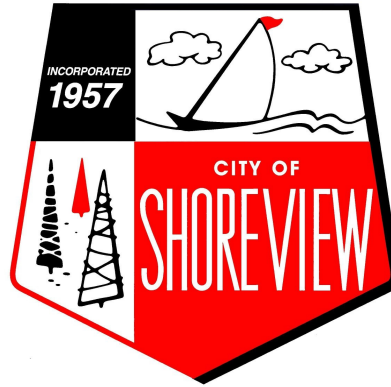


## City of Shoreview, Minnesota



## Permit Application and SWPPP

For the

**GENERAL PERMIT  
AUTHORIZATION TO DISCHARGE STORM WATER  
ASSOCIATED WITH MUNICIPAL SEPARATE STORM SEWER SYSTEMS  
UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION  
SYSTEM/STATE DISPOSAL SYSTEM PERMIT PROGRAM**

Permit No. MN R 040000

June 1, 2006

April 7, 2008

RE: Shoreview, Minnesota,  
Revised Permit Application and SWPPP  
NPDES/SDS Storm Water Phase II  
Permit No. MN R 040000

Scott Fox  
Senior Hydrogeologist  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, MN 55155-4194

Dear Mr. Fox:

Attached is a revised SWPPP based on your review comments provided in April and comments from the Metropolitan Council in June.

If you have any questions regarding our Revised Permit Application or SWPPP, please contact me at 651.490.4651.

Sincerely,

CITY OF SHOREVIEW

Mark Maloney, PE  
Director of Public Works/City Engineer

Enclosure

**TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I Permit Application .....	1
II Summary Surface Water Program .....	6
III SWPPP BMP Summary Sheets .....	8
MCM #1 Public Education and Outreach.....	8
MCM #2 Public Involvement and Participation.....	19
MCM #3 Illicit Discharge Detection and Elimination .....	23
MCM #4 Construction Site Storm Water Runoff Control .....	29
MCM #5 Post-Construction Storm water Management .....	36
MCM #6 Pollution Prevention / Good Housekeeping for Municipal Operations .....	40

City of Shoreview, Minnesota

## **I. PERMIT APPLICATION**



# General Stormwater Permit (MN R 040000) Application for Small Municipal Separate Storm Sewer Systems (MS4s)

**RETURN THIS APPLICATION TO:**  
 Minnesota Pollution Control Agency  
 520 Lafayette Road North  
 St. Paul, MN 55155-4194

**NO FEE**

Application deadline: **June 1, 2006**

PLEASE READ: As you complete this form, read the instructions carefully. Use your keyboard's "Tab" key to move through the fields of this form. Select check-boxes and enter text as indicated. Save, and print.

I. MS4 Information			
A. Application Type			
<input type="checkbox"/> New applicant (this MS4 has no previous application for MS4 coverage on file at MPCA)			
<input checked="" type="checkbox"/> Application for re-issuance of coverage (this MS4 applied in 2003)			
B. MS4 Owner General Contact (the community, municipality, agency or other party having ownership or operation control of the MS4)			
City of Shoreview, Minnesota			
<i>Community, municipality, agency or other party having ownership or operational control of the MS4</i>			
4600 Victoria Street North			
<i>Mailing Address</i>			
Shoreview		MN	55126
<i>City</i>		<i>State</i>	<i>Zip Code</i>
Ramsey			
<i>County</i>			
41-6008808		8034049	
<i>Federal Tax ID</i>		<i>State Tax ID</i>	
C. General Contact (official, staff member, consultant or other) for all general correspondence about Permit compliance issues between the MPCA and your MS4			
Maloney		Mark	Director of Public Works/City Engineer
<i>Last Name</i>		<i>First Name</i>	<i>Title</i>
4600 Victoria Street North			
<i>Mailing Address</i>			
Shoreview		MN	55126
<i>City</i>		<i>State</i>	<i>Zip Code</i>
651.490.4651		mmaloney@ci.shoreview.mn.us	
<i>Telephone (include area code)</i>		<i>E-mail Address</i>	

## II. Certification of the Storm Water Pollution Prevention Program (SWPPP)

- A. Have you developed a Storm Water Pollution Prevention Program for your MS4?  Yes  
Municipalities must demonstrate how their Storm Water Pollution Prevention Program will be implemented and enforced over the term of the five-year Permit. SWPPPs must incorporate appropriate educational components, all required BMPs and the measurable goals associated with each. Storm Water Pollution Prevention Programs must address the specific requirements contained in Part V. G. of the Permit. SWPPPs must outline how the six minimum control measures will be addressed, the contact person, department in charge, timeline and measures that will be implemented to meet the schedules required by the Permit. Attach a BMP Summary Sheet to this application for *each* BMP in your SWPPP.
- B. Does your SWPPP address all of the six Minimum Control Measures as outlined in the Permit?  Yes  
The General Permit requires that you incorporate all six of the defined Minimum Control Measures in your Stormwater Pollution Prevention Program. You are required to implement mandatory BMPs which are directly associated to each of the Six Minimum Control Measures.
- C. Have you attached the included BMP Summary Sheets, one for each of the Best Management Practices required by the Permit?  Yes  
There are 34 required BMPs all of which require that the provided BMP Summary Sheet be filled out completely and included with your Storm Water Pollution Prevention Program. If any of these required sheets are missing, your application will not be considered complete and will be returned to you.

## III. Reporting and Recordkeeping

I have read and understand Part VI *Evaluating, Recordkeeping, and Reporting* of the MS4 General Permit and certify that we intend to comply with the applicable requirements of those sections as well as the Permit as a whole.  Yes

B. Where will your SWPPP be available to the public for review?

**Shoreview City Hall**

**[www.ci.shoreview.mn.us](http://www.ci.shoreview.mn.us)**

*Name of Location*

*If your SWPPP is available electronically, indicate location*

4600 Victoria Street North

*Street Address*

Shoreview

MN

55126

*City*

*State*

*ZIP Code*

Mark Maloney

651.490.4651

*Contact Name*

*Contact Phone Number*

8:00 am – 4:00 pm, M-F

*Hours of Availability*

## IV. Limitations of Coverage

A. Part II Limitations on Coverage and Appendix C

**I have read and understand Part II *Coverage Under This Permit and Appendix C Limitations on Coverage* of the MS4 General Permit and certify that we intend to comply with the applicable requirements of those sections as well as the Permit as a whole.**  Yes

B. Outstanding Resource Value Waters (ORVWs)

**Please refer to the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* to complete this section. An interactive map is available on the MPCA Web site that identifies Special Waters: <http://pca-gis04.pca.state.mn.us>**

**1. Prohibited Waters**

Does the MS4 discharge into **Prohibited Waters** as defined in Minn. R. 7050.0180, subp. 3, 4, and 5? See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Yes  No

**2. Restricted Discharge**

Does the MS4 discharge into waters with a **Restricted Discharge** as defined in Minn. R. 7050.0180, subp. 6, 6a, and 6b? If yes, please list below and comply with Part IX, Appendix C, Item B. See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Yes  No

**3. Prohibited or Restricted Waters**

If you answered “yes” to either Question 1 or 2, have you included a map that outlines, at a minimum, the DNR minor sub-watersheds in your jurisdiction with ANY discharges to Prohibited or Restricted Waters? You are required by the Permit to provide this map along with your application. [IX.B.2.b]

Yes  No

**Identify all discharges to Outstanding Resource Value Waters (ORVWs) from your MS4:**

Name of Water Body	Type (lake, stream, river)

**4. If you answered “yes” to either Question 1 or 2, who is the person responsible for ensuring compliance with this Permit condition?**

Name: NA Position: \_\_\_\_\_ Phone: \_\_\_\_\_

**C. Special Waters**

**1. Trout Waters**

Does the MS4 discharge into **Trout Waters** as defined in Minn. R. 6264.0050 subp. 2 & 4? If yes, please list below and comply with Part IX, Appendix C, Item C. See Attachments Two and Three of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Yes  No

**2. Wetlands**

Does the MS4 discharge into **Wetlands** as defined in Minn. R. 7050.0130, subp. F?

Yes  No

**3. Environmental Review**

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges that require applicable **Environmental Review** as required by State or federal laws? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Yes  No

**Who is the person responsible for ensuring compliance with this Permit condition?**

Name: Jerry Auge Position: Assistant City Engineer Phone: 651.490.4652

**4. Endangered or Threatened Species**

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges whose direct, indirect, interrelated, interconnected, or independent impacts may jeopardize a listed **Endangered or Threatened Species** or adversely modify a designated critical habitat? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Yes  No

**Who is the person responsible for ensuring compliance with this Permit condition?**

Name: Tom Wesolowski Position: Assistant City Engineer Phone: 651.490.4652

**5. Historic Places and Archeological Sites**

Does the MS4 have a process 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**?  **Yes**  **No**  
See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

**Who is the person responsible for ensuring compliance with this Permit condition?**

Name: Tom Wesolowski Position: Assistant City Engineer Phone: 651.490.4652

**6. Drinking Water Sources**

Does the MS4 have any discharges that may affect Source Water Protection as defined in part **IX.H** of the General Permit?  **Yes**  **No**

If “yes,” does the MS4 have BMPs incorporated into the SWPPP to protect drinking water sources that the MS4 discharge may affect?  **Yes**  **No**



**V. Owner or Operator Certification**

The person with overall, MS4 legal responsibility must sign the application. This person shall be duly authorized to sign the application and may be either a principal executive officer or ranking elected official. (see Minn. R. 7001.0060).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070).

I also certify under penalty of law that I have read, understood, and accepted all terms and conditions of the National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for MS4s that authorizes storm water discharges identified in this application form.

I understand that as a Permittee, I am legally accountable under the Clean Water Act to ensure compliance with the terms and conditions of the NPDES General Storm Water Permit for MS4s.

I also understand that MPCA enforcement actions (pursuant to Minn. Stat. §115.07, 116.072, and Section 309 of the Clean Water Act) may be taken against me or the MS4 if the terms and conditions of the NPDES General Storm Water Permit for MS4s are not met.

**C. General Contact (official, staff member, consultant or other) for all general correspondence about Permit compliance issues between the MPCA and your MS4**

**X**

---

*Authorized Signature* *Date*

*Maloney* *Mark* *Director of Public Works/City Engineer*  
*Last Name* *First Name* *Title*

---

*4600 Victoria Street North*  
*Mailing Address*

*Shoreview* *MN* *55126*  
*City* *State* *ZIP Code*

---

*651.490.4651* *mmaloney@ci.shoreview.mn.us*  
*Telephone (include area code)* *E-mail Address*

City of Shoreview, Minnesota

## **II. SUMMARY OF SURFACE WATER PROGRAM**

## II. SUMMARY OF SURFACE WATER PROGRAM

### Background

The City of Shoreview lies north of the Twin Cities metropolitan area, equidistant from both Minneapolis and St. Paul. The City is located in north central Ramsey County. Adjacent cities include Mounds View and Arden Hills to the west; Blaine, Circle Pines and Lino Lakes to the north; North Oaks, Vadnais Heights, White Bear Township and Little Canada to the east; and Roseville to the south. The City covers approximately 8,100 acres (12.7 square miles) of land consisting of a mix of residential, light and heavy manufacturing, commercial, industrial, right-of-way, lakes/water, open space and park lands.

### Receiving Waters

As stated in the City's Surface Water Management Plan (2005), the City is divided into two larger watersheds, Rice Creek and Grass Lake, along with a small portion located in the Vadnais Lake Area watershed. Storm water runoff from much of the City eventually reaches the Mississippi River.

Shoreview contains several waters (lakes and streams) that receive storm water runoff. The Grass Lake watershed encompasses approximately 3,100 acres, the Rice Creek watershed encompasses approximately 4,650 acres and the Vadnais Lake watershed encompasses approximately 350 acres. The list below identifies the waters in Shoreview where storm sewer system outfalls are located. Known outfalls to these waters are identified in the Outfall Map.

- Lake Owasso Lake
- Wabasso Snail Lake
- Turtle Lake
- Lake Emily
- Shoreview Lake
- Island Lake
- Lake Judy
- Grass Lake
- Martha Lake

## BMPs for the Six Minimum Control Measures

The table which follows outlines BMPs that form the City's SWPPP.

2006 Unique BMP ID	2003 Unique BMP ID	Best Management Practices for Each Minimum Control Measure
<b>MCM #1: Public Education &amp; Outreach</b>		
1a-1	1-01-R	City Storm Water Education Program
2a-1, 2b-1, 2c-1, 1e-1	1-02-R	Annual Public/City Council Meeting
1b-1, 1c-1, 1d-1	1-03	City Newsletter and Website
	1-04	Rice Creek Watershed District and Grass Lake WMO Education Programs
	1-05	City's Cable Access Television
<b>MCM #2: Public Involvement and Participation</b>		
2a-1, 2b-1, 2c-1, 1e-1	1-02-R	Annual Public/City Council Meeting
1c-2	2-01-R	Public Education and Outreach Program
	2-02	Storm Drain Stenciling
	2-03	Partner with County's Adopt-a-Highway Program
	2-04	Lake and Stream Clean-up and Monitoring
	2-05	City Clean-up Program
<b>MCM #3: Illicit Discharge Detection and Elimination</b>		
1c-3, 3d-1	3-01-R	Public Education & Outreach Program
3b-1	3-02-R	Regulatory Program to Prohibit Non-Storm Water Discharges into the MS4
3a-1	3-03-R	Storm System Outfall and BMP Map
3c-1, 3e-1	3-04-R	Illicit Discharge and Detection Program
3d-1, 6a-1	3-05	Maintenance Staff Meetings
3b-1	3-06	ISTS Inspection and Certification Program
	3-07	Used oil/household hazardous waste/pesticide program
	3-08	Phosphorus Fertilizer Ordinance
<b>MCM #4: Construction Site Storm Water Controls</b>		
1c-4	4-01-R	Public Education & Outreach Program
4a-1	4-02-R	Construction Erosion and Sediment Control Ordinance
4b-1	4-03	Rice Creek Watershed District Erosion Control Program
4d-1	4-04-R	Development Plan Review Process
4b-1, 4c-1, 4f-1	4-05-R	Construction Site Inspection and Street Sweeping Follow-up
4e-1	4-06-R	Complaint Response Program
<b>MCM #5: Post Construction Storm Water Management for New Development and Redevelopment</b>		
1c-5	5-01-R	Public Education & Outreach Program
5b-1	5-02-R	Post-Construction Runoff Control Ordinance
5c-1	5-03-R	BMP Maintenance Agreement Program
5b-1	5-04	RCWD and City Permit Program
5a-1, 5b-1	5-05-R	Reduction of Directly Connected Impervious Surfaces

**MCM #6: Pollution Prevention/Good Housekeeping for Municipal Operations**

1c-6	6-01-R	Public Education & Outreach Program
3d-1, 6a-1	6-02-R	City Staff Training and Information Program
6b-2, 6b-3, 6b-4	6-03-R	Structural BMP and Outfall Inspection Program
6b-5	6-04-R	Storm Water System Maintenance Program
6b-6, 6b-7	6-05-R	Development of Storm System BMP Database
6a-2	6-06	Street Sweeping Program
6a-1	6-07	Spill Prevention and Control Training Program
6a-2	6-08	Road Salt Alternatives

---

City of Shoreview, Minnesota

### **III. SWPPP - BMP SUMMARY SHEETS**

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

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

## BMP Summary Sheet

**MS4 Name:** City of Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Distribute Educational Materials
<b>*BMP Description:</b> <p>The City will publish a series of articles in the ShoReview newsletter that is mailed to City residents and made available at City offices. The City will also continue to produce and maintain a website that will communicate water resource activities and projects at <a href="http://www.ci.shoreview.mn.us">http://www.ci.shoreview.mn.us</a>.</p> <p>The City has put in a schedule to promote the use of the Household Hazardous Waste Program, Leaf Drop-Off at the County Site, sponsor and participate in Cleanup Day, which are scheduled twice a year in the spring and fall. The City also utilizes the ShoReview to provide information to residents as it pertains to preventing raking leaves into streets, relay information regarding the City's street sweeping operations and prohibiting the use of fertilizers that are phosphorous-exempt to promote good water quality within Shoreview.</p> <p>The City's website also has an email notification system option that provides updates to residents when new information is added to the City's webpage.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Maintain City web page for water resources information.</li><li>2. Update education materials, as needed, and make available at City offices.</li><li>3. Publish articles for each MCM (or combined article) in ShoReview newsletter.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Ongoing/Annually</li><li>2. Ongoing/Annually</li><li>3. Ongoing/Annually</li></ol>
<b>Specific Components and Notes:</b> <p>Audience or audiences: All City residents; community groups and visitors to Shoreview facilities. Increased awareness: The flyers will educate the target audiences by giving them a good understanding of a variety of water quality topics and how citizens can make a difference.</p>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

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

**\*BMP Description:**

The City's education program consists of a wide range of activities as described in the BMP summary sheets in MCM 1 and 2, including newspaper articles, mailings, public meetings, resident participation programs and web-based information access. The City's surface water webpages have links to watershed organization websites where events and activities are posted.

The City has put in a schedule to promote the use of the Household Hazardous Waste Program, Leaf Drop-Off at the County Site, sponsor and participate in Cleanup Day, which are scheduled twice a year in the spring and fall. The City also utilizes the ShoReview to provide information to residents as it pertains to preventing raking leaves into streets, relay information regarding the City's street sweeping operations and prohibiting the use of fertilizers that are phosphorous-exempt to promote good water quality within Shoreview.

**\*Measurable Goals:**

1. Distribute storm water-related literature to developers and contractors.
2. Distribute literature to neighborhood groups, churches, schools, City staff and business owners.
3. Maintain a list of available information.

**\*Timeline/Implementation Schedule:**

1. Ongoing/Annually
2. Ongoing/Annually
3. Ongoing/Annually

**Specific Components and Notes:**

The City may also host a public information meeting about storm water quality.

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

Name: Assistant City Engineer  
Department: Public Works  
Phone: 651.490.4652  
E-mail: [jauge@ci.Shoreview.mn.us](mailto:jauge@ci.Shoreview.mn.us)

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

## BMP Summary Sheet

**MS4 Name:** City of Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Education Program: Public Education and Outreach
<b>*Audience(s) Involved:</b> All City residents, business owners, City Council and committees, developers, contractors, watershed organizations and others.
<b>*Educational Goals for Each Audience:</b> Increased awareness: BMPs have been selected to increase awareness by making positive impressions on individuals that will help to change attitudes and behaviors towards storm water issues. The desired end result is improvements in the water quality of City lakes and water resources.
<b>*Activities Used to Reach Educational Goals:</b> 1. Distribution of educational and informational flyers. 2. Maintain web site postings of storm water program information – including the City’s Surface Water Management Plan as it is updated. 3. Broadcast storm water information on the local cable access channel.
<b>*Activity Implementation Plan:</b> 1. Ongoing/Annually 2. Ongoing/Annually 3. Ongoing/Annually
<b>*Performance Measures:</b> 1. Quantity of flyers distributed. 2. Web site activity related to storm water programs. 3. Program topics broadcast on cable.
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Education Program: Public Participation
<b>*Audience(s) Involved:</b> Residents, developers, businesses, volunteers, youth groups, local clubs, visitors to the City.
<b>*Educational Goals for Each Audience:</b> Increased awareness: The program will make known the importance of storm water issues and how people can make an impact on a larger scale. Activities may include storm drain stenciling, picking up trash near the stenciled storm drains and by noting where maintenance is needed.
<b>*Activities Used to Reach Educational Goals:</b> <ol style="list-style-type: none"><li>1. Continuation of Adopt-a-Trail program.</li><li>2. Continuation of storm drain stenciling program.</li><li>3. Conduct City clean-up day events.</li></ol>
<b>*Activity Implementation Plan:</b> <ol style="list-style-type: none"><li>1. Ongoing/Annually.</li><li>2. Ongoing/Annually.</li><li>3. Semi-Annually - Spring and Fall.</li></ol>
<b>*Performance Measures:</b> <ol style="list-style-type: none"><li>1. Number of events and number of participants.</li><li>2. Number of events and number of participants.</li><li>3. Number of vehicles at each event.</li></ol>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Education Program: Illicit Discharge Detection and Elimination
<b>*Audience(s) Involved:</b> Residents, developers, businesses, volunteers, visitors to the City, City staff.
<b>*Educational Goals for Each Audience:</b> The program will make known the importance of storm water issues and how people can make an impact on a larger scale. The City will post information on the city's storm water page and in the ShoReview newsletter. The various articles solicit storm water related questions and citizen input on the city's SWPPP, and encourages residents to identify and report illicit discharges or other storm water related problems.
<b>*Activities Used to Reach Educational Goals:</b> 1. Post at least one article on the City website relating to Minimum Control Measure #3. 2. Maintain a link to the Ramsey County Household Hazardous Waste program information. 3. Publish at least 1 article in the ShoReview newsletter relating to MCM #3.
<b>*Activity Implementation Plan:</b> 1. Annually 2. Annually 3. Annually
<b>*Performance Measures:</b> 1. Article posted. 2. Link maintained. 2. Article published.
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Education Program: Construction Site Run-off Control
<b>*Audience(s) Involved:</b> Residents, developers, contractors, businesses, volunteers, visitors to the City.
<b>*Educational Goals for Each Audience:</b> The program will make known the importance of storm water issues and how people can make an impact on a larger scale. Information on erosion control is posted on the city's website and can be accessed via links on the city's storm water pages. Links are also provided to the city's erosion control ordinance and erosion related information on the MPCA and watershed district websites. Information on erosion control is distributed with all grading permits and building permits. All new projects are reviewed for erosion control plans.
<b>*Activities Used to Reach Educational Goals:</b> 1. Post at least one article on the City website relating to Minimum Control Measure #4. 2. Publish at least 1 article in the official City paper relating to MCM #4. 3. Distribute and make available standards guidance information to developers as initial contacts are made (materials may include MnDOT guide manual, MPCA guidance, RCWD guidance, City Standard Details, etc.).
<b>*Activity Implementation Plan:</b> 1. Annually 2. Annually 3. Ongoing/Annually
<b>*Performance Measures:</b> 1. Article posted. 2. Article published 3. Quantity of material/number of developers sent erosion control guidance materials.
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
<b>*Audience(s) Involved:</b> City council members, residents, developers, businesses, volunteers, visitors to the City.
<b>*Educational Goals for Each Audience:</b> The program will make known the importance of storm water issues and how people can make an impact on a larger scale. The City will continue to maintain and update flyers/informational materials and the City website relating to storm water management practices for development and redevelopment projects.
<b>*Activities Used to Reach Educational Goals:</b> <ol style="list-style-type: none"><li>1. Post at least one article on the City website relating to Minimum Control Measure #5.</li><li>2. Publish at least 1 article in the official City paper relating to MCM #5.</li><li>3. Distribute and make available treatment system standards and guidance documents to developers as initial contacts are made.</li><li>4. Meet with City council members to review the City's SWPPP and provide more detailed information on items as requested by the members.</li><li>5. Create a SWPPP information sheet that will be provided to new council members.</li></ol>
<b>*Activity Implementation Plan:</b> <ol style="list-style-type: none"><li>1. Annually</li><li>2. Annually</li><li>3. Ongoing/Annually</li><li>4. Meet with City council prior to January 1, 2009</li><li>5. Create informational sheet after meeting with the City council and provide as needed to new members.</li></ol>
<b>*Performance Measures:</b> <ol style="list-style-type: none"><li>1. Article posted.</li><li>2. Article published.</li><li>3. Quantity of material/number of developers sent water quality BMP guidance materials.</li><li>4. Conduct meeting with City council.</li><li>5. Create information sheet and distribute to new council members.</li></ol>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
<b>*Audience(s) Involved:</b> Residents, developers, businesses, volunteers, visitors to the City, City staff.
<b>*Educational Goals for Each Audience:</b> The program will make known the importance of storm water issues and how people and city staff can make an impact on a larger scale. This information will also let residents know what the City is doing on a regular basis to actively improve water quality throughout the City. Information discussing the City's Pollution Prevention/Good Housekeeping Plan for the municipal operations will be posted on the city's website and be accessible through the city's storm water management page. A link is provided to the city's General Storm Water Permit for Industrial Activity of which the Pollution Prevention/Good Housekeeping Plan is an integral component.
<b>*Activities Used to Reach Educational Goals:</b> <ol style="list-style-type: none"><li>1. Post at least one article on the City website relating to Minimum Control Measure #5.</li><li>2. Publish at least 1 article in the official City paper relating to MCM #5.</li><li>3. Conduct annual internal staff training event on municipal operations and make information available to staff.</li></ol>
<b>*Activity Implementation Plan:</b> <ol style="list-style-type: none"><li>1. Annually</li><li>2. Annually</li><li>3. Annually</li></ol>
<b>*Performance Measures:</b> <ol style="list-style-type: none"><li>1. Article posted.</li><li>2. Article published.</li><li>3. Number of staff trained, topics/water resource material covered.</li></ol>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Coordination of Education Program
<b>*BMP Description:</b> The City will work with Ramsey County, the RCWD, GLWMO and the VLAWMO to distribute general information on non-point source pollution, water resource impacts and needs for and benefits of reduction. The City also currently has efforts ongoing with these agencies to promote and install a range of storm water practices in suitable areas. The most efficient method of coordinating these programs is by maintaining links to related programs on the various websites.
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Maintain a link to Ramsey County "Environment" web pages.</li><li>2. Provide web link/access to material available from MPCA.</li><li>3. Provide web link/access to material available from local Watershed Organizations.</li><li>4. Provide web link/access to other related educational information.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Annually check access and update, as needed.</li><li>2. Annually check access and update, as needed.</li><li>3. Annually check access and update, as needed.</li><li>4. Annually check access and update, as needed.</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<p><b>*BMP Title:</b> Annual Public Meeting</p>
<p><b>*BMP Description:</b></p> <p>The City will hold an annual public meeting at a City Council meeting between approximately February and May of each year to present progress to date on the City's SWPPP for the past year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.</p>
<p><b>*Measurable Goals:</b></p> <ol style="list-style-type: none"><li>1. Hold annual public meeting relating to NPDES SWPPP.</li><li>2. Reserve time in meeting agenda for public comment.</li><li>3. Have review written materials available prior to and at the public meeting.</li></ol>
<p><b>*Timeline/Implementation Schedule:</b></p> <ol style="list-style-type: none"><li>1. Annually</li><li>2. Annually</li><li>3. Prepare draft report prior to meeting.</li></ol>
<p><b>Specific Components and Notes:</b></p> <p>See also BMP 2a-1, 2b-1, 2c-1</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Director of Public Works/City Engineer</p> <p>Department: Public Works</p> <p>Phone: 651.490.4651</p> <p>E-mail: <a href="mailto:mmaloney@ci.Shoreview.mn.us">mmaloney@ci.Shoreview.mn.us</a></p>

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

## BMP Summary Sheet Instructions

### Minimum Control Measure 2: PUBLIC PARTICIPATION/INVOLVEMENT

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

**BMP Summary Sheet**

**MS4 Name:** City of Shoreview, Minnesota

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

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

<p><b>*BMP Title:</b> Comply with Public Notice Requirements</p>
<p><b>*BMP Description:</b></p> <p>The City will provide at least 30 days notice to residents through the local newspaper relating to the date, time and details of the annual public meeting. The meeting will be held in between February and May of each year to present progress to date on the City's SWPPP for the past year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments. Shoreview will also broadcast the annual informational meeting on community cable programming.</p>
<p><b>*Measurable Goals:</b></p> <ol style="list-style-type: none"><li>1. Prepare and notice the public meeting in the official local paper.</li><li>2. Notice will specify that all residents have an opportunity for full and fair consideration.</li></ol>
<p><b>*Timeline/Implementation Schedule:</b></p> <ol style="list-style-type: none"><li>1. Notice at least 30 days prior to the scheduled meeting.</li><li>2. Annually with notice posted at least 30 days prior to meeting.</li></ol>
<p><b>Specific Components and Notes:</b></p> <p>See also BMP 1e-1, 2b-1, 2c-1</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Director of Public Works/City Engineer Department: Public Works Phone: 651.490.4651 E-mail: <a href="mailto:mmaloney@ci.Shoreview.mn.us">mmaloney@ci.Shoreview.mn.us</a></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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Solicit Public Input and opinion on the Adequacy of the SWPPP
<b>*BMP Description:</b> The City will hold an annual public meeting at a Council meeting between February and May of each year to present progress to date on the City's SWPPP for the past year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments. Shoreview will also broadcast the annual informational meeting on community cable programming.
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Provide an opportunity for public input in written or oral format.</li><li>2. Have draft annual report available at public meeting.</li><li>3. Make draft copy available for review one week prior to the public meeting.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Annually, prior to the meeting, at the meeting or by data specified in the notice.</li><li>2. Annually</li><li>3. Annually</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Director of Public Works/City Engineer Department: Public Works Phone: 651.490.4651 E-mail: <a href="mailto:mmaloney@ci.Shoreview.mn.us">mmaloney@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Consider Public Input
<b>*BMP Description:</b> The City will hold an annual public meeting at a Council meeting between February and May of each year to present progress to date on the City's SWPPP for the past year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments. Shoreview will also broadcast the annual informational meeting on community cable programming.
<b>*Measurable Goals:</b> 1. Summarize comments and analyze needs for adjustments to the SWPPP where appropriate. 2. Incorporate any significant changes identified by the input into the annual report and SWPPP revisions.
<b>*Timeline/Implementation Schedule:</b> 1. Annually (prior to June 30). 2. Annually.
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Director of Public Works/City Engineer Department: Public Works Phone: 651.490.4651 E-mail: <a href="mailto:mmaloney@ci.Shoreview.mn.us">mmaloney@ci.Shoreview.mn.us</a>

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

## BMP Summary Sheet Instructions

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

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

## BMP Summary Sheet

**MS4 Name:** City of Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Storm Sewer System Map
<b>*BMP Description:</b> <p>The City has prepared a map that shows the location of portions of the City storm sewer system, treatment facility components and receiving water bodies. The map currently helps facilitate management of the overall illicit discharge detection and elimination program and the BMP maintenance program. The map is updated annually.</p> <p>The map will identify: 1) ponds, streams, lakes and wetlands that are part of the City's storm system; 2) structural pollution control devices (grit chambers, separators, etc.); 3) all pipes and conveyances as a goal, but at a minimum, those pipes that are 24 inches in diameter and over; and 4) outfalls to receiving waters and other MS4s, structures that discharge directly to groundwater, overland discharge points and all other points that are outlets, but not diffuse flow areas.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Review map details compared to listed items 1-4 above (from the MS4 Permit).</li><li>2. If additional information is needed, identify process and schedule for including the data on the map.</li><li>3. Incorporate new BMPs and storm system created by new and redevelopment activities.</li><li>4. Complete the MS4 map.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. December 31, 2006.</li><li>2. December 31, 2006.</li><li>3. Ongoing/Annually</li><li>4. June 30, 2008.</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Director of Public Works/City Engineer Department: Public Works Phone: 651.490.4651 E-mail: <a href="mailto:mmaloney@ci.Shoreview.mn.us">mmaloney@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Regulatory Control Program
<b>*BMP Description:</b> <p>The City's regulatory mechanism to prohibit non-storm water discharges into the storm sewer system is contained in several sections of City code. The City currently has an ISTS code (Section 209.090) and has adopted the Minnesota Building Code that prohibits illicit connections and illegal dumping into the storm system. The City will continue to enforce these codes and review them to determine if changes or additions are needed to prohibit illicit discharges from other sources. State law covers the use of commercial fertilizer and lawn fertilizer applications. These ordinances and codes provide authority to inspect systems and facilities, prevent illicit connections and discharges, and allow for punitive measures.</p> <p>The City will also continue to participate in the Ramsey County Household Hazardous Waste Program which collects: adhesives, aerosol spray products, automotive products, fluorescent lamps, furniture refinishing products, household cleaners, paint, stain, pool chemicals, pesticides, herbicides, insecticides. More information can be found at: <a href="http://www.co.ramsey.mn.us">http://www.co.ramsey.mn.us</a>.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Review ordinances to determine if adequately meeting the illicit discharge requirements.</li><li>2. Complete updates, as needed, through formal ordinance review and modification process.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Annually.</li><li>2. As needed.</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Director of Public Works/City Engineer Department: Public Works Phone: 651.490.4651 E-mail: <a href="mailto:mmaloney@ci.Shoreview.mn.us">mmaloney@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Illicit Discharge Detection and Elimination Plan
<b>*BMP Description:</b> <p>The City is not currently aware of any locations where this exists. The City has coordinated current activities with the complaint response program and related inspection and monitoring activities. This will be one of the methods by which the City monitors for illicit discharges into and from their system.</p> <p>A range of potentially polluting activities occurs throughout the City (e.g., construction projects, hazardous materials handling, used oil and pesticide disposal, etc.) that can be identified and better addressed through this program. The storm system outfalls in the City inspecting these outfalls will be one step in tracking down illicit discharges or other potential water quality hazards that may impact the MS4 system.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Respond to complaints or information relating to potential illicit discharges and illegal dumping.</li><li>2. Implement inspection program of the City storm system and development projects.</li><li>3. Complete employee training to identify and track illicit discharges as needed.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Ongoing/Annually</li><li>2. Ongoing/Annually</li><li>3. March 2009 – Develop illicit discharge detection and elimination training component for City staff</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> <p>Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a></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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Public and Employee Illicit Discharge Information Program
<b>*BMP Description:</b> The City maintenance staff meets regularly and will discuss illicit discharges into the City's storm sewer system at least once per year. As these discharges occur and are identified, they are generally corrected and removed immediately when they are found connected to the City's system.
<b>*Measurable Goals:</b> 1. Distribute information on illicit discharges in conjunction with BMP 1c-2. 2. Conduct annual staff training in conjunction with BMP 6a-1.
<b>*Timeline/Implementation Schedule:</b> 1. Ongoing/Annually 2. Annually
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Identification of Non Stormwater Discharges and Flows		
<b>*BMP Description:</b>		
The City has reviewed the following categories of <b>non-storm water discharges or flows</b> (i.e., illicit discharges) and has determined that none identified in the list are known to be significant contributors of pollutants to our system at this time.		
<b>Category</b>	<b>Significant Contributor?</b>	
	<b>Yes</b>	<b>No</b>
Water line flushing		√
Landscape irrigation		√
Diverted stream flows		√
Rising ground waters		√
Uncontaminated ground water		√
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		√
And street wash water		√
Discharges or flows from fire fighting activities		√
<b>*Measurable Goals:</b>		
1. Review non-storm water discharge list annually to evaluate significance of each potential source.		
<b>*Timeline/Implementation Schedule:</b>		
1. Annually		
<b>Specific Components and Notes:</b>		
<b>*Responsible Party for this BMP:</b>		
Name: Assistant City Engineer		
Department: Public Works		
Phone: 651.490.4652		
E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>		

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

## BMP Summary Sheet Instructions

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

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

## BMP Summary Sheet

**MS4 Name:** City of Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Ordinance or other Regulatory Mechanism
<b>*BMP Description:</b> <hr/> <p>The City will develop an ordinance to regulate construction site stormwater runoff. The City will work with the appropriate WMOs to insure the ordinance is consistent with their regulations. The City will include the components recommended by the MPCA as follows:</p> <ol style="list-style-type: none"><li>1. Construction site plan submittal to include erosion and sediment controls during construction.</li><li>2. Site plan review and approval by the City prior to activity on the site.</li><li>3. Require record keeping of rainfall amounts and inspections by site operators.</li><li>4. Require design standards for temporary erosion and sediment controls during construction activities.</li><li>5. Regular inspections by site operators.</li><li>6. Require criteria for the site operator to conduct dewatering and/or basin draining at the site.</li><li>7. Require criteria for BMP maintenance.</li><li>8. Require waste controls for solid and hazardous wastes.</li><li>9. Require design standards for permanent storm water management controls following the completion of construction activities.</li><li>10. Require stable slopes and the establishment of perennial vegetative cover on all exposed soils upon the completion of any construction activity.</li></ol> <p>All components listed will be written into the ordinance as well as enforcement action that the City can take including verbal warnings, written warnings, stop-work orders, fines, forfeit of security bond money, and withholding of the certificate of occupancy.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Review current City ordinances, other city ordinances, and other sources for potential programs that could be incorporated into the ordinance.</li><li>2. Complete background and draft ordinance structure.</li><li>3. Begin formal ordinance development process.</li><li>4. Complete process and have ordinance approved by City Council.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Review of current City ordinances and other sources will begin April 2008.</li><li>2. Background and draft ordinance will be completed by January 2009.</li><li>3. Formal ordinance process and Council approval will be completed by March 2009.</li></ol>
<b>Specific Components and Notes:</b> <p>The City Planner will be involved in the process and provide examples, language, and assist in research.</p>
<b>*Responsible Party for this BMP:</b> <p>Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a></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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Construction Site Implementation of Erosion and Sediment Control BMPs
<b>*BMP Description:</b> As part of the Rice Creek Watershed District (RCWD) permit program, the City will continue work with the District to ensure compliance with the RCWD requirements and to support the inspection and enforcement process by the District. In addition, the City will continue to promote the BMPs described in the Ramsey County Erosion and Sediment Control Handbook and compliance with the MPCA Construction NPDES Permit in all areas of the City.  Rice Creek Watershed District reviews all improvements located with its watershed district as it pertains to their permit requirements. The City, County and Rice Creek Watershed District inspect construction sites during the construction seasons for compliance with MPCA requirements. Rice Creek Watershed District gives the City results of permit review comments upon their findings. All failing inspection results are copied to the City for our property files. The City may also require site owners/contractor to sweep streets to remove accumulated sediment tracked from construction sites.  See also BMPs 4d-1 and 4f-1.
<b>*Measurable Goals:</b> 1. Conduct plan review of proposed erosion control practices. 2. Require development agreements for private construction activities.
<b>*Timeline/Implementation Schedule:</b> 1. Ongoing/Annually 2. Ongoing/Annually
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Waste Controls for Construction Site Operators
<b>*BMP Description:</b> <p>The City has a current ordinance that addresses construction site waste controls and as described in BMP 3b-1, the City has adopted the Minnesota Building Code requirements for prohibitions on discharges or dumping of waste into the storm system. The ordinance is related to building code enforcement but also gives the City the authority to address issues relating to potential water quality hazards of construction site waste management.</p> <p>The City may also require site owners/contractor to sweep streets to remove accumulated sediment tracked from construction sites.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Based on inspections, record the number of non-compliant sites.</li><li>2. Record the number of sites where City clean-up is needed.</li><li>3. Review ordinance language for revisions specific to storm water runoff control.</li><li>4. If changes are needed, make formal changes in accordance with City procedures.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Ongoing/Annually (as part of construction site inspection program)</li><li>2. Ongoing/Annually.</li><li>3. By June 1, 2009</li><li>4. By June 1, 2010.</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Procedure for Site Plan Review
<b>*BMP Description:</b> <hr/> <p>The City currently reviews all land disturbing activities for compliance with the erosion and sediment control ordinance prior to issuing a building permit (City Code 203.041). If the project involves land disturbing activities, the project is reviewed by City staff for a range of issues including erosion control.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Review development plans for sites for which include land disturbing activities.</li><li>2. Record the number of sites/projects reviewed annually.</li><li>3. Track the number and type of storm water management BMPs proposed.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Ongoing/Annually</li><li>2. Ongoing/Annually</li><li>3. Ongoing/Annually</li></ol>
<b>Specific Components and Notes:</b> <p>Tracking the type of BMP installed may include both erosion and sediment control BMPs and permanent water quality BMPs (e.g., ponds, rain gardens, structural devices). These data will be included in updates to the storm system map under BMP 3a-1.</p>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance
<b>*BMP Description:</b> The City will use their existing system of responding to complaints on storm water related concerns. The program and process will be noticed in the ShoReview newsletter and on the webpage. Residents of the City will be able to use the call-in line to report illicit discharges, report construction site erosion or sedimentation concerns and provide comments on the City's SWPPP.
<b>*Measurable Goals:</b> 1. Maintain dedicated storm water call number on website. 2. Record the number of calls and the nature of the complaint/call. 3. Record the number of staff inspections and follow-up actions resulting from the call line.
<b>*Timeline/Implementation Schedule:</b> 1. Ongoing/Annually 2. Ongoing/Annually 3. Ongoing/Annually
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Establishment of Procedures for Site Inspections and Enforcement
<b>*BMP Description:</b> The City currently inspects all construction sites to review compliance with code and permit requirements. Developers/applicants apply to the City for a building permit and City staff complete final project reviews and site inspections during construction. The City requires an escrow that is available to pay for turf and erosion control improvements, if the contractor or developer fails to comply. When needed, the inspector may order street sweeping to remove sediment from streets near the project. The inspector may also require removal of construction debris and other material that may cause adverse water quality impacts.  See also BMP 4b-1, 4c-1
<b>*Measurable Goals:</b> 1. Record the number of sites inspected annually. 2. Record the number of non-compliant sites. 3. Record the number of sites where City clean-up is needed.
<b>*Timeline/Implementation Schedule:</b> 1. Ongoing/Annually 2. Ongoing/Annually 3. Ongoing/Annually
<b>Specific Components and Notes:</b> See also BMP 4c-1.
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

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

## BMP Summary Sheet Instructions

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

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

### BMP Summary Sheet

**MS4 Name:** City of Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Development and Implementation of Structural and/or Non-structural BMPs
<b>*BMP Description:</b> <p>The City currently has several ordinances and standards that must be followed to address post construction runoff controls at sites where land disturbing activities are occurring. The City' current controls Ordinance No. 749 that specifies required design and management standards for storm water treatment ponds, impervious surface coverage requirements, chemical use and shoreland management. The City has amended the grading permit requirements to require verification of the installed practices meet the approved plans. Development agreements have been revised to specify maintenance requirements for private storm water systems.</p> <p>The City requires water quality, rate control, and quantity requirements on all new development and re-development per our Surface Water Management Plan. For projects located in Rice Creek Watershed District, the District keeps track of the number of alternative BMPs installed within the City. Currently the City does not have a summarized accounting of the number of alternative systems within the City's permit program, but do have this information in our records. The City has recently changed its code to require alternative water treatment for sites adjacent to lakes, which is covered in the City code 209-26 which has specific requirements to assist in water quality near lakes. This includes vegetation buffers, removal of impervious surfaces and installation of rain gardens/native areas.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Track the number and type of structural and non-structural BMPs installed annually (e.g., NURP ponds, infiltration basins, sump manholes, grit chambers, bioretention areas, etc.).</li><li>2. Incorporate new facilities in BMP database and map for City-installed alternative practices.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Ongoing/Annually</li><li>2. Ongoing/Annually</li></ol>
<b>Specific Components and Notes:</b> <p>See also BMPs 3a-1 and 4b-1.</p>
<b>*Responsible Party for this BMP:</b> <p>Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a></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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment
<b>*BMP Description:</b> <p>The City currently has several ordinances and standards that must be followed to address post construction runoff controls at sites where land disturbing activities are occurring. The City' current controls Ordinance No. 749 that specifies required design and management standards for storm water treatment ponds, impervious surface coverage requirements, chemical use and shoreland management. Development agreements have been revised to specify maintenance requirements for private storm water systems.</p> <p>The City requires water quality, rate control, and quantity requirements on all new development and re-development per our Surface Water Management Plan. The City has recently changed its code to require alternative water treatment for sites adjacent to lakes, which is covered in the City code 209-26 which has specific requirements to assist in water quality near lakes. This includes vegetation buffers, removal of impervious surfaces and installation of rain gardens/native areas.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Review of development standards.</li><li>2. Revise standards and complete formal ordinance adoption in accordance with City procedures.</li><li>3. Review of standards following changes in NPDES permit program and/or TMDL studies or other significant program changes.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Annually.</li><li>2. As needed to comply with watershed or state program changes.</li><li>3. As needed to comply with watershed or state program changes.</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Long-term Operation and Maintenance of BMPs
<b>*BMP Description:</b> Shoreview will continue to implement the current program to require maintenance of new storm water ponds and other water quality BMPs within the City that are not owned or operated by the City. The City has a template maintenance agreement in its Surface Water Management Plan that can be used to establish specific maintenance requirements and schedules for a variety of BMPs. The City will look for opportunities to improve maintenance of private systems that were installed prior to establishment of the maintenance agreement program as resources allow.  The City charges residents and businesses a surface water utility fee to fund repair and replacement of the City's storm water conveyance system including BMPs.
<b>*Measurable Goals:</b> 1. Require maintenance agreements on new private BMPs during the development approval process. 2. Record/track the number of new private systems where maintenance agreements have been completed.
<b>*Timeline/Implementation Schedule:</b> 1. Ongoing/Annually 2. Annually, starting in 2008.
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

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

### BMP Summary Sheet Instructions

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

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

### BMP Summary Sheet

**MS4 Name:** City of Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Municipal Operations and Maintenance Program
<b>*BMP Description:</b> <p>The City maintenance staff meets regularly and will discuss illicit discharges into the City's storm sewer system at least once per year. As these discharges occur and are identified, they are generally corrected and removed immediately when they are found connected to the City's system.</p> <p>The City will look to participate in a more formal pollution prevention workshop or training program for City grounds and landscaping staff, fleet and building maintenance staff, street maintenance staff and storm water system staff. The City will reach staff having responsibilities in the storm water program at least annually. The City will also provide information for new employees as needed. The City will work with RCWD, GLWMO and other agencies to develop or get access to a training program and research opportunities to and send staff to the MnDOT training and certification programs as City funding resources allow.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Conduct a staff training event at least annually to discuss the topics relating to water resources programs.</li><li>2. Record number of staff attending the annual training event and meeting and the topics covered.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Annually</li><li>2. Annually</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

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

**\*BMP Description:**

The City will continue the current street sweeping program for vehicle safety, pedestrian safety, and water quality and environmental reasons. Street sweeping will be done as weather permits (late March to early April) through the first snowfall. The City also prioritizes sweeping to target key areas of the City.

As part of the street maintenance program, the City has evaluated the snow and ice control program with an emphasis on more effective use of salt. The Public Works Superintendent and Street Supervisor have attended programs including the Road Salt Symposium and seminars on the effects of chloride use on the environment.

**\*Measurable Goals:**

1. Sweep at least once each year (additional spring, summer or fall sweeping as weather and resources permits)
2. Estimate the number of miles swept annually.
3. Estimate the amount (volume or weight) of material collected.

**\*Timeline/Implementation Schedule:**

1. Annually
2. Ongoing/Annually
3. Ongoing/Annually

**Specific Components and Notes:**

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

Name: Assistant City Engineer  
Department: Public Works  
Phone: 651.490.4652  
E-mail: [jauge@ci.Shoreview.mn.us](mailto:jauge@ci.Shoreview.mn.us)

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

## BMP Summary Sheet

**MS4 Name:** City of Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Annual Inspection of All Structural Pollution Control Devices
<b>*BMP Description:</b> <p>The City currently operates a program of inspecting and maintaining structural BMPs including catch basins, storm water ponds and system outfalls. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system and illicit discharges. The City is developing a more detailed database for the storm system that will be used to better track inspection activities and initiate maintenance work orders. The City will continue this program and look for opportunities to improve the tracking of inspection results and program efficiency. The inspection program will be coordinated with the BMP and Outfall mapping updates.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Inspect 100% of the pollution control devices such as trap manholes, grit chambers, sumps, floatable skimmers, separators and other small settling or filtering devices each year.</li><li>2. Record and track follow-up actions needed, assign a priority level and a timeline for addressing the problem.</li><li>3. Record inspection date, weather conditions and results for each component inspected.</li><li>4. Record and track the dates of completing major maintenance activities.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Annually</li><li>2. Ongoing/Annually</li><li>3. Ongoing/Annually</li><li>4. Ongoing/Annually</li></ol>
<b>Specific Components and Notes:</b>   
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview, Minnesota

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

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

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

**\*BMP Description:**

The City currently operates a program of cleaning structural BMPs including catch basins, storm water ponds and system outfalls. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system and illicit discharges. The City is developing a more detailed database for the storm system that will be used to better track inspection activities and initiate maintenance work orders. The City will continue this program and look for opportunities to improve the tracking of inspection results and program efficiency. The inspection program will be coordinated with the BMP and Outfall mapping updates.

**\*Measurable Goals:**

1. Inspect at least 20% of system outfalls, sediment basins and ponds each year.
2. Record and track follow-up actions needed, assign a priority level and a timeline for addressing the problem.
3. Record inspection date, weather conditions and results for each component inspected.
4. Record and track the dates of completing major maintenance activities.

**\*Timeline/Implementation Schedule:**

1. Annually
2. Ongoing/Annually
3. Ongoing/Annually
4. Ongoing/Annually

**Specific Components and Notes:**

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

Name: Assistant City Engineer  
Department: Public Works  
Phone: 651.490.4652  
E-mail: [jauge@ci.Shoreview.mn.us](mailto:jauge@ci.Shoreview.mn.us)

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

### BMP Summary Sheet

**MS4 Name:** City of Shoreview, Minnesota

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

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

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

**\*BMP Description:**

The City currently operates material stockpiles and handling areas for excavated materials at the City Maintenance Facility. Sand and salt are stored in covered facilities. The City inspects this area at least annually and conducts maintenance as needed as part of the overall storm system maintenance program.

**\*Measurable Goals:**

1. Inspect material stockpile and handling areas each year.
2. Record and track follow-up actions needed, assign a priority level and a timeline for addressing problems.

**\*Timeline/Implementation Schedule:**

1. Annually
2. Ongoing/Annually

**Specific Components and Notes:**

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

Name: Assistant City Engineer  
Department: Public Works  
Phone: 651.490.4652  
E-mail: [jauge@ci.Shoreview.mn.us](mailto:jauge@ci.Shoreview.mn.us)

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

**BMP Summary Sheet**

**MS4 Name:** City of Shoreview, Minnesota

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

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

<p><b>*BMP Title:</b> Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures</p>
<p><b>*BMP Description:</b></p> <p>The City will continue to update the inventory of structural runoff controls and continue current BMP maintenance and pond cleanout programs and record data in the developing database system to integrate the location of these controls with schedules for regular inspection and maintenance. The program will result in timely maintenance of the City's storm system components.</p> <p>The City has created forms that are used for creating follow-up actions for major and minor maintenance activities.</p> <p>Summary of significant repair or maintenance activities from BMPs 6b-2, 6b-3 and 6b-4.</p>
<p><b>*Measurable Goals:</b></p> <p>1. Inspect and maintain system components according to priority system established by the City.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>1. Ongoing/Annually</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a></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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Record Reporting and Retention of All Inspections and Responses to the Inspections
<b>*BMP Description:</b> <p>The City currently records system inspections in a database developed in-house. The City's goal is to continue to develop the database management system for the storm sewer system that is linked with the system map. This BMP is intended to start with the current database that can be expanded to include information on a range of BMPs (rainwater gardens, storm-septors, ponds, sump manholes, infiltration areas, etc.) located in and operated by the City. The database will help the City in tracking the condition of system components, scheduling and tracking inspections under related BMPs in the City's MS4 permit, and in completion of the annual reporting requirements. Ultimately, the database will allow more efficient use of City resources to comply with NPDES program requirements and there in protecting and improving water resources in the City.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Continue to track inspection program data in current system.</li><li>2. Develop/refine database system to accommodate all City storm system infrastructure.</li><li>3. Maintain and update the database with system inspection records.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Ongoing</li><li>2. Develop initial database by December 2008.</li><li>3. Ongoing/Annual updates.</li></ol>
<b>Specific Components and Notes:</b> <p>Measurable Goal 2 refers to City system only. However, as the database system develops the City may further refine the system to include private BMPs throughout the City.</p>
<b>*Responsible Party for this BMP:</b> <p style="margin-left: 40px;">Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a></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 Shoreview, Minnesota

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

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

<b>*BMP Title:</b> Evaluation of Inspection Frequency
<b>*BMP Description:</b> <p>The City currently operates a program of cleaning structural BMPs including catch basins, storm water ponds and system outfalls. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system and illicit discharges. The inspection program will be coordinated with the BMP and Outfall mapping updates.</p> <p>As the City develops a more comprehensive system database to better track system maintenance activities and findings, the system will assist in evaluating the frequency of maintenance for components of the City's system. As the system is populated with data, the City will be better able to evaluate the need for more or less frequent maintenance of BMPs, storm system and material storage and handling areas.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Reevaluate inspection schedule and frequencies following annual reporting results.</li><li>2. Increase or decrease frequency if prior year conditions warranted more or less frequent cleaning or maintenance.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Ongoing/Annually</li><li>2. Ongoing/Annually</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: <a href="mailto:jauge@ci.Shoreview.mn.us">jauge@ci.Shoreview.mn.us</a>

*\*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 Shoreview

**Permit Condition:** IV.6 – Drinking Water Sources

**Unique BMP Identification Number:** IV.6 – 1

<b>BMP Title:</b> Evaluating Drinking Water Sources for Infiltration Projects
<b>BMP Description:</b> <p>The City of Shoreview will evaluate drinking water sources when considering infiltration BMPs for future stormwater projects.</p> <p>During the evaluation the City will:</p> <ol style="list-style-type: none"><li>1. Assemble existing information on the area of the proposed stormwater project including if it is in an approved wellhead protection area, what aquifer is used by drinking water supply wells, where the aquifer is vulnerable to land activities, what land uses exist or are proposed in the area, and what are the contaminants of concern in the stormwater.</li><li>2. After assembling the information the City will follow the Minnesota Department of Health Guidelines for evaluating storm water infiltration projects.</li><li>3. If the guidance information leads to infiltration not being appropriate in the area, then an alternate BMP will be considered.</li></ol>
<b>Measurable Goals:</b> <ol style="list-style-type: none"><li>1. The City will establish a baseline of information that it can use for evaluating future infiltration projects. The information will be updated on an annual basis if necessary.</li><li>2. The City will prepare a map showing areas with potential vulnerable drinking water sources and will refer to the map for all infiltration projects.</li><li>3. The City will document the evaluation process for all infiltration projects in vulnerable drinking water source areas, will keep a record of the information compiled, and the decisions made on each separate project.</li></ol>
<b>Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. The City will establish the baseline information by July 2008 and will update annually, if necessary.</li><li>2. The City will complete the map of vulnerable drinking water sources by July 2008.</li><li>3. The City will document infiltration project decisions each year in the Annual Report to the MPCA.</li></ol>
<b>Specific Components and Notes:</b> <p>The Minnesota Department of Health Guidance will be checked annually for changes to the process. The City's vulnerable drinking water map will be update annually as required.</p>
<b>Responsible Party for this BMP:</b> <p>Name: Assistant City Engineer Department: Public Works Phone: 651.490.4652 E-mail: twesolowski@ci.shoreview.mn.us</p>



# BMP Summary Sheet

**MS4 Name:** City of Shoreview

**Permit Condition:** IV.D Section 303(d) listings

**Unique BMP Identification Number:** IV.D – 1

**BMP Title:** Impaired Water Review Process

**BMP Description:**

The City of Shoreview will review all discharges from its MS4 system to impaired waters, as defined by the current USEPA approved 303(d) list.

In this review, the City of Shoreview will identify impaired waters that could be impacted by the MS4's stormwater discharge. Storm sewer maps and field surveys will be used to identify all potential stormwater discharges to impaired waters. Once the discharges have been identified the watersheds that contribute to those discharges will be delineated. The delineated watershed will then be evaluated on the basis of hydrology, land use, and other characteristics that may impact the impaired water through the stormwater discharges.

Based on the review listed above the City will determine if changes to the stormwater system or BMPs are needed to minimize the impact discharges to the impaired waters. If modifications are deemed necessary, the City will modify our SWPPP and submit those modifications to the MPCA with the current year's annual report. Factors included as part of the review long-term and short-term cost and timing. All facts and information used in determining if changes to the SWPPP are necessary will be documented and kept with the MS4 permit. A summary will be prepared and any SWPPP revisions that were made will be identified.

**Measurable Goals:**

The City will establish a baseline of information – evaluate what we have already done that will help with this BMP.

The City will document all impaired waters with the MS4 and any impaired water outside of the MS4 that may be impacted by stormwater discharge from the City of Shoreview.

The City will prepare a map that includes all impaired waters that may be impacted, MS4 discharge points that may contribute to impairment, and the delineated watersheds that impact the impaired waters.

The City will complete a written summary of conclusions reached through the investigation, including the decision making process used to determine what SWPPP revisions may be needed.

The City will determine a schedule and timeline to incorporate changes into the SWPPP.

**Timeline/Implementation Schedule:**

The baseline of information will be established by July 2008.

Impaired waters impacted by MS4 discharges will be identified by September 2008.

Watersheds contributing to runoff to impaired waters will be delineated by October 2008.

Evaluation of hydrology, land uses, and other factors will be completed by February 2009.

The impaired waters review and any changes made to the SWPPP will be included in the 2008 annual report completed in 2009.

**Specific Components and Notes:**

This process will be reassessed annually over the course of the permit cycle. As new 303(d) lists with additional impaired waters are published, the City will review changes to the list and determine if discharges are impacting the newly listed waters.

When an USEPA approved TMDL is finalized, the City of Shoreview intends to fully comply with all limits and requirements set forth in the TMDL in accordance with the schedules(s) outlined in the TMDL and the MS4 permit.

**Responsible Party for this BMP:**

Name: Assistant City Engineer

Department: Public Works

Phone: 651.490.4652

E-mail: twesolowski@ci.shoreview.mn.us

