information Program

- 2006 - Formalize program
- 2007-2011 – Revise and implement program annually

Bi-monthly Newsletter (Bay Window)

- 2006-2011: Current and ongoing

City Website – Stormwater Information Page

- 2006: Completed stormwater webpage
- 2007-2011: Review and revise webpage annually

Stormwater Educational Brochures.

- 2006 - Produce needed brochures
- 2007-2011 - distribute brochures

30-day Public Notice for Annual Stormwater Meeting

- 2006-2011: Annually – at least 30 days prior to annual meeting

Public Works Open House

- 2006-2011 - Post notices city-wide
- 2006-12/2011 - Conduct at least two open house events

Annual Stormwater Public Meeting

- Annually - hold public meeting prior to the MPCA Annual Report deadline

Household Cleanup Day

- 2006-2011: hold Household Cleanup Day annually

Citizen Monitoring Program

- 2006 – Review/revise model program; solicit volunteers
- 2007 - Finalize and implement the program
- 2007-2011 - Continue monitoring; revise the program as necessary

Public Stormwater Comment Hotline

- 2006 - Develop hotline program
- 2007 - Publicize hotline phone number and effective date (Year 5)
- 2008-2011 - Document calls received and responses to calls

***Performance Measures:**

Public Information Program

- Completed program (y/n)

- Track implementation of program complete (y/n)

Bi-monthly Newsletter (Bay Window)

- Number of educational stormwater articles
- Annually address all 6 minimum control measures in the newsletter.

City Website – Stormwater Information Page

- Post SWPPP
- Post Annual Report
- Track web page updates
- Quantify information provided on web page
- Track stormwater information provided elsewhere on city website

Stormwater Educational Brochures.

- Number and type of stormwater brochures distributed

30-day Public Notice for Annual Stormwater Meeting

- Completed public notice requirement
- Number of places notices are posted

Public Works Open House

- Conducted Open House (y/n)
- Number of public attendees

Annual Stormwater Public Meeting

- Number of attendees

Public Stormwater Comment Hotline

- Completed hotline program
- Number/type of calls received

***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.*

BMP Summary Sheet

MS4 Name: City of Wayzata

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 Wayzata, 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 City's SWPPP.

- Public Information Program
- Bi-monthly Newsletter (Bay Window)
- City Website – Stormwater Information Page
- Stormwater Educational Brochures.
- 30-day Public Notice for Annual Stormwater Meeting
- Annual Stormwater Public Meeting

***Educational Goals for Each Audience:**

Residents within the City of Wayzata and property owners: Increased public awareness 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:**

Public Information Program- Develop a formal program regarding public notification and review and comment periods for redevelopment and public works projects. The city currently provides neighborhood notices during project planning stages. The City has reviewed the current practices and documents the number of meetings and participants during the year. The program will be reviewed and revised annually.

Bi-monthly Newsletter (Bay Window) - A bi-monthly newsletter is distributed to the public. It includes information regarding volunteer opportunities, hazardous waste drop-off information, recycling information, proper lawn care practices, a "hotline" phone number to report illicit discharges and construction site runoff violations, and other stormwater educational materials related to each minimum control measure. As an annual goal, the City will provide stormwater educational articles in the newsletter to address each of the six minimum control measures outlined in the MPCA General Permit.

City Website – Stormwater Information Page - The City website can be accessed to view ordinances, City Council agendas and meeting minutes, and will be updated to include stormwater articles for each minimum control measure and phone numbers for reporting illicit discharges, construction site runoff violations, or other stormwater complaints.

Stormwater Educational Brochures.- Display storm water brochures at City Hall and distribute as billing inserts, providing information on household hazardous waste collection and disposal, proper lawn care practices and awareness of stormwater issues related to each minimum control measure.

30-day Public Notice for Annual Stormwater Meeting- Notify the public of the date, time and place of a meeting that, at least in part, will discuss the annual SWPPP report. The notice will be published in a newspaper of general circulation in the general vicinity of the City and at least 30-days prior to the public meeting. The notice will contain a reference to the SWPPP; a concise description of the manner in which the public informational meeting will be conducted; a location to submit written or provide oral comments on the adequacy of the SWPPP prior to the public meeting; and will indicate the location where a copy of the SWPPP is available for public viewing. A copy of the notice will be available to the Agency, the appropriate city and county officials, and all other persons who have requested that they be informed of public meetings for the SWPPP.

Annual Stormwater Public Meeting- The City will hold one public meeting per year that allows time to specifically address the SWPPP. The meeting will be held prior to MPCA Annual Report submittal deadline and a 30-day public notice period will be provided for residents to submit comments on the SWPPP. Possible revisions to the SWPPP will be discussed based on comments received and program evaluation by the City. During the meeting, a short stormwater educational presentation will outline the impacts of stormwater runoff to receiving waters and examples of individual and city practices to reduce or minimize the impacts.

***Activity Implementation Plan:**

Public Information Program

- 2006 - Formalize program
- 2007-2011 – Revise and implement program annually

Bi-monthly Newsletter (Bay Window)

- 2006-2011: Current and ongoing

City Website – Stormwater Information Page

- 2006: Completed stormwater webpage
- 2007-2011: Review and revise webpage annually

Stormwater Educational Brochures.

- 2006 - Produce needed brochures
- 2007-2011 - distribute brochures

30-day Public Notice for Annual Stormwater Meeting

- 2006-2011: Annually – at least 30 days prior to annual meeting

Annual Stormwater Public Meeting

- Annually - hold public meeting prior to the MPCA Annual Report deadline

***Performance Measures:**

Public Information Program

- Completed program (y/n)
- Track implementation of program complete (y/n)

Bi-monthly Newsletter (Bay Window)

- Number of educational stormwater articles
- Annually address all 6 minimum control measures in the newsletter.

City Website – Stormwater Information Page

- Post SWPPP
- Post Annual Report
- Track web page updates
- Quantify information provided on web page
- Track stormwater information provided elsewhere on city website

Stormwater Educational Brochures.

- Number and type of stormwater brochures distributed

30-day Public Notice for Annual Stormwater Meeting

- Completed public notice requirement
- Number of places notices are posted

Annual Stormwater Public Meeting

- Number of attendees

***Responsible Party for this BMP:**

Name: Michael Kelly, Jr

Department: Engineering

Phone: (952) 404-5300

E-mail: mike@wayzata.org

**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 Wayzata

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 Wayzata 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.

Bi-monthly Newsletter (Bay Window)
City Website – Stormwater Information Page
Stormwater Educational Brochures.
Pre-construction Meeting
City Staff Training BMPs outlined in Summary Sheet 6a-1

***Educational Goals for Each Audience:**

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

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:**

Bi-monthly Newsletter (Bay Window) - A bi-monthly newsletter is distributed to the public. It includes information regarding volunteer opportunities, hazardous waste drop-off information, recycling information, proper lawn care practices, a "hotline" phone number to report illicit discharges and construction site runoff violations, and other stormwater educational materials related to each minimum control measure. As an annual goal, the City will provide stormwater educational articles in the newsletter to address each of the six minimum control measures outlined in the MPCA General Permit.

City Website – Stormwater Information Page - The City website can be accessed to view ordinances, City Council agendas and meeting minutes, and will be updated to include stormwater articles for each minimum control measure and phone numbers for reporting illicit discharges, construction site runoff violations, or other stormwater complaints.

Stormwater Educational Brochures.- Display storm water brochures at City Hall and distribute as billing inserts, providing information on household hazardous waste collection and disposal, proper lawn care practices and awareness of stormwater issues related to each minimum control measure.

Pre-construction Meeting

A meeting held prior to commencement of construction activities to, in part, discuss minimum ESC BMPs.

***Activity Implementation Plan:**

Bi-monthly Newsletter (Bay Window)

- 2006-2011: Current and ongoing

City Website – Stormwater Information Page

- 2006: Completed stormwater webpage
- 2007-2011: Review and revise webpage annually

Stormwater Educational Brochures.

- 2006 - Produce needed brochures
- 2007-2011 - distribute brochures

Pre-construction Meeting

- Current and ongoing

***Performance Measures:**

Bi-monthly Newsletter (Bay Window)

- Number of educational stormwater articles
- Annually address all 6 minimum control measures in the newsletter.

City Website – Stormwater Information Page

- Post SWPPP
- Post Annual Report
- Track web page updates
- Quantify information provided on web page
- Track stormwater information provided elsewhere on city website

Stormwater Educational Brochures.

- Number and type of stormwater brochures distributed

Pre-construction Meeting

- Number of meetings held
- Number of attendees
- Number of topics discussed

***Responsible Party for this BMP:**

Name: Michael Kelly, Jr

Department: Engineering

Phone: (952) 404-5300

E-mail: mike@wayzata.org

**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 Wayzata

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 Wayzata, 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.

Bi-monthly Newsletter (Bay Window)
City Website – Stormwater Information Page
Stormwater Educational Brochures.
Annual Stormwater Public Meeting

***Educational Goals for Each Audience:**

Each BMP in the City SWPPP indicates the appropriate target audience. As a collective program the following goals have been established for public education of the post-construction stormwater management in new development and redevelopment.

Residents within the City of Wayzata 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:**

Bi-monthly Newsletter (Bay Window) - A bi-monthly newsletter is distributed to the public. It includes information regarding volunteer opportunities, hazardous waste drop-off information, recycling information, proper lawn care practices, a "hotline" phone number to report illicit discharges and construction site runoff violations, and other stormwater educational materials related to each minimum control measure. As an annual goal, the City will provide stormwater educational articles in the newsletter to address each of the six minimum control measures outlined in the MPCA General Permit.

City Website – Stormwater Information Page - The City website can be accessed to view ordinances, City Council agendas and meeting minutes, and will be updated to include stormwater articles for each minimum control measure and phone numbers for reporting illicit discharges, construction site runoff violations, or other stormwater complaints.

Stormwater Educational Brochures.- Display storm water brochures at City Hall and distribute as billing inserts, providing information on household hazardous waste collection and disposal, proper lawn care practices and awareness of stormwater issues related to each minimum control measure.

Annual Stormwater Public Meeting- The City will hold one public meeting per year that allows time to specifically address the SWPPP. The meeting will be held prior to MPCA Annual Report submittal deadline and a 30-day public notice period will be provided for residents to submit comments on the SWPPP. Possible revisions to the SWPPP will be discussed based on comments received and program evaluation by the City. During the meeting, a short stormwater educational presentation will outline the impacts of stormwater runoff to receiving waters and examples of individual and city practices to reduce or minimize the impacts.

***Activity Implementation Plan:**

Bi-monthly Newsletter (Bay Window)

- 2006-2011: Current and ongoing

City Website – Stormwater Information Page

- 2006: Completed stormwater webpage
- 2007-2011: Review and revise webpage annually

Stormwater Educational Brochures.

- 2006 - Produce needed brochures
- 2007-2011 - distribute brochures

Annual Stormwater Public Meeting

- Annually - hold public meeting prior to the MPCA Annual Report deadline

***Performance Measures:**

Bi-monthly Newsletter (Bay Window)

- Number of educational stormwater articles
- Annually address all 6 minimum control measures in the newsletter.

City Website – Stormwater Information Page

- Post SWPPP
- Post Annual Report
- Track web page updates
- Quantify information provided on web page
- Track stormwater information provided elsewhere on city website

Stormwater Educational Brochures.

- Number and type of stormwater brochures distributed

Annual Stormwater Public Meeting

- Number of attendees

***Responsible Party for this BMP:**

Name: Michael Kelly, Jr

Department: Engineering

Phone: (952) 404-5300

E-mail: mike@wayzata.org

**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 Wayzata

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 Wayzata, 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.

Bi-monthly Newsletter (Bay Window)
City Website – Stormwater Information Page
Stormwater Educational Brochures.
Annual Stormwater Public Meeting
City Staff Training BMPs outlined in Summary Sheet 6a-1

***Educational Goals for Each Audience:**

Each BMP in the City SWPPP indicates the appropriate target audience. As a collective program the following goals have been established for public education of the pollution prevention/good housekeeping for municipal operations.

Residents within the City of Wayzata 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:**

Bi-monthly Newsletter (Bay Window) - A bi-monthly newsletter is distributed to the public. It includes information regarding volunteer opportunities, hazardous waste drop-off information, recycling information, proper lawn care practices, a "hotline" phone number to report illicit discharges and construction site runoff violations, and other stormwater educational materials related to each minimum control measure. As an annual goal, the City will provide stormwater educational articles in the newsletter to address each of the six minimum control measures outlined in the MPCA General Permit.

City Website – Stormwater Information Page - The City website can be accessed to view ordinances, City Council agendas and meeting minutes, and will be updated to include stormwater articles for each minimum control measure and phone numbers for reporting illicit discharges, construction site runoff violations, or other stormwater complaints.

Stormwater Educational Brochures.- Display storm water brochures at City Hall and distribute as billing inserts, providing information on household hazardous waste collection and disposal, proper lawn care practices and awareness of stormwater issues related to each minimum control measure.

Annual Stormwater Public Meeting- The City will hold one public meeting per year that allows time to specifically address the SWPPP. The meeting will be held prior to MPCA Annual Report submittal deadline and a 30-day public notice period will be provided for residents to submit comments on the SWPPP. Possible revisions to the SWPPP will be discussed based on comments received and program evaluation by the City. During the meeting, a short stormwater educational presentation will outline the impacts of stormwater runoff to receiving waters and examples of individual and city practices to reduce or minimize the impacts.

***Activity Implementation Plan:**

Bi-monthly Newsletter (Bay Window)

- 2006-2011: Current and ongoing

City Website – Stormwater Information Page

- 2006: Completed stormwater webpage
- 2007-2011: Review and revise webpage annually

Stormwater Educational Brochures.

- 2006 - Produce needed brochures
- 2007-2011 - distribute brochures

Annual Stormwater Public Meeting

- Annually - hold public meeting prior to the MPCA Annual Report deadline

***Performance Measures:**

Bi-monthly Newsletter (Bay Window)

- Number of educational stormwater articles
- Annually address all 6 minimum control measures in the newsletter.

City Website – Stormwater Information Page

- Post SWPPP
- Post Annual Report
- Track web page updates
- Quantify information provided on web page
- Track stormwater information provided elsewhere on city website

Stormwater Educational Brochures.

- Number and type of stormwater brochures distributed

Annual Stormwater Public Meeting

- Number of attendees

***Responsible Party for this BMP:**

Name: Michael Kelly, Jr

Department: Engineering

Phone: (952) 404-5300

E-mail: mike@wayzata.org

**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 Wayzata

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

| |
|---|
| *BMP Title: Coordination of Education Program |
| *BMP Description: <u>Joint Educational Programs with Outside Entities</u> The City will contact outside entities, including, but not limited to: soil and water conservation districts, watershed districts, watershed management organizations, school districts, University of Minnesota extension, and county, regional, state and federal government sources and discuss existing programs and how they can be coordinated and/or used effectively with the City's existing programs. 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: <ul style="list-style-type: none">• Annual review of outside entity programs• Number of outside entity programs identified |
| *Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2006-2011 - Evaluate and compare outside entity programs with the City's existing programs• 2007 - Propose a strategy that allows coordination and helps make effective use of outside entity educational programs, identify target audiences and define measurable goals |
| Specific Components and Notes: <ul style="list-style-type: none">• Review outside entity reference list in SWPPP |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

**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 Wayzata

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

| |
|---|
| *BMP Title: Annual Public Meeting |
| *BMP Description: <u>30 day public notice for annual stormwater meeting</u> - Notify the public of the date, time and place of a meeting that, at least in part, will discuss the annual SWPPP report. The notice will be published in a newspaper of general circulation in the general vicinity of the City and at least 30-days prior to the public meeting. The notice will contain a reference to the SWPPP; a concise description of the manner in which the public informational meeting will be conducted; a location to submit written or provide oral comments on the adequacy of the SWPPP prior to the public meeting; and will indicate the location where a copy of the SWPPP is available for public viewing. A copy of the notice will be available to the Agency, the appropriate city and county officials, and all other persons who have requested that they be informed of public meetings for the SWPPP. <u>Annual Stormwater Public Meeting</u> - The City will hold one public meeting per year that allows time to specifically address the SWPPP. The meeting will be held prior to MPCA Annual Report submittal deadline and a 30-day public notice period will be provided for residents to submit comments on the SWPPP. Possible revisions to the SWPPP will be discussed based on comments received and program evaluation by the City. During the meeting, a short stormwater educational presentation will outline the impacts of stormwater runoff to receiving waters and examples of individual and city practices to reduce or minimize the impacts. 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: <u>30 day public notice for annual stormwater meeting</u> <ul style="list-style-type: none">• Completed public notice requirement• Number of places notices are posted <u>Annual Stormwater Public Meeting</u> <ul style="list-style-type: none">• Number of attendees |
| *Timeline/Implementation Schedule: <u>30 day public notice for annual stormwater meeting</u> <ul style="list-style-type: none">• Annually – at least 30 days prior to annual meeting <u>Annual Stormwater Public Meeting</u> <ul style="list-style-type: none">• 2006-2011: Conduct Annual Public Meeting prior to the MPCA Annual Report deadline |
| Specific Components and Notes: <u>Annual Stormwater Public Meeting</u> <ul style="list-style-type: none">• 30-day public notice• City Council meeting agenda |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

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BMP Summary Sheet

MS4 Name: City of Wayzata

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

| |
|---|
| *BMP Title: Comply with Public Notice Requirements |
| *BMP Description: <u>30 day public notice for annual stormwater meeting</u> - Notify the public of the date, time and place of a meeting that, at least in part, will discuss the annual SWPPP report. The notice will be published in a newspaper of general circulation in the general vicinity of the City and at least 30-days prior to the public meeting. The notice will contain a reference to the SWPPP; a concise description of the manner in which the public informational meeting will be conducted; a location to submit written or provide oral comments on the adequacy of the SWPPP prior to the public meeting; and will indicate the location where a copy of the SWPPP is available for public viewing. A copy of the notice will be available to the Agency, the appropriate city and county officials, and all other persons who have requested that they be informed of public meetings for the SWPPP. 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: <u>30 day public notice for annual stormwater meeting</u> <ul style="list-style-type: none">• Completed public notice requirement• Number of places notices are posted |
| *Timeline/Implementation Schedule: <u>30 day public notice for annual stormwater meeting</u> <ul style="list-style-type: none">• Annually – at least 30 days prior to annual meeting |
| Specific Components and Notes: |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

**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 Wayzata

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: <u>30 day public notice for annual stormwater meeting</u> - Notify the public of the date, time and place of a meeting that, at least in part, will discuss the annual SWPPP report. The notice will be published in a newspaper of general circulation in the general vicinity of the City and at least 30-days prior to the public meeting. The notice will contain a reference to the SWPPP; a concise description of the manner in which the public informational meeting will be conducted; a location to submit written or provide oral comments on the adequacy of the SWPPP prior to the public meeting; and will indicate the location where a copy of the SWPPP is available for public viewing. A copy of the notice will be available to the Agency, the appropriate city and county officials, and all other persons who have requested that they be informed of public meetings for the SWPPP. 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: <u>30 day public notice for annual stormwater meeting</u> <ul style="list-style-type: none">• Completed public notice requirement• Number of places notices are posted |
| *Timeline/Implementation Schedule: <u>30 day public notice for annual stormwater meeting</u> <ul style="list-style-type: none">• Annually – at least 30 days prior to annual meeting |
| Specific Components and Notes: |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

**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 Wayzata

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

| |
|--|
| <p>*BMP Title: Consider Public Input</p> |
| <p>*BMP Description:</p> <p><u>Annual Stormwater Public Meeting</u> - The City will hold one public meeting per year that allows time to specifically address the SWPPP. The meeting will be held prior to MPCA Annual Report submittal deadline and a 30-day public notice period will be provided for residents to submit comments on the SWPPP. Possible revisions to the SWPPP will be discussed based on comments received and program evaluation by the City. During the meeting, a short stormwater educational presentation will outline the impacts of stormwater runoff to receiving waters and examples of individual and city practices to reduce or minimize the impacts.</p> <p><u>Establish Meeting and Public Input Procedures</u> - Specify the format of the Annual SWPPP meeting and the opportunity for residents to give input. Formal written comments will be accepted during the 30-day comment period.</p> <p><u>Consideration of Written and Oral Public Input</u> - City staff will analyze public comments, both written and oral. Consideration will be given to incorporating comments into future SWPPP activities or revisions.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> |
| <p>*Measurable Goals:</p> <p><u>Annual Stormwater Public Meeting</u></p> <ul style="list-style-type: none"> • Number of attendees <p><u>Establish Meeting and Public Input Procedures</u></p> <ul style="list-style-type: none"> • Document and provide notice of the format of the annual meeting and means for public input on the SWPPP <p><u>Consideration of Written and Oral Public Input</u></p> <ul style="list-style-type: none"> • Receive public input • Analyze comments and revise SWPPP as necessary |
| <p>*Timeline/Implementation Schedule:</p> <p><u>Annual Stormwater Public Meeting</u></p> <ul style="list-style-type: none"> • 2006-2011: Conduct Annual Public Meeting prior to the MPCA Annual Report deadline <p><u>Establish Meeting and Public Input Procedures</u></p> <ul style="list-style-type: none"> • 2006-2011: Provide notice of the format of the annual meeting and the means for public input on the SWPPP <p><u>Consideration of Written and Oral Public Input</u></p> <ul style="list-style-type: none"> • Annually - Receive comments and revise SWPPP as appropriate • June 30th each year – receive comments, respond, and revise SWPPP as appropriate. |
| <p>Specific Components and Notes:</p> <p><u>Annual Stormwater Public Meeting</u></p> <ul style="list-style-type: none"> • 30-day public notice requirement • City Council meeting agenda |
| <p>*Responsible Party for this BMP:</p> <p>Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org</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 Wayzata

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3a-1

| |
|---|
| *BMP Title: Storm Sewer System Map |
| *BMP Description: <u>Storm Sewer Map</u> The current storm sewer map is located in CADD files and record plans. The City will complement the CADD files with development into a GIS platform. The City plans to have a complete storm sewer map by 2008 and will revise it annually thereafter to reflect changes to the system from development, redevelopment, or inspections. At a minimum, the specific components below will be identified on the final map. 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: <u>Storm Sewer Map</u> <ul style="list-style-type: none">Completed storm sewer map (y/n) |
| *Timeline/Implementation Schedule: <u>Storm Sewer Map</u> <ul style="list-style-type: none">2008 - Complete storm sewer map\2009-2011: Annual update map as needed |
| Specific Components and Notes: <u>Storm Sewer Map</u> <ul style="list-style-type: none">Ponds, streams, lakes and wetlands that are part of the City's systemStructural pollution control devices (grit chambers, separators, etc.) that are part of the City'Pipes and conveyances in the system as a goal, but at a minimum, those pipes that are 24" or largerOutfalls, including discharges from the City's system into other MS4s, or waters and wetlands that are not part of the City's system; structures that discharge stormwater directly into groundwater; overland discharge pointes and all other points of discharge from the City's system that are outlets, but not diffuse flow areas. |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

**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 Wayzata

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3b-1

| |
|---|
| *BMP Title: Regulatory Control Program |
| *BMP Description: <u>Nuisance / Illegal Dumping Ordinance</u> An ordinance stating illegal dumping of trash or debris on public or private property is currently included in the City Code of Ordinances. In 2007, the City will review the existing ordinance and determine if additional requirements should be included. Based on that review, the City will adopt a revised ordinance by December, 2008. <u>Illicit Discharge and Illicit Connection Ordinance/Regulatory Mechanism</u> Develop a new or update an existing ordinance or regulatory mechanism to prevent illicit discharges and illicit connections into the stormsewer system including enforcement and penalty procedures. The city currently has a draft ordinance developed to address illicit discharges and illicit connections to the stormsewer system and plans to get approval from the Council by December 2008. 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: <u>Nuisance / Illegal Dumping Ordinance</u> <ul style="list-style-type: none">• Adoption of revised ordinance (y/n) <u>Illicit Discharge and Illicit Connection Ordinance/Regulatory Mechanism</u> <ul style="list-style-type: none">• Review existing illicit discharge prohibitions including enforcement and penalties• Develop a new or updated regulatory mechanism |
| *Timeline/Implementation Schedule: <u>Nuisance / Illegal Dumping Ordinance</u> <ul style="list-style-type: none">• 12/2007 - Review/revise the ordinance• 12/2008 - Adopt revised ordinance <u>Illicit Discharge and Illicit Connection Ordinance/Regulatory Mechanism</u> <ul style="list-style-type: none">• 2006 - Review existing ordinance or other regulatory mechanisms• 12/2008 - Develop a new or updated regulatory mechanism or ordinance regarding illicit discharges |
| Specific Components and Notes: |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

**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 Wayzata

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:**

Public Stormwater Comment Hotline

The public can report observed potential or actual illicit discharges, illicit connections, illegal dumping or construction site runoff control violations to the City Stormwater Comment Hotline. The City will document all comments and respond as appropriate.

Illicit Discharge and Illicit Connection Ordinance/Regulatory Mechanism

Develop a new or update an existing ordinance or regulatory mechanism to prevent illicit discharges and illicit connections into the stormsewer system including enforcement and penalty procedures. The city currently has a draft ordinance developed to address illicit discharges and illicit connections to the stormsewer system and plans to get approval from the Council by December 2008.

Septic System Maintenance Program

The program requires maintenance and inspection of septic systems to minimize the amount of failing septic systems which have the possibility to discharge sewage into receiving waters. This program is coordinated with Hennepin County and the City provides educational material and appropriate enforcement based on reports from the County. The City also has an ordinance (Chapter 405) that requires proper installation and permitting for all new septic systems.

Sanitary Sewer Overflow Program

The sanitary sewer system is inspected, cleaned and maintained to evaluate the integrity of the system and to prevent overflows.

Pond and Outfall Inspection and Cleaning Program

A program developed to outline inspection and cleaning schedules and procedures. The City has developed an inspection schedule that, at a minimum, inspects 20% of the known MS4 outfalls, sediment basins, and ponds within the City. Cleaning procedures will be based on inspection reports. These inspections will also check for illicit discharges or illicit connections to the storm sewer system. Appropriate enforcement actions will be taken based on existing and future adopted illicit discharge, detection, and elimination ordinance language.

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

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

***Measurable Goals:**

Public Stormwater Comment Hotline

- Completed hotline program
- Number/type of calls received

Illicit Discharge and Illicit Connection Ordinance/Regulatory Mechanism

- Review existing illicit discharge prohibitions including enforcement and penalties
- Develop a new or updated regulatory mechanism

Septic System Maintenance Program

- Number of septic systems inspected
- Number of reported system failures
- Adoption of revised ordinance

Sanitary Sewer Overflow Program

- Length of sanitary sewer cleaned
- Length of sanitary sewer pipe upgraded/replaced

- Length of sanitary sewer video logged, existing and new/redevelopment
- Number of observed overflows

Pond and Outfall Inspection and Cleaning Program

- Completed inspection schedule
- Number of ponds and outfalls inspected
- Number of ponds and outfalls requiring maintenance or cleaning.
- Number of illicit discharges/connections identified
- Number of enforcement actions taken for illicit discharges/connections

***Timeline/Implementation Schedule:**

Public Stormwater Comment Hotline

- 2006 - Develop hotline program
- 2007 - Publicize hotline phone number and effective date (Year 5)
- 2008-2011 - Document calls received and responses to calls

Illicit Discharge and Illicit Connection Ordinance/Regulatory Mechanism

- 2006 - Review existing ordinance or other regulatory mechanisms
- 12/2008 - Develop a new or updated regulatory mechanism or ordinance regarding illicit discharges

Septic System Maintenance Program

- 2007 - Review and revise ordinance
- 2008 - Adopt and implement ordinance
- 2006-2011 - Implement and document program

Sanitary Sewer Overflow Program

- 2006-2011 - Implementation and documentation

Pond and Outfall Inspection and Cleaning Program

- 2006-2011 - Inspect 20% of ponds / outfalls annually
- 2006-2011 - Perform cleaning as necessary

Specific Components and Notes:

Septic System Maintenance Program

- Coordinate with Hennepin County program

Pond and Outfall Inspection and Cleaning Program

- Inspection schedule for ponds and outfalls
- Cleaning procedures for ponds and outfalls

***Responsible Party for this BMP:**

Name: Michael Kelly, Jr

Department: Engineering

Phone: (952) 404-5300

E-mail: mike@wayzata.org

**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 Wayzata

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3d-1

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

***BMP Description:**

The City uses the following BMPs to provide public education to employees, businesses, and general public within the MS4 area of hazards associated with illegal discharges and improper disposal of waste.

Bi-monthly newsletter (Bay Window): Articles regarding illicit discharges including impacts to receiving waters and practices the general public can take to minimize those impacts are included in the newsletter.

City Website – Stormwater Information Page: Links to ordinances and other educational information regarding illicit discharge is included on the stormwater web page.

Stormwater Educational Brochures: Stormwater educational brochures are available at the City office which provide information on public participation programs and general awareness regarding impacts of illicit discharge

Annual Stormwater Public Meeting: The presentation at the public meeting contains information on illicit discharge and improper disposal of waste.

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

For information on educating municipal employees on illicit discharges and improper disposal of waste, see MPCA Summary Sheet 6a-1.

***Measurable Goals:**

Bi-monthly newsletter (Bay Window)

- Number of educational stormwater articles
- Annually address all 6 minimum control measures in the newsletter.

City Website – Stormwater Information Page

- Post SWPPP
- Post Annual Report
- Track web page updates
- Quantify information provided on web page
- Track stormwater information provided elsewhere on city website

Stormwater Educational Brochures

- Number and type of stormwater brochures distributed

Annual Stormwater Public Meeting

- Number of attendees to Annual Meeting

***Timeline/Implementation Schedule:**

Bi-monthly newsletter (Bay Window)

- 2006-2011: Current and ongoing

City Website – Stormwater Information Page

- 2006: Completed stormwater webpage
- 2007-2011: Review and revise webpage annually

Stormwater Educational Brochures

- 2006 - Produce needed brochures
- 2007-2011 - distribute brochures

Annual Stormwater Public Meeting

- Annually - hold public meeting prior to the MPCA Annual Report deadline

- 2007 - Publicize hotline phone number and effective date (Year 5)
- 2008-2011 - Document calls received and responses to calls

Specific Components and Notes:

Annual Stormwater Public Meeting

- 30-day public notice
- City Council meeting agenda

***Responsible Party for this BMP:**

Name: Michael Kelly, Jr

Department: Engineering

Phone: (952) 404-5300

E-mail: mike@wayzata.org

**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 Wayzata

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

***BMP Title:** Identification of Non Stormwater Discharges and Flows

***BMP Description:**

During the initial self-assessment process to determine the appropriate BMPs necessary to meet the MEP standard, City staff considered the following non-stormwater discharges and determined they should not be identified as significant contributors of pollutants to the City's stormwater system at this time.

- water line flushing
- landscape irrigation
- diverted stream flows
- rising ground waters
- uncontaminated ground water infiltration
- uncontaminated pumped ground water
- discharges from potable water sources
- foundation drains
- air conditioning condensation
- irrigation water
- springs
- water from crawl space pumps
- footing drains
- lawn watering
- individual residential car washing
- flows from riparian habitats and wetlands
- dechlorinated swimming pool discharges
- street wash water
- discharge or flows from fire fighting activities.

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:**

Not applicable

***Timeline/Implementation Schedule:**

Not applicable

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Michael Kelly, Jr

Department: Engineering

Phone: (952) 404-5300

E-mail: mike@wayzata.org

**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 Wayzata

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

| |
|---|
| *BMP Title: Ordinance or other Regulatory Mechanism |
| *BMP Description: <u>Municipal ESC Program</u> A comprehensive program to minimize the potential impact to surface waters from construction site runoff. The City will develop an overall strategic policy for controlling erosion and sediment control from development or redevelopment equal to or greater than one acre of land disturbance. <u>Land Disturbance Ordinance</u> The City has developed an ordinance (Chapter 54: Land Disturbance Ordinance) that describes the City' erosion and sediment control requirements, inspection routine, enforcement, minimum best management practices, and possible actions for non-compliance. A copy of this ordinance is attached to this document as Appendix A. 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: <u>Municipal ESC Program</u> <ul style="list-style-type: none">• Completion of draft ESC Program• Review and approval of program by staff and Council• Adoption and implementation of program <u>Land Disturbance Ordinance</u> <ul style="list-style-type: none">• Adoption of ESC ordinance (y/n) |
| *Timeline/Implementation Schedule: <u>Municipal ESC Program</u> <ul style="list-style-type: none">• 2006 - Adopt and initiate revised program• 2007-2011 - Continued implementation of ESC Program <u>Land Disturbance Ordinance</u> <ul style="list-style-type: none">• 2006-2011: Ordinance completed |
| Specific Components and Notes: <u>Land Disturbance Ordinance</u> <ul style="list-style-type: none">• ESC plan review, inspection, and enforcement description• MPCA Storm Water Permit• Tree protection plan• Tree preservation plan• Minimum BMP requirements• Seeding requirements |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

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BMP Summary Sheet

MS4 Name: City of Wayzata

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

| |
|---|
| <p>*BMP Title: Construction Site Implementation of Erosion and Sediment Control BMPs</p> |
| <p>*BMP Description:</p> <p><u>Minimum Erosion and Sediment Control (ESC) BMPs</u> The City has developed a list of minimum erosion and sediment control BMPs to meet the requirements of ordinance language. The BMPs are reviewed by the City during the plan review process and discussed at pre-construction meetings.</p> <p>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.</p> |
| <p>*Measurable Goals:</p> <p><u>Minimum Erosion and Sediment Control (ESC) BMPs</u></p> <ul style="list-style-type: none">• Completed list of minimum ESC BMPs• Number of contractors provided with ESC BMP list |
| <p>*Timeline/Implementation Schedule:</p> <p><u>Minimum Erosion and Sediment Control (ESC) BMPs</u></p> <ul style="list-style-type: none">• 2006-2011 - Distribute and discuss the list of minimum ESC BMPs with contractors during the grading pre-construction meeting• 2006-2011 - Update the list and distribute |
| <p>Specific Components and Notes:</p> <p><u>Minimum Erosion and Sediment Control (ESC) BMPs</u></p> <ul style="list-style-type: none">• Erosion control silt fence• Rock construction entrance• Inlet protection device• Tree protection fence• Street sweeping |
| <p>*Responsible Party for this BMP:</p> <p>Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org</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 Wayzata

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

| |
|---|
| *BMP Title: Waste Controls for Construction Site Operators |
| *BMP Description: <u>Construction Site Waste Control</u> The City has reviewed the current construction site maintenance standards and inspection programs and determined procedures and requirements to control construction site waste. 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: <u>Construction Site Waste Control</u> <ul style="list-style-type: none">• Review existing and available construction site management guidelines• Update, as necessary, regulatory mechanisms that can incorporate construction site waste control• Combine construction site waste control inspection as an element of erosion and sediment control inspection program |
| *Timeline/Implementation Schedule: <u>Construction Site Waste Control</u> <ul style="list-style-type: none">• 2006-2011 - Document any changes to the site inspection checklist or other guidelines incorporating waste control issues |
| Specific Components and Notes: |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

**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 Wayzata

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

| |
|---|
| *BMP Title: Procedure for Site Plan Review |
| *BMP Description: <u>ESC Plan Review Process</u> The City requires an Erosion and Sediment Control (ESC) Plan to be completed, reviewed and approved by the City prior to approving plans for construction. The process describes minimum plan review times and time-frames and authority for issuing warnings and stop work notices. 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: <u>ESC Plan Review Process</u> <ul style="list-style-type: none">• Number of plans reviewed• Number of notices (to applicant) of required revisions• Completed revision of review process |
| *Timeline/Implementation Schedule: <u>ESC Plan Review Process</u> <ul style="list-style-type: none">• 2006-2011 - Complete plan reviews• 2006-2011 - Revise/update review process as needed |
| Specific Components and Notes: |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

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BMP Summary Sheet

MS4 Name: City of Wayzata

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

| |
|---|
| <p>*BMP Title: Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance</p> |
| <p>*BMP Description: <u>Public Stormwater Comment Hotline</u> The public can report observed potential or actual illicit discharges, illicit connections, illegal dumping or construction site runoff control violations to the City Stormwater Comment Hotline. The City will document all comments and respond as appropriate.</p> <p>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.</p> |
| <p>*Measurable Goals: <u>Public Stormwater Comment Hotline</u></p> <ul style="list-style-type: none">• Completed hotline program• Number/type of calls received |
| <p>*Timeline/Implementation Schedule: <u>Public Stormwater Comment Hotline</u></p> <ul style="list-style-type: none">• 2006 - Develop hotline program• 2007 - Publicize hotline phone number and effective date (Year 5)• 2008-2011 - Document calls received and responses to calls |
| <p>Specific Components and Notes:</p> |
| <p>*Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org</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 Wayzata

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

| |
|---|
| *BMP Title: Establishment of Procedures for Site Inspections and Enforcement |
| *BMP Description: <u>Erosion and Sediment Control (ESC) Inspection and Enforcement</u> The City conducts ESC inspection on active projects which require a land disturbing permit. Procedures for enforcement include a warning letter, stop inspection letter and financial security to ensure proper installation and maintenance. Inspections are typically conducted prior to construction, monthly, and prior to project completion. 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: <u>Erosion and Sediment Control (ESC) Inspection and Enforcement</u> <ul style="list-style-type: none">• number of inspections• number of warnings issued• number of stop work orders issued• number of times financial surety withheld |
| *Timeline/Implementation Schedule: <u>Erosion and Sediment Control (ESC) Inspection and Enforcement</u> <ul style="list-style-type: none">• Ongoing - Site inspection and enforcement• 2006-2011: Review and revise program as needed. |
| Specific Components and Notes: <u>Erosion and Sediment Control (ESC) Inspection and Enforcement</u> <ul style="list-style-type: none">• Inspection schedule• Warning letter• Stop work order• Financial surety |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

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Additional BMP Summary Sheet

MS4 Name: City of Wayzata

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1.1

| |
|--|
| *BMP Title: Additional Construction Site Runoff BMPs |
| *BMP Description: <u>Pre-construction Meeting</u> A meeting held prior to commencement of construction activities to, in part, discuss minimum ESC BMPs. 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: <u>BMP 4-6: Pre-construction Meeting</u> <ul style="list-style-type: none">• Number of meetings held• Number of attendees• Number of topics discussed |
| *Timeline/Implementation Schedule: <u>Pre-construction Meeting</u> <ul style="list-style-type: none">• Current and ongoing |
| Specific Components and Notes: |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

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BMP Summary Sheet

MS4 Name: City of Wayzata

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:**

Surface Water Management Plan (SWMP)

A comprehensive plan developed to manage the City's surface waters. The City SWMP has been approved by the MCWD in late 2001. The goal of SWMP is to protect and improve water quality within the City's high priority lakes, ponds and wetlands and to deliver the best quality runoff practicable to Lake Minnetonka. In addition, the SWMP contains information on nonstructural BMPs such as ordinance revisions, overlay districts, public education, and street sweeping. The City plans to update the existing SWMP to reflect recent changes in industry standards and agency requirements.

Infiltration

A structural BMP, such as a rain garden, is used to facilitate natural infiltration of stormwater that has been collected to control post construction runoff. The City will evaluate projects and implement appropriate infiltration BMPs as appropriate for the project.

Detention/Retention

The use of stormwater ponds to control post-construction stormwater runoff. The City will evaluate projects and implement appropriate detention/retention BMPs as appropriate for the project.

Swirl Concentrators

The use of swirl concentrators to minimize sediment and pollution loads in post-construction stormwater runoff. The City will evaluate projects and implement appropriate swirl concentrators as appropriate for the project.

Sump Manholes and Sump Catchbasins

The use of sump manholes and sump catch basins to collect sediment and debris from both construction and post-construction storm water runoff. The City will evaluate projects and implement appropriate sump manholes and sump catchbasins as appropriate for the project.

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:**

Surface Water Management Plan (SWMP)

- Track implementation of SWMP recommendations
- Updated SWMP (y/n)

Infiltration

- Number of infiltration BMPs installed

Detention/Retention

- Number of detention/retention BMPs installed

Swirl Concentrators

- Number of swirl concentrators installed

Sump Manholes and Sump Catchbasins

- Number of sump manholes and sump catch basins installed

***Timeline/Implementation Schedule:**

Surface Water Management Plan (SWMP)

- Current and ongoing - Reference to the SWMP
- Current and ongoing - Implementation of SWMP recommendations
- 2009 – Complete updates to SWMP and MCWD approval

Infiltration

- Current and ongoing

Detention/Retention

- Current and ongoing

Swirl Concentrators

- Current and ongoing

Sump Manholes and Sump Catchbasins

- Current and ongoing

Specific Components and Notes:

Surface Water Management Plan (SWMP)

- SWMP Components
- Physical Environment Inventory
- Goals and Policies
- System Layout and Inventory
- Surface Water System Analysis and Recommendations
- System Management/Improvement Program and Financing Analysis
- Education
- Maintenance
- Summary and Recommendations
- Maps and Figures

***Responsible Party for this BMP:**

Name: Michael Kelly, Jr

Department: Engineering

Phone: (952) 404-5300

E-mail: mike@wayzata.org

**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 Wayzata

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:**

Zoning Ordinance

A zoning ordinance to regulate land use, describe planning requirements and establish design standards according to the City Surface Water Management Plan (BMP 5-3: Storm Water Management Plan).

Plan Review Procedures

Plan review procedures are identified in City ordinances. The plan review procedures identify required submittals, review period, permit requirements, design standards, and approvals. This procedure is used to maintain compliance with the post-construction runoff control requirements of the Surface Water Management Plan (SWMP). Also, this process includes procedures to assure coordination with appropriate agencies and to evaluate discharges which may adversely affect properties listed or eligible for listing in the National Register of Historic Places or affecting known or discovered archeological sites; or discharges whose direct, indirect, interrelated, interconnected, or independent impacts may jeopardize a listed endangered or threatened species or adversely modify a designated critical habitat.

Surface Water Management Plan (SWMP)

A comprehensive plan developed to manage the City's surface waters. The City SWMP has been approved by the MCWD in late 2001. The goal of SWMP is to protect and improve water quality within the City's high priority lakes, ponds and wetlands and to deliver the best quality runoff practicable to Lake Minnetonka. The City plans to update the existing SWMP to reflect recent changes in technical

Buffer Zone Requirements

A required perimeter area surrounding water bodies maintained to protect water quality. The City follows the minimum requirements outlined by the MCWD.

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:**

Zoning Ordinance

- Completed review of zoning ordinance
- Adoption of revised ordinance

Plan Review Procedures

- Completed development of plan review checklist
- Number of plans reviewed

Surface Water Management Plan (SWMP)

- Track implementation of SWMP recommendations
- Updated SWMP (y/n)

Buffer Zone Requirements

- Review current buffer requirements and compare to County and/or State standards and guidelines
- Make appropriate revisions

***Timeline/Implementation Schedule:**

Zoning Ordinance

- 2007 - Complete review of ordinance
- 2008 - Adopt revised ordinance if determined from necessary from review
- 2009-2011 – Continue implementation of ordinance

Plan Review Procedures

- 2006-2007: Develop standard plan review checklist for development or redevelopment
- 2008-2011: Implement and document plan review checklist

Surface Water Management Plan (SWMP)

- Current and ongoing - Reference to the SWMP
- Current and ongoing - Implementation of SWMP recommendations
- 2009 – Complete updates to SWMP and MCWD approval

Buffer Zone Requirements

- 2006 - Review current buffer requirements and compare to County and/or State standards and guidelines
- 2007 - Make appropriate revisions
- 2008 - Implement revised buffer zone requirements

Specific Components and Notes:

Surface Water Management Plan (SWMP)

- SWMP Components
- Physical Environment Inventory
- Goals and Policies
- System Layout and Inventory
- Surface Water System Analysis and Recommendations
- System Management/Improvement Program and Financing Analysis

***Responsible Party for this BMP:**

Name: Michael Kelly, Jr

Department: Engineering

Phone: (952) 404-5300

E-mail: mike@wayzata.org

**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 Wayzata

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

Unique BMP Identification Number: 5c-1

| |
|--|
| *BMP Title: Long-term Operation and Maintenance of BMPs |
| *BMP Description: <u>Post-Construction Maintenance Ordinance/Regulatory Mechanism</u> An ordinance or regulatory mechanism requiring inspection and maintenance of a developments stormwater management system post construction and long-term operation and maintenance of the stormsewer system. The City has reviewed the existing ordinance, compared and contrasted with other cities and state guidelines and will make adjustments to the ordinance or regulatory mechanism in 2006. For public infrastructure, the City has a stormwater utility. The City charges property owners a fee based on a Residential Equivalent Factor (REF). The REF is the ratio of the average discharge rate generated by one acre of a land use to the discharge rate generated by one acre of typical single family residential land, during a standard ten year, one-half hour, rainfall event. Fees are charged monthly along with water and sewer. Fees generated are used to fund Storm Water Capital Improvement projects and maintenance of the storm water system. Location(s) in SWPPP of detailed information relating to this BMP: Additional information regarding long-term operation and maintenance can be found in Summary Sheets 6b-2, 6b-3 |
| *Measurable Goals: <u>Post-Construction Maintenance Ordinance/Regulatory Mechanism</u> <ul style="list-style-type: none">• Adoption of revised ordinance/regulatory mechanism |
| *Timeline/Implementation Schedule: <u>Post-Construction Maintenance Ordinance/Regulatory Mechanism</u> <ul style="list-style-type: none">• 2006 - Revise existing ordinance/regulatory mechanism• 2007 - Adopt the revised ordinance/regulatory mechanism |
| Specific Components and Notes: <u>Post-Construction Maintenance Ordinance/Regulatory Mechanism</u> <ul style="list-style-type: none">• As-built drawings• Inspection• Right-of-entry permits• Maintenance• Financial Surety• Developers agreements |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

**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 Wayzata

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

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

***BMP Description:**

Hazardous Materials Training

City Employees involved with hazardous materials receive training in proper handling, use, disposal, and spill containment procedures.

Street De-icing Program

A program describing procedures and providing training for practices and issues related to street deicing. The City will continue to review and revise this program as needed to minimize the impacts from road deicing application and balance public safety concerns.

Fertilizer Application Program

A program describing procedures and providing training for practices and issues related to Fertilizer application. Phosphorous-free fertilizer is used by the City staff and annual training is provided to give appropriate staff awareness of stormwater impacts and proper lawn care practices.

Equipment Maintenance Program

A program providing routine scheduled maintenance and safety inspections for City vehicles. Also, an inside wash bay is used for vehicle cleaning. Annual training will be provided to give appropriate staff awareness of stormwater impacts and proper equipment maintenance practices.

Hazardous Material Storage and Recycling Program

A program developed to identify recyclable materials and to manage hazardous materials storage. Annual training will be provided to give appropriate staff awareness of stormwater impacts and proper hazardous material storage and recycling practices.

Municipal Street Maintenance Program

The Municipal Street Maintenance Program consists of sweeping streets twice each year and on an as-needed basis. The program also includes collection of litter in the downtown business area on a daily basis.

Municipal Lawn Care Program

The Municipal Lawn Care Program describes proper procedures and practices for mowing and lawn care. The program also includes a training component.

Staff Continuing Ed for Stormwater Management

Attendance at or participation in conferences, etc. related to stormwater pollution prevention.

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:**

Hazardous Materials Training

- Regular scheduled training
- Number of employees receiving training

Street De-icing Program

- Evaluation of de-icing alternatives

- Initiation of new process (if applicable)
- Number of staff attending training
- Quantification of new process application

Fertilizer Application Program

- Number of employees trained
- Amount of fertilizer applied

Equipment Maintenance Program

- Completed vehicle/equipment maintenance program
- Implementation of the program
- Number of vehicles/equipment receiving maintenance (old vs. new program)
- Number of employees trained

Hazardous Material Storage and Recycling Program

- Development of a hazardous materials storage and recycling program
- Implementation of the program

Municipal Street Maintenance Program

- Completed street sweeping training program
- Implement of program
- Quantification of street sweeping
- Number of employees trained

Municipal Lawn Care Program

- Completed lawn care program
- Number of employees trained

Staff Continuing Ed for Stormwater Management

- Number of staff attending
- Number of events attended by City staff
- Number of events in which City staff has participated

***Timeline/Implementation Schedule:**

Hazardous Materials Training

- Current and ongoing (annually)

Street De-icing Program

- 2006-2011: Review and revise program annually as needed
- 2006-2011: Annual documentation of street deicing program

Fertilizer Application Program

- 2006-2011 - Conduct annual training
- 2006-2011 – Annually document fertilizer application program

Equipment Maintenance Program

- 2007 - Develop a vehicle maintenance and documentation program
- 2007 – Develop annual training program
- 2008-2011 - Implement the vehicle maintenance, training, and documentation program

Hazardous Material Storage and Recycling Program

- 2007 - Develop a hazardous materials storage and recycling program including annual training component
- 2008-2011 - Implement program

Municipal Street Maintenance Program

- 2006-2011 – Continue development of street sweeping program
- 2006 - Implement training program

Municipal Lawn Care Program

- 2007 - Develop training program
- 2008-2011 - Implement training program

Staff Continuing Ed for Stormwater Management

- Current and ongoing

Specific Components and Notes:

Hazardous Materials Training

- Training for seasonal employees

Street De-icing Program

- Training
- Storage
- Application of sand/salt

Fertilizer Application Program

- Phosphorous-free fertilizer
- Training
- Application

Equipment Maintenance Program

- Scheduled maintenance
- Inside wash bay
- Fleet safety checks
- BMP requirements (4-6)

***Responsible Party for this BMP:**

Name: Dave Dudinsky

Department: Public Works

Phone: (651) 458-2899

E-mail: daved@wayzata.org

**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 Wayzata

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

| |
|---|
| *BMP Title: Street Sweeping** |
| *BMP Description: <u>Municipal Street Maintenance Program</u> The Municipal Street Maintenance Program consists of sweeping streets twice each year and on an as-needed basis. The program also includes collection of litter in the downtown business area on a daily basis. 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: <u>Municipal Street Maintenance Program</u> <ul style="list-style-type: none">• Completed street sweeping training program• Implement of program• Quantification of street sweeping• Number of employees trained |
| *Timeline/Implementation Schedule: <u>Municipal Street Maintenance Program</u> <ul style="list-style-type: none">• 2006-2011 – Continue development of street sweeping program• 2006 - Implement training program |
| Specific Components and Notes: |
| *Responsible Party for this BMP: Name: Dave Dudinsky Department: Public Works Phone: (651) 458-2899 E-mail: daved@wayzata.org |

**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 Wayzata

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

| |
|---|
| *BMP Title: Annual Inspection of All Structural Pollution Control Devices |
| *BMP Description: <u>Storm Drainage System Inspection and Cleaning Program</u> Maintenance of the system involves inspection and cleaning of inlets, catch basins, sumps and other structural sediment collection and pollution control devices. The City will annually inspect all MS4 structural pollution control devices as required by the Permit. Also, the City will provide training to appropriate staff involved in the operation and maintenance of the stormsewer system. A formalized training program will be developed during the first two years of the permit cycle. 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: <u>Storm Drainage System Inspection and Cleaning Program</u> <ul style="list-style-type: none">• Document existing cleaning program• Number of sediment/pollution control devices cleaned and inspected• Revise cleaning schedule• Number of employees trained |
| *Timeline/Implementation Schedule: <u>Storm Drainage System Inspection and Cleaning Program</u> <ul style="list-style-type: none">• 2006-2007: Formalize training program• 2006-2011: Continue documentation of stormwater cleaning program• 2006-2011: Annually inspect 100% of the structural pollution control devices |
| Specific Components and Notes: <u>Storm Drainage System Inspection and Cleaning Program</u> <ul style="list-style-type: none">• Inspection and cleaning schedule• Revise inspection and cleaning schedule based on existing and MS4 permit implementation experience |
| *Responsible Party for this BMP: Name: Dave Dudinsky Department: Public Works Phone: (651) 458-2899 E-mail: daved@wayzata.org |

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BMP Summary Sheet

MS4 Name: City of Wayzata

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:**

Pond and Outfall Inspection and Cleaning Program

A program developed to outline inspection and cleaning schedules and procedures. The City has developed an inspection schedule that, at a minimum, inspects 20% of the known MS4 outfalls, sediment basins, and ponds within the City. Cleaning procedures will be based on inspection reports. These inspections will also check for illicit discharges or illicit connections to the storm sewer system. Appropriate enforcement actions will be taken based on existing and future adopted illicit discharge, detection, and elimination ordinance language.

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:**

Pond and Outfall Inspection and Cleaning Program

- Completed inspection schedule
- Number of ponds and outfalls inspected
- Number of ponds and outfalls requiring maintenance or cleaning.
- Number of illicit discharges/connections identified
- Number of enforcement actions taken for illicit discharges/connections

***Timeline/Implementation Schedule:**

Pond and Outfall Inspection and Cleaning Program

- 2006-2011 - Inspect 20% of ponds / outfalls annually
- 2006-2011 - Perform cleaning as necessary

Specific Components and Notes:

Pond and Outfall Inspection and Cleaning Program

- Inspection schedule for ponds and outfalls
- Cleaning procedures for ponds and outfalls

***Responsible Party for this BMP:**

Name: Dave Dudinsky

Department: Public Works

Phone: (651) 458-2899

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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 Wayzata

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

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|---|
| *BMP Title: Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas |
| *BMP Description: <u>Stockpile, Storage and Material Handling Program</u> The City will develop a procedure to identify and manage all exposed stockpiles to insure perimeter controls are in place and to prevent the offsite migration of stockpile material. Storage and material handling areas will be inspected in conjunction with the Hazardous Material Storage and Recycling Program (6-8). 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: <u>Stockpile, Storage and Material Handling Program</u> <ul style="list-style-type: none">• Identification of exposed stockpiles, storage and material handling areas• Number of inspections conducted |
| *Timeline/Implementation Schedule: <u>Stockpile, Storage and Material Handling Program</u> <ul style="list-style-type: none">• 2006: Determine locations stockpiles• 2006: Implement stockpile, storage and material handling program• 2006-2011: Conduct annual inspections and review and revise program needed |
| Specific Components and Notes: <u>Stockpile, Storage and Material Handling Program</u> <ul style="list-style-type: none">• Adopt an integrated inspection program to annually inspect stockpiles, storage and material handling areas. |
| *Responsible Party for this BMP: Name: Dave Dudinsky Department: Public Works Phone: (651) 458-2899 E-mail: daved@wayzata.org |

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BMP Summary Sheet

MS4 Name: City of Wayzata

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:**

Pond and Outfall Inspection and Cleaning Program

A program developed to outline inspection and cleaning schedules and procedures. The City has developed an inspection schedule that, at a minimum, inspects 20% of the known MS4 outfalls, sediment basins, and ponds within the City. Cleaning procedures will be based on inspection reports. Typically, repairs are conducted within the same calendar year. If the maintenance or repairs cannot be completed during the same year, a priority list is created with a proposed schedule. This list is provided in the annual report to the MPCA each year if applicable. These inspections will also check for illicit discharges or illicit connections to the storm sewer system. Appropriate enforcement actions will be taken based on existing and future adopted illicit discharge, detection, and elimination ordinance language.

Storm Drainage System Inspection and Cleaning Program

Maintenance of the system involves inspection and cleaning of inlets, catch basins, sumps and other structural sediment collection and pollution control devices. The City will annually inspect all MS4 structural pollution control devices as required by the Permit. Typically, repairs are conducted within the same calendar year. If the maintenance or repairs cannot be completed during the same year, a priority list is created with a proposed schedule. This list is provided in the annual report to the MPCA each year if applicable. Also, the City will provide training to appropriate staff involved in the operation and maintenance of the stormsewer system. A formalized training program will be developed during the first two years of the permit cycle.

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:**

Pond and Outfall Inspection and Cleaning Program

- Completed inspection schedule
- Number of ponds and outfalls inspected
- Number of ponds and outfalls requiring maintenance or cleaning.

Storm Drainage System Inspection and Cleaning Program

- Document existing cleaning program
- Number of sediment/pollution control devices cleaned and inspected
- Revise cleaning schedule
- Number of employees trained

***Timeline/Implementation Schedule:**

Pond and Outfall Inspection and Cleaning Program

- 2006-2011 - Inspect 20% of ponds / outfalls annually
- 2006-2011 - Perform cleaning as necessary
- Number of illicit discharges/connections identified
- Number of enforcement actions taken for illicit discharges/connections

Storm Drainage System Inspection and Cleaning Program

- 2006-2007: Formalize training program
- 2006-2011: Continue documentation of stormwater cleaning program
- 2006-2011: Annually inspect 100% of the structural pollution control devices

Specific Components and Notes:

Pond and Outfall Inspection and Cleaning Program

- Inspection schedule for ponds and outfalls
- Cleaning procedures for ponds and outfalls

Storm Drainage System Inspection and Cleaning Program

- Inspection and cleaning schedule
- Revise inspection and cleaning schedule based on existing and MS4 permit implementation experience Separators
- Other small settling or filtering devices

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Wayzata

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

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| *BMP Title: Record Reporting and Retention of All Inspections and Responses to the Inspections |
| *BMP Description: <u>Record Keeping and Reporting</u> The City will submit an annual report according to the requirements outlined in the current MS4 permit and retain all recorded required for at least 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 conduct record keeping by using commercially available software, electronic spreadsheets, or hard copy record to track, record and report on SWPPP activities. 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: <u>Record Keeping and Reporting</u> <ul style="list-style-type: none">• Develop record keeping procedure• Implement record keeping procedure |
| *Timeline/Implementation Schedule: <u>Record Keeping and Reporting</u> <ul style="list-style-type: none">• 2006: Develop record keeping procedure• 2006-2011: Implement record keeping procedure |
| Specific Components and Notes: |
| *Responsible Party for this BMP: Name: Michael Kelly, Jr. Department: Engineering Phone: (952) 404-5300 E-mail: mike@wayzata.org |

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BMP Summary Sheet

MS4 Name: City of Wayzata

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

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| *BMP Title: Evaluation of Inspection Frequency |
| *BMP Description: <u>Inspection Analysis and Frequency</u> 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: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP. |
| *Measurable Goals: <u>Inspection Analysis and Frequency</u> <ul style="list-style-type: none">• Number inspected• Number of inspection modifications• Annual Report summary of inspection results |
| *Timeline/Implementation Schedule: <u>Inspection Analysis and Frequency</u> <ul style="list-style-type: none">• 2006-2011 Evaluate maintenance patterns every two years (2007, 2009, and 2011) and modify inspection frequency as required. |
| Specific Components and Notes: |
| *Responsible Party for this BMP: Name: Dave Dudinsky Department: Public Works Phone: (651) 458-2899 E-mail: daved@wayzata.org |

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Additional BMP Summary Sheet

MS4 Name: City of Wayzata

Minimum Control Measure: N/A

Unique BMP Identification Number: IX-C.H

***BMP Title:** Discharges Affecting Source Water Protection Areas

***BMP Description:**

Discharge Affecting Source Water Protection Areas

The Minnesota Department of Health has not yet required a Wellhead Protection Plan (WPP) for the City including 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 will follow the appropriate schedule provided by MDH and revise the SWPPP when the WPP and map have been completed.

However, another water supply organization must have developed a WPP and identified vulnerable areas within the City. For those areas, the City will use the guidance provided by the MDH to review proposed infiltration BMPs during the existing plan review process.

Also, Wayzata will coordinate with MDH to 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.

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

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

***Measurable Goals:**

Discharge Affecting Source Water Protection Areas

- Complete required WPP and map of wells and source waters for drinking water supply management areas identified as vulnerable.
- 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.
- Coordinate with appropriate organizations and revise SWPPP accordingly.

***Timeline/Implementation Schedule:**

Discharge Affecting Source Water Protection Areas

- 2006-2011: Continue implementation of Wellhead Protection Plan as approved by MDH.
- 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.
- 2006-2011: Coordinate with appropriate organizations and revise SWPPP accordingly.

Specific Components and Notes:

Discharge Affecting Source Water Protection Areas

Cooperate with adjacent municipalities or organizations to protect other MDH identified high or moderate vulnerable areas to stormsewer runoff when they are found to overlap the City's jurisdictional boundary.

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Wayzata

Minimum Control Measure: 7 – Additional BMP Requirements

Unique BMP Identification Number: IV.D

***BMP Title:** Impaired Waters Review Process

***BMP Description:**

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 being 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:

***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 6 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: With 12 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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