

City of Birchwood Village

NPDES Phase II MS4 Permit Application

Storm Water Pollution Prevention Program

General Storm Water Permit Application
(MN R 040000)

May 16, 2008

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City of Birchwood Village’s SWPPP is designed to reduce the discharge of pollutants from the City’s storm sewer system to the maximum extent practicable. To achieve this goal, standard Best Management Practices (BMPs) have been developed. The BMP measures are intended to address the 6 minimum control measures (MCMs) outlined in the MS4 Permit. The 6 MCMs are:

1. Public Education and Outreach
2. Public Participation/Involvement
3. Illicit Discharge Detention and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management in New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping

The following table provides the title of each BMP measure and its location in the SWPPP.

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BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

***BMP Title:** Distribute Educational Materials

***BMP Description:**

In cooperation with Washington County, Rice Creek Watershed District, and/or neighboring communities, stormwater pamphlets and fliers promoting stormwater education related to individual homeowners will be developed, or existing relevant material will be assembled, and made publicly available. The City will seek assistance from various Public service organizations to aid in the distribution of pamphlets and posting displays throughout the City.

Targeted audience: City Council, City Staff, City Residents.

***Measurable Goals:**

1. Number of pamphlets and fliers created and dispersed.
2. Number of residents interested in participating.
3. Meet once per year with the Rice Creek or Washington Conservation District environmental educator to select educational materials to emphasize for the next year.

***Timeline/Implementation Schedule:**

2008

1. Have discussions with other agencies/groups on willingness to work together.
2. Work with cooperative agencies or groups on developing and/or assembling relevant existing stormwater handout information.
3. Have pamphlets and other stormwater information available at area workshops, public meetings or City events.

2008 - 2010

1. Continue with the distribution of SWPPP information, revising as necessary after comments and suggestions from residents and City Staff.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Katherine Weber, City Clerk

Department: City of Birchwood Village Clerk

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

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

***BMP Description:**

In cooperation with Rice Creek Watershed District, the City will review the educational program that has been implemented on educating the residents on storm water pollution. Key issues that will be reviewed are:

1. The education of residents on the effects of storm water runoff to White Bear Lake and Hall's Marsh, and the steps that each individual can take to reduce storm water pollution
2. Work with Rice Creek Watershed District on identifying outreach activities/programs and creating an implementation schedule.
3. File relevant information in resource library. Include updated information in the City's quarterly newsletter.
4. Educate the residents about the impacts of storm water discharges on the community's water bodies.
5. Council will hold an annual meeting on storm water management

Targeted Audience: City Council, Staff, Residents

***Measurable Goals:**

1. Annually designate a city representative to meet with the RCWD or Washington Conservation district environmental educator to determine education activities
2. Number of activities/programs created and implemented.
3. The increase of interest and attendance by residents.
4. Meet once per year with the Rice Creek or Washington Conservation District environmental educators to select educational materials and educational activities that can be emphasized for the next year.

***Timeline/Implementation Schedule:**

2008

1. Develop a procedure for creating and implementing an educational program utilizing the capabilities of the Rice Creek Watershed's environmental education staff.

2008 - 2010

1. Council to hold annual public meeting on storm water management.
2. Work with RCWD or other agencies/groups to use already developed educational activities / programs that are appropriate to the city.
3. Annually evaluate and modify the educational program as necessary to meet stormwater management in building permits.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Katherine Weber, City Clerk

Department: City of Birchwood Village Clerk

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

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

***Audience(s) Involved:**

Elected officials and residents of Birchwood Village.

***Educational Goals for Each Audience:**

Increase public awareness and understanding of storm water issues within the community especially White Bear Lake and Hall's Marsh. Inform and educate the public about the impacts of storm water runoff on water quality, and steps that can be taken to reduce storm water pollution. See BMP 1b-1 Implement an Education Program activities.

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

In cooperation with Rice Creek Watershed District's environmental educator, highlight stormwater issues through City sponsored community events and programs that focus on public participation. Such as:

1. Annual public meeting addressing storm water issues including the Storm Water Pollution Prevention Program annual report.
2. Promote volunteer community cleanup day for Lake area.
3. Information in the City's quarterly newsletter on upcoming meetings and events on storm water issues.
4. Provide educational materials or conduct outreach activities about the effects of storm water runoff and BMP's to reduce storm water pollution.
5. Compile and maintain educational materials regarding the effects of storm water runoff and BMP's to reduce storm water pollution in a resource library located at the City of Birchwood Village City Hall.
6. Provide a procedure for reporting illicit discharges and dumping.

***Activity Implementation Plan:**

1. The Birchwood Village's City Council provides public education and outreach on storm water impacts. The Council also implements and monitors the Storm Water Pollution Prevention Program, such as the volunteer community cleanup days.
2. The City Council will hold an annual public meeting addressing storm water issues, including soliciting public input and opinion on the adequacy of the Storm Water Pollution Prevention Program. The attendance of these meetings will be monitored on a yearly basis with a goal of a continued increase in attendance.
3. The City will work annually with the Rice Creek Watershed District's environmental educator to develop a program to distribute educational materials and conduct outreach activities about the effects of storm water runoff and BMP's to reduce storm water pollution. The City, with assistance from the watershed districts, will continually perform research for new storm water materials that would be relevant to the City of Birchwood Village.
4. The City will compile and maintain educational materials regarding the effects of storm water runoff and BMP's to reduce storm water pollution in a resource library to be located at the City of Birchwood Village City Hall.

***Performance Measures:**

1. The City will acquire the annual report on Lake Water Quality commissioned by the White Bear Lake Conservation District (if available), maintain a copy of the report in the resource library and present the findings of the report in the annual public meeting addressing storm water issues including, the Storm Water Pollution Prevention Program annual report.
2. City Council will hold an annual meeting to get public input and opinion on the adequacy of the Storm Water Pollution Prevention Program.
3. The legal notice for the public informational meeting will be made available to the Rice Creek Watershed District and additional partnering organizations as required.
4. Meet annually with the RCWD environmental educator to select educational activities for the year.

***Responsible Party for this BMP:**

Name: Katherine Weber, City Clerk

Department: City of Birchwood Village Clerk

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

*BMP Title: Education Program: Public Participation
*Audience(s) Involved: Elected officials and residents of Birchwood Village.
*Educational Goals for Each Audience: <ol style="list-style-type: none">1. Increase awareness and understanding of stormwater issues within the community.2. Inform and educate on the impacts of stormwater runoff on water quality and what they can do to actively protect local lakes and streams from polluted stormwater runoff.
*Activities Used to Reach Educational Goals: <ol style="list-style-type: none">1. Public input and opinion about storm water runoff and BMP's will be accepted at each regularly scheduled City Council meeting.2. Public input given to the City Council throughout the year will be reviewed annually with appropriate adjustments made to the Storm Water Pollution Prevention Program at the annual meeting.3. The City will report in the quarterly newsletter on activities related to managing stormwater and implementing the SWPPP. Topics for the newsletter may include information about the water quality of our City lakes and ponds, events and programs the public can participate in to raise their awareness about stormwater impacts, and specific stormwater management activities the City is implementing4. Use the City internet web page to provide links to the RCWD and WCD stormwater education materials
*Activity Implementation Plan: <ol style="list-style-type: none">1. Council will solicit input on the storm water pollution prevention program at the annual meeting.2. The City will compile and maintain educational materials in a resource library.3. Periodically publish articles on storm water management and the SWPPP in the City's newsletter.
*Performance Measures: <ol style="list-style-type: none">1. Annual Stormwater Management meeting. Track attendance at meetings, and make adjustments to increase the participation of the residents.3. Provide pamphlets/information in City Hall4. Provide links to Rice Creek Watershed District and White Bear Lake Conservation District websites on City's website.5. In 2008 add stormwater runoff pollution prevention information links to the City's web page.
*Responsible Party for this BMP: Name: Katherine Weber, City Clerk Department: City of Birchwood Village Clerk Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

*BMP Title: Education Program: Illicit Discharge Detection and Elimination
*Audience(s) Involved: Elected officials and residents of Birchwood Village.
*Educational Goals for Each Audience: The SWPPP stormwater education activities will focus on letting the public know about implementation, inspection and enforcement of city building codes and RCWD stormwater ordinance provisions relating to new construction and existing structures leading to the reduction, elimination and the impact of illicit pollutant discharges into the stormwater system throughout the City.
*Activities Used to Reach Educational Goals: <ol style="list-style-type: none">1. Hold an annual public informational meeting to get public input and opinion on the adequacy of the Storm Water Pollution Prevention Program.2. Use existing educational materials from RCWD and others to explain what illicit discharges are, how to identify them and report any occurrences.3. Identify in cooperation with RCWD web site locations that contain BMP's to reduce illicit discharge storm water pollution throughout the year4. Maintain a copy of the Storm Water Pollution Prevention Program annual report in the resource library located at the City of Birchwood Village City Hall.5. Follow up on complaints from residents that report illicit discharge or dumping, and document the correctional measures that were taken.6. In the City's newsletter have information to educate the residents on the hazards of improper waste disposal and ways to detect and eliminate illicit discharges.
*Activity Implementation Plan: <ol style="list-style-type: none">1. The City Council will hold an annual public informational meeting to get public input and opinion on the adequacy of the Storm Water Pollution Prevention Program.2. Public input and opinion about the effects of storm water runoff and BMP's to reduce storm water pollution can be received at each monthly City Council meeting.3. The City will maintain a copy of the SWPPP annual report in the resource library located at the City of Birchwood Village City Hall.4. The City will review and make appropriate adjustments to the SWPPP based on the annual public informational meeting and ongoing public input and opinion.
*Performance Measures: The adequacy and availability of opportunities for the public to provide input and opinion about the effects of storm water runoff, BMP's to reduce storm water pollution, and the adequacy of the Storm Water Pollution Prevention Program will be included for review in the annual public informational meeting. Have the designated stormwater education city staff meet annually with RCWD stormwater educator staff to identify the city stormwater activities in cooperation with RCWD and others and periodically provide education materials and information on the illicit discharge issue.
*Responsible Party for this BMP: Name: Birchwood City Council and City Clerk Department: Administration Phone: 651-426-3404 E-mail:

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

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

***Audience(s) Involved:**

Elected officials, City Staff , builders, land developers and residents of Birchwood Village.

***Educational Goals for Each Audience:**

Inform city residents of the responsibilities for construction stormwater control requirements that are enforced through the city building permit process that includes the RCWD stormwater construction requirements. A goal is to inform the public on the pollution consequences of poor construction stormwater management. The SWPPP activities implemented under this will focus on program development, implementation, and enforcement of management strategies that will reduce or eliminate the impacts of stormwater runoff into the storm sewer system from any construction activity that results in a land disturbance of greater than or equal to one acre

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

1. Conduct inspections to enforce city zoning ordinances requiring erosion and sediment controls during construction activities and provide sanctions against the violations of the ordinance provisions.
2. The City will compile and maintain educational materials regarding the effects of storm water runoff during construction activities and BMP's to reduce the effects in a resource library to be located at the City of Birchwood Village City Hall.
3. Information on the requirements and procedures for obtaining a building permit in the City of Birchwood Village, including the requirements for a site plan review and construction site sediment and erosion control, will be posted in the City's quarterly newsletter.
4. Develop procedures to educate contractors on construction site Best Management Practices (BMPs), inspections and enforcement of installed erosion and sedimentation control measures.

Activity Implementation Plan:

1. The City Council, through the Building Inspection Department, will distribute information regarding city zoning ordinances requiring erosion and sediment controls during construction activities and the sanctions against violations of the ordinance provisions.
2. The Building Inspection Department will coordinate with the Planning Commission and staff for the City of Birchwood Village to monitor the city's and RCWD's ordinances requiring erosion and sediment controls during construction activities.
3. The City will compile and maintain educational materials regarding the effects of storm water runoff during construction activities and BMP's to reduce the effects in a resource library to be located at the City of Birchwood Village City Hall.
4. The staff will post procedures for obtaining a building permit in the City of Birchwood Village, including the requirements for a site plan review and construction site sediment and erosion control, in the City's quarterly newsletter.

***Performance Measures:**

1. The adequacy and availability of opportunities for the public to provide input and opinion about the programs regarding storm water runoff from construction activities, and the adequacy of the Storm Water Pollution Prevention Program will be included for review in the annual public informational meeting.
2. The City of Birchwood Village will monitor the number of private citizen complaints received and corrected each year.
3. The number of enforcement actions taken.
4. The number of site inspections.
5. In 2008 adding information to the city internet web site that contains links to the sections of the RCWD web site that relate to construction stormwater pollution prevention and construction site inspection requirements.

***Responsible Party for this BMP:**

Name: City of Birchwood Council, Staff
Department: Administration
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E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

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

***Audience(s) Involved:**

Elected officials, City Staff and residents of Birchwood Village.

***Educational Goals for Each Audience:**

The SWPPP activities under this Control Measure will focus on implementation, and enforcement of the city's and RCWD's stormwater education program activities to reduce or eliminate the impacts of stormwater runoff from new development and re-development projects that disturb greater than or equal to one acre, including projects that are less than one acre and are part of a larger development plan, that discharge into the storm sewer system.

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

The City will provide information and information links on its web site about educational outreach on implementing, and enforcing a program that will reduce or eliminate the impacts of stormwater runoff pollution from new development and re-development projects that discharge into the stormwater conveyance system throughout the City.

***Activity Implementation Plan:**

1. The Building Inspection Department will coordinate with the Planning Commission for the City of Birchwood Village and the RCWD to monitor ordinances addressing post-construction runoff from new development and redevelopment projects.
2. Have available and pass on information about post construction stormwater pollution via existing educational activities and the building permit process.

***Performance Measures:**

1. Have post construction stormwater pollution prevention available when building permits are applied for.
2. In 2008 review the building permit form to determine if there are acknowledgement statements concerning post construction management and consider revisions if they are not included.
3. Monitor public input and opinion about the activities and complaints that address post-construction runoff from new development and redevelopment projects, for review in the annual informational meeting.

***Responsible Party for this BMP:**

Name: City of Birchwood Council, Staff

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

*BMP Title: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
*Audience(s) Involved: Elected officials, City Staff and residents of Birchwood Village
*Educational Goals for Each Audience: 1. Educate contractors, city elected officials and city staff on PP/GH best management practices applicable to the city operations that will further stormwater pollution prevention. 2. The SWPPP activities implemented will focus on implementing general best management for an operations and maintenance program that will reduce or eliminate the impacts of stormwater pollution from open space maintenance, snow disposal, building maintenance, land disturbances, and stormwater conveyance system maintenance. 3. Compile from existing lists of operations and maintenance BMP's for similar sized cities a series of applicable BMP practices that are or should be applied to the city's maintenance activities and make the compilation available to elected officials and maintenance staff and contractors.
*Activities Used to Reach Educational Goals: 1. In the quarterly newsletter, distribute information describing the procedure for citizens to report repair, replacement or maintenance related issues for the City's structural pollution control devices. 2. Compile from existing sources a listing of maintenance and operations stormwater pollution prevention BMP's for reference by city maintenance contractors. 3. In the annual meeting, distribute information summarizing outfall inspections and the condition of structural pollution control devices for citizen review and comment.
*Activity Implementation Plan: 1. The City Council and City staff will work with the Rice Creek Watershed District and the City's maintenance contractors to compile a maintenance and operations BMP listing describing measures recommended to prevent stormwater runoff pollution and maintain good housekeeping practices through the City's municipal operations. 2. The City Council and staff will work with the Rice Creek Watershed District and the City's maintenance contractors to distribute educational materials describing the procedure for citizens to report repair, replacement maintenance related issues for the City's structural pollution control devices. 3. The City staff will include reports summarizing outfall inspections and the condition of structural pollution control devices in the annual public informational meeting for review and comment.
*Performance Measures: 1. In 2008 in cooperation with the RCWD prepare a listing and notebook of stormwater runoff pollution prevention practice BMP's relating to good housekeeping practices for municipal operations. 2. At the annual stormwater meeting discuss with the council successes with BMP and areas where improvement might be achieved in the future that would reduce runoff pollution from entering White Bear Lake.
*Responsible Party for this BMP: Name: City of Birchwood Council, Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

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

***BMP Description:**

1. The City will work with White Bear Lake, Rice Creek Watershed District and the Washington Conservation District to continue to develop and distribute educational materials and conduct outreach activities about the effects of storm water runoff and BMP's to reduce storm water pollution

Targeted audience: City Council, Staff, Residents.

***Measurable Goals:**

1. Number of instances when an educational program is coordinated with Rice Creek Watershed District.
2. Meeting annually with RCWD stormwater education staff to plan education / training activities with RCWD or WCD stormwater education activities.

***Timeline/Implementation Schedule:**

1. The City Council will designate an individual to work annually with the Rice Creek Watershed District on developing procedures for coordination of educational programs.

Specific Components and Notes:

1. Pamphlets and information from Rice Creek Watershed District available in City Hall. Links to the organization's website on Birchwood Village's website.
2. Rice Creek Watershed articles in quarterly newsletter.
3. Annual Stormwater Management Meeting held.

***Responsible Party for this BMP:**

Name: Birchwood City Council, Staff

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

<p>*BMP Title: Annual Public Meeting</p>
<p>*BMP Description:</p> <p>1. City Council will hold a annual meeting to get public input and public opinion on the adequacy of the Storm Water Pollution Prevention Program as follows:</p> <p>Location - The annual public informational meeting will be held in the City of Birchwood Village, City Hall.</p> <p>Notice - A legal notice for the public informational meeting will be posted in the White Bear Press at least 14 days prior to the meeting. The notice will contain a reference to the Storm Water Pollution Prevention Program, the date, time and location of the public informationsl meeting, a concise description of the manner in which the meeting will be held affording the opportunity for oral statements, and requesting relevant written materials from interested persons be submitted at least 7 days prior to the meeting, and shall indicate that a copy of the Storm Water Pollution Prevention Program will be available for public review at the City of Birchwood Village City Hall at least 14 days prior to the meeting.</p> <p>Targeted audience: City Council, Staff, Residents</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. Notice of public meeting provided.2. Attendance from residents and other appropriate agencies.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. On an annual basis, starting in 2008.
<p>Specific Components and Notes:</p> <p>The public meeting will address:</p> <ol style="list-style-type: none">1. Identify the audience or audiences involved.2. Educational goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior.3. Coordinated city / RCWD stormwater pollution prevention activities that were available in the past year to reach educational goals for each audience.4. Activity implementation plans, including assigning responsibilities for each activity and schedule.5. Developing performance measures that can be used to determine success in reaching educational goals.6. Discussion of any construction stormwater problem areas, successful activities and emphasis for the next year.
<p>*Responsible Party for this BMP:</p> <p>Name: Birchwood City Council, Staff</p> <p>Department: Administration</p> <p>Phone: 651-426-3403</p> <p>E-mail: birchwoodvillage@comcast.net</p>

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

*BMP Title: Comply with Public Notice Requirements
*BMP Description: Notice of the public meeting will be provided 14 days prior to the meeting. The notice must contain a reference to the Storm Water Pollution Prevention Program, the date, time, and meeting location, a concise description of the manner in which the meeting will be conducted and include location of a public copy of the City's SWPPP. Notice of the public meeting will be provided 14 days prior and will include the date, time, and meeting location, and include location of a public copy of the City's SWPPP. Distribution of this notice to the community will be published through the White Bear Press. The community will be encouraged to attend, allowing its members to discuss various viewpoints and provide input concerning appropriate stormwater management policies and Best Management Practices.
*Measurable Goals: <ol style="list-style-type: none">1. Attendance from residents.
*Timeline/Implementation Schedule: <ol style="list-style-type: none">1. Hold an annual public meeting that addresses stormwater issues.2. Implement the distribution program.3. Monitor the program.
Specific Components and Notes:
*Responsible Party for this BMP: Name: City Council, Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

<p>*BMP Title: Solicit Public Input and opinion on the Adequacy of the SWPPP</p>
<p>*BMP Description:</p> <ol style="list-style-type: none">1. In cooperation with Washington County and Rice Creek Watershed District, the City will use the education and outreach efforts outlined on BMP Summary Sheet 1c-2 (Education Program: Public Participation) for providing information to the general public about how the City manages stormwater runoff through its Stormwater Pollution Prevention Program (SWPPP), to encourage the public to learn about the SWPPP, and to facilitate public input and comment on the SWPPP.2. The annual public meeting on the SWPPP will be scheduled to occur during a regular meeting of the City Council, the City will request that the SWPPP be placed on the meeting agenda at a time that will be conducive to the public attending and providing input on the SWPPP (i.e. not at the end of the agenda).3. At the annual meeting, the City will provide a presentation on the purpose, goals, and requirements of the SWPPP to educate, inform, and encourage citizens to provide input and comment on the SWPPP.4. The City will provide opportunity for interested persons to make oral statements or provide written comments on the SWPPP at the meeting. A reasonable amount of time will be made available at the meeting for a questions and comments relating to the SWPPP. Persons not able to attend the meeting may submit written comments on the SWPPP within the time identified in the public notice for the meeting.5. The City will also solicit public input and provide opportunity for comment on the SWPPP at any other subsequent public meetings, as needed, regarding modifications of or amendments to the SWPPP.
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. Increase citizen's understanding of the impacts of stormwater runoff and increase public input on the SWPPP. Evaluate the level of public participation and input on the SWPPP; review the Education Program for Public Participation and make adjustments as needed to increase public participation/involvement on the SWPPP.2. Track the number of attendees at the annual public meeting on the SWPPP.3. Prepare and provide a presentation on the SWPPP.4. Track the number of oral and written comments received on the SWPPP, and the number of questions addressed at the annual public meeting.5. Hold additional public meeting(s) regarding modifications and/or amendments to the SWPPP; track the level of public input..
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Hold an annual public meeting starting in 2008.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: City Council, Staff</p> <p>Department: Administration</p> <p>Phone: 651-426-3403</p> <p>E-mail: birchwoodvillage@comcast.net</p>

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

<p>*BMP Title: Consider Public Input</p>
<p>*BMP Description:</p> <p>The City will dedicate one meeting per year to allow public involvement in the SWPPP process. The community will be encouraged to attend, allowing members to discuss various view points and provide input concerning appropriate stormwater management policies and Best Management Practices.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. Attendance numbers at the annual meeting.2. Recommendations and action taken as a result of the meeting..
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Hold annual meeting so recommendations can be reviewed and applied to the annual SWPPP summary report.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: City Council, staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net</p>

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3a-1

<p>*BMP Title: Storm Sewer System Map</p>
<p>*BMP Description:</p> <p>Identify possible key discharge sources. Such as:</p> <ol style="list-style-type: none">1. Ponds, lakes, and wetlands that are part of the conveyance system.2. Structural pollution control reduction devices.3. Outfalls, including discharges from the City drainage system to other MS4s or waters and wetlands that are not part of the City drainage system.4. Structures that discharge stormwater overland.5. All other points of discharge from the City outlets.
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. Maintain and update the existing map.2. Clean out existing pollution reduction structures.3. Prepare a report identifying problem areas located in the City and a schedule to address these areas.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Update the stormwater map in 2008.2. Clean out structures on an annual basis starting in 2008.2. Correct the scheduled problem areas in 2008 and continue to follow schedule for upcoming years.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: City Engineer, Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net</p>

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3b-1

<p>*BMP Title: Regulatory Control Program</p>
<p>*BMP Description:</p> <p>The Regulatory Control Program establishes ways the illicit discharge is detected and eliminated. The City has a program to detect and address non-stormwater discharges, including illegal dumping. The Rice Creek Watershed District also has stormwater runoff enforcement authority.</p> <p>The Program is used to detect and address illicit discharges along with addressing 100% of the complaints in a timely manner. The plan is dependent upon several factors including the MS4's available resources, size of staff, and degree and character of its illicit discharges. There are four steps of a recommended plan:</p> <ol style="list-style-type: none">1. Procedures for locating priority areas likely to have illicit discharges.2. Procedures for tracing the sources of an illicit discharge.3. Procedures for removing the source of the discharge.4. Procedures for program evaluation and assessment.
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. Quarterly newsletter articles - reminders/articles regarding lawn care, hazardous waste, dumping.2. Implementing other BMPs.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Review ordinances and/or policies and enforcement procedures and actions that may help prevent illicit discharges to stormwater systems. (2008)2. Revise ordinances and/or policies and enforcement procedures and actions that may help prevent illicit discharges to stormwater systems. (2008 - 2010)
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: City Council, Staff</p> <p>Department: Administration</p> <p>Phone: 651-42603403</p> <p>E-mail: birchwoodvillage@comcast.net</p>

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

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

***BMP Description:**

The City will develop a program to detect and identify illicit discharges, including a plan to control and eliminate the contributors, which will adhere to the following steps:

1. Locate the problem area by using public complaints
2. Visual screening of outfalls during the dry weather, and/or during regular system maintenance and inspection activities.
3. Find the source of illicit discharge.
4. Remove or correct the problem.
5. Document the actions taken.

If the City identifies any of the following categories of non-stormwater flows as significant contributors of pollutants, the City will develop a plan to control and eliminate the contributors to the storm sewer system:

1. Water line flushing
2. Landscape irrigation
3. Diverted stream flows
4. Rising ground waters
5. Uncontaminated ground water infiltration
6. Discharges from potable water sources
7. Foundation drains
8. Air conditioning condensation
9. Water from crawl space pumps
10. Individual residential car washing
11. Chlorinated water discharges
12. Street wash water
13. Brush and yard clean up

***Measurable Goals:**

1. No dump sites in City of Birchwood Village
2. Support the annual clean up day for the lake shore.
3. Reminders about recycling in all newsletters (quarterly). Maintain bimonthly recycling for residents.
4. The number of illicit discharges reported and identified.
5. The number of illicit discharges prevented, stopped or removed.

***Timeline/Implementation Schedule:**

1. Continue to respond to resident complaints of illicit discharge.

***Responsible Party for this BMP:**

Name: City staff, City Council

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3d-1

<p>*BMP Title: Public and Employee Illicit Discharge Information Program</p>
<p>*BMP Description:</p> <ul style="list-style-type: none">- No Public Works employee BMP - Birchwood does not employ Public Works employees.- This education activity will be carried out as described in and as part of education BMP's 1a-1 "Distribute Educational Materials" and 1b-1 "Implement a Public Education Program" and BMP 1c-3 "Educational Program: Illicit Discharge Detection and Elimination"-
<p>*Measurable Goals:</p> <ul style="list-style-type: none">– have materials and web site locations where information on Illicit Discharges can be obtained by city residents.
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">– see BMP's 1a-1, 1b-1 and 1c-3 schedules
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">– see BMP's 1a-1, 1b-1 and 1c-3 schedules
<p>*Responsible Party for this BMP:</p> <p>Name: Staff</p> <p>Department: Administration</p> <p>Phone: 651-426-3403</p> <p>E-mail: birchwoodvillage@comcast.net</p>

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3e-1

<p>*BMP Title: Identification of Non Stormwater Discharges and Flows</p>
<p>*BMP Description:</p> <p>The City has been televising and rehabilitating the City's sanitary sewer system to prevent any potential non stormwater discharges from the system. Currently, the City has over half of the sanitary sewer rehabilitated with plans to complete more sanitary mains this summer.</p> <p>For any other non-stormwater discharges or flows which the City finds to be a significant contributor of pollutants to the MS4, the City will develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. Televis 100% and complete report of findings (2007 - 2008).2. Identify all sanitary sewer problem areas and develop a plan to address problem areas. (2008)3. For the other remaining non-stormwater discharges or flows identified as significant contributors of pollutants to our MS4, develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.4. Implement the action plan for remaining significant non-stormwater discharges and flows.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Rehabilitate previously determined problem areas, which will result in approximately 90% of the City's sanitary sewer system to be rehabilitated. (2008)2. Televis remaining sanitary sewer. (2012)3. Rehabilitate any discovered problem areas. (2012)4. Conduct an investigation and evaluation of remaining non-stormwater discharges and flows, and develop action plans for those which are identified as being significant contributors of pollutants. (2008-2012)
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Engineer Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net</p>

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

***BMP Title:** Ordinance or other Regulatory Mechanism

***BMP Description:**

The City has existing construction site erosion and sedimentation control policies that are referenced in the City code sections relating to Building Regulation, section 200 and Land Use Regulations, section 300. The Rice Creek Watershed District has an extensive up-to-date stormwater rules that additionally incorporates stormwater Low Impact Development concepts that promote on-site infiltration and a construction stormwater inspection program. The RCWD Rules are those policies that the District has adopted to protect the public health and welfare and the natural resources of the District. These rules (*available for review at http://www.ricecreek.org/content/documents/permit/forms/RCWD_Rules.pdf*) are enforceable under Minnesota Statute. A combination of the RCWD stormwater rules and City ordinances address each of the eleven listed regulatory mechanism components.

The Ordinance or Regulatory Mechanism must, at a minimum, include the following components:

- (1) Requirements for Construction Site Plan submittal by site operators to the MS4 which includes erosion and sediment control and stormwater treatment BMPs
- (2) Site plan review and approval by MS4 prior to activity on site
- (3) Requirements and design standards for temporary erosion and sediment controls during construction activities
- (4) Requirements for record keeping of rainfall amounts and inspections by site operators
- (5) Regular inspections by site operators
- (6) Requirements and criteria for the site operator to conduct dewatering and/or basin draining at the site
- (7) Requirements and criteria for BMP maintenance
- (8) Requirements concerning waste controls for solid and hazardous wastes
- (9) Requirements and design standards for permanent stormwater management controls following the completion of construction activities
- (10) Requirements for stable slopes and the establishment of perennial vegetative cover on all exposed soils upon the completion of any construction activity
- (11) The regulatory mechanism contains sanctions to ensure compliance which include a viable enforcement component. Regulatory compliance tools available include the following: (a) Verbal warnings, (b) Written warnings, (c) Stop-work orders, (d) Fines, (e) Forfeit of security bond money, and/or (f) Withholding of certificate of occupancy

***Measurable Goals:**

Apply the rules and ordinances as applicable to all construction permits and stormwater management situations in the City.

***Timeline/Implementation Schedule:**

1. Continue enforcing compliance measures adopted by the City.

***Responsible Party for this BMP:**

Name: Building Inspector, Clerk, Planning Commission

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

<p>*BMP Title: Construction Site Implementation of Erosion and Sediment Control BMPs</p>
<p>*BMP Description:</p> <p>In cooperation with Washington County and Rice Creek Watershed District, the City will require BMPs that are found to be the most effective in keeping erosion under control and containing sediment on the construction site and off the streets. The City will advise all contractors to follow MPCA and Rice Creek Watershed District erosion control BMP's.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. In cooperation with Washington County and RCWD, BMPs will be selected.2. Inspections show compliance with appropriate BMP's.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Implement required BMPs (2008-2010)
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Building Inspector Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net</p>

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

*BMP Title: Waste Controls for Construction Site Operators
*BMP Description: The City of Birchwood has code provisions relating to proper solid waste management and proper disposal of solid waste. This issue is also addressed through the building permit inspection process.
*Measurable Goals: Inform building permit applicants of solid waste disposal responsibilities and follow up during the site inspection process.
*Timeline/Implementation Schedule: Continue the city's and RCWD's existing construction site inspection process.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

<p>*BMP Title: Procedure for Site Plan Review</p>
<p>*BMP Description:</p> <p>The City will include in any preconstruction activity, a review of regulated construction site plans submitted by the contractor for the implementation and routine maintenance of sedimentation and erosion controls that incorporate consideration of potential water quality impacts before any construction begins. The site plans will be reviewed by the Planning Commission and Rice Creek Watershed District as required for larger projects.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. The number of site plan reviews.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Continue reviewing preconstruction site plans.
<p>Specific Components and Notes:</p> <p>Require attention to storm water management on all development and redevelopment projects. Prepare a checklist at the time a development project is approved for use during post construction audit.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Planning Commission, Clerk, Building Inspector Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net</p>

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

*BMP Title: Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance
*BMP Description: The City will develop and implement a program to control and eliminate construction site waste that may impact stormwater runoff. This program will address construction entrances, vehicle maintenance, equipment washing areas, and proper waste disposal.
*Measurable Goals: <ul style="list-style-type: none">• The reduction of site wastes with respect to construction.• Identify requirements for construction site operators to implant appropriate control of construction site waste.• Frequency of inspection and maintenance activities.
*Timeline/Implementation Schedule: 2008: Develop plans to control and eliminate site waste and Implement.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

<p>*BMP Title: Establishment of Procedures for Site Inspections and Enforcement</p>
<p>*BMP Description:</p> <p>The City will ensure construction sites operate in accordance with this SWPPP and the project specific construction SWPPP. The City Engineer will review SWPPP site plans for sites over 1 acre for construction activities, including the following:</p> <ol style="list-style-type: none">1. Description of the activity, proposed timetable, amount of area disturbed, and any outfalls to the storm conveyance system or water body.2. Map or drawing of the site showing the boundaries, soil disturbance limits, stormwater drainage pattern, location of receiving waters and/or storm inlets, storage areas for materials, and stormwater management controls.3. Description of the method of storage, disposal, and handling of materials which have the potential to be released with stormwater.4. Description of the BMPs to control erosion and sedimentation during all phases of construction5. Description of methods to address sediment tracking on roads, recovering sediments, and spill prevention and response procedures.6. Site inspection procedure providing at least one inspection every 7 days and within 24 hours after any storm event of greater than 0.50 inches of rain per 24 hours period.7. Site Inspection Records will be kept, for the date and time of inspections, the name of the inspector, and the date and amount of last precipitation event. All incidents of erosion, sediment accumulation, or spills will be documented. The record will include the location and description of the incident, estimated quality of material or size of area affected, and a brief explanation of potential cause and remedial action taken.
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. Number of site inspections scheduled and reasons.2. Number of enforcements implemented, following inspections.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Continue existing site inspection procedures. (2008)
<p>Specific Components and Notes:</p> <p>Include inspection of required storm water controls in permit inspections.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Building Inspector Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net</p>

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

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

Unique BMP Identification Number: 5a-1

<p>*BMP Title: Development and Implementation of Structural and/or Non-structural BMPs</p>
<p>*BMP Description:</p> <p>The Rice Creek Watershed District has ordinance provisions and an inspection program that addresses post construction stormwater requirements for all construction / building sites. The city cooperates and coordinates the building permit process with RCWD to assure this issue is addressed.</p> <ol style="list-style-type: none">1. Refuse placement ordinance. 100% complaints addressed.2. Subdivision ordinance. 100% compliance with ordinance provisions.3. Compliance inspections.4. Ordinance review. Review select provisions each year.
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. Review of complaints received/addressed with White Bear Lake City Building and Zoning staff and staff from RCWD.2. Maintain complete, clear file of permit requirements, required storm water management practices and design features of detention and catch basin facilities3. Review and monitor changes to ordinances
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Continue current existing City / RCWD post construction stormwater management. (2008 to 2010)
<p>Specific Components and Notes:</p> <ol style="list-style-type: none">1. Current ordinance prohibits placing, sweeping or depositing refuse in any way that allows rain, wind, etc. to carry it off the property.2. Current ordinances require planning, set standards for storm water management and authorize review and final approval by the City. They require plans to describe surface water, topography and soil composition; construction of storm water management facilities to assure that peak discharge rates for 2-, 10-, and 100-year storms are not increased; incorporation of natural topography and land cover to accommodate additional water flow; priority ordered list of storm water management practices; and design standards for detention facilities and catch basins.3. Review all post-construction storm water management controls and procedures and consider updating them when necessary.
<p>*Responsible Party for this BMP:</p> <p>Name: Planning Commission, Building Inspector, City Council, Staff</p> <p>Department: Administration</p> <p>Phone: 651-426-3403</p> <p>E-mail: birchwoodvillage@comcast.net</p>

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

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

Unique BMP Identification Number: 5b-1

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

***BMP Description:**

With respect to development and re-development projects, the City will regulate post-construction runoff in accordance with their ordinance. In addition, the City will review its procedures to limit surface runoff volumes and reduce water runoff pollutant loadings. The City will also continue to work with the Rice Creek Watershed District on applicable sized and located projects needing a city building permit and any required Rice Creek Watershed District stormwater permit to improve stormwater facilities in the City.

***Measurable Goals:**

1. Review of building permits and application forms to assure that a completed Rice Creek Watershed District stormwater permit is part of the building application and the responsibility for long term maintenance is made and that the property title has easements defining long term care and access to stormwater structures.

***Timeline/Implementation Schedule:**

1. Continue to review of building permits and application forms to assure that where applicable a completed Rice Creek Watershed District stormwater permit is part of the building application and the responsibility for long term maintenance is made. (2008 to 2010)

Specific Components and Notes:

Conduct a final review of each development project and subdivision to ensure compliance with code.

***Responsible Party for this BMP:**

Name: Planning Commission, Building Inspector, Clerk, City Council

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

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

Unique BMP Identification Number: 5c-1

***BMP Title:** Long-term Operation and Maintenance of BMPs

***BMP Description:**

The City has developed an inspection and maintenance program to ensure the effectiveness of post-construction stormwater control BMPs. The RCWD also has stormwater ordinance provisions that address this long term access and maintenance responsibility for all stormwater structures. Key requirements of the program are:

1. Contractor to have 100% compliance with ordinance provisions. Maintain complete, clear file of permit requirements, required storm water management practices and design features of detention and catch basin facilities.
2. Attach storm water management site inspections to audit report.
3. Perform compliance inspections.

***Measurable Goals:**

1. Number and frequency of completed inspection forms submitted by Contractor.
2. Number and frequency of completed inspection forms submitted by Inspector.
3. Completed storm water management site planning checklist.
4. The number of problems identified and resolved.

***Timeline/Implementation Schedule:**

1. Continued implementation of inspection and maintenance program. (2008 to 2010)

Specific Components and Notes:

1. Current ordinances require planning, set standards for storm water management and authorize review and final approval by city. They require plans to describe surface water, topography and soil compositions; construction of storm water management facilities to assure that peak discharge rates for 2-, 10-, and 100 - year storms are not increased; incorporation of natural topography and land cover to accommodate additional water flow; priority ordered list of storm water management practices; and design standards for detention facilities and catch basins.
2. Complaints are tracked by the City, and disposition noted. All complaints investigated.

***Responsible Party for this BMP:**

Name: City Council, Planning Commission, Clerk, Building Inspector

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

MS4 Name: CITY OF BIRCHWOOD VILLAGE

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

Unique BMP Identification Number: 5d-1

***BMP Title:** Impaired Waters

***BMP Description:**

The City of Birchwood Village discharges storm water runoff to one of the impaired waters that is included on the MPCA's 303(d) Impaired Waters list; White Bear Lake. Part IV.D of the MS4 Permit requires the City to conduct a review of the storm water discharge(s) from the City that may impact impaired waters. For impaired waters that do not currently have an USEPA-approved TMDL, the permit requires the City to determine whether changes are warranted in the City SWPPP to reduce the impact of discharges.

Water quality and ecological goals and objectives regarding the downstream lake will be addressed in this document. The Plan once developed will include specific objectives that address collaboration with RCWD in the development of management plans for impaired waters within the immediate reach of the City. The Plan will indicate a review of the following five impaired waters tasks that will be conducted during the current permit cycle including :

1. Review the USEPA approved 303(d) impaired waters list (updated biannually by EPA) to determine whether any listed impaired waters receive a stormwater discharge from Birchwood Village and are likely to be impacted by stormwater discharge from the City,
2. Use a combination of storm sewer maps and field surveys to identify all potential stormwater discharges impacting impaired waters,
3. Map the watershed area(s) which contribute to the above discharge point(s),
4. Utilize City Council and staff to evaluate / consider the need for changes to the City SWPPP to reduce the impact of discharges from the City to the impaired waters by generally considering the following issues: hydrology and land characteristics such as total area, slope, type of vegetation, soil types, percentage of impervious surfaces, runoff volumes and rates, land use and other characteristics of the watershed area(s) of the receiving impaired water that may cause a stormwater impact.,
5. Document for City records a written overview discussion of the staff assumptions and decisions relating to the need for changes to the twp SWPPP to reduce identified pollutant levels.

***Measurable Goals:**

1. Establish a collaborative group with Rice Creek Watershed District to carry out review of the impaired waters issue including a schedule of steps to be taken by using existing City and county staff or experts to make recommendations on incorporating improvements to the SWPPP.
2. Completed reviews involving City collaboration with Rice Creek Watershed District to accomplish the five listed review tasks. This includes developing an outline of the schedule and steps to be taken to make changes to the SWPPP.
3. Complete a written overview discussion of the staff assumptions and decisions that change to the City SWPPP is needed to address TMDL improvements is needed.
4. Revise the SWPPP by including:
 - a. A map showing the location(s) of the impaired water(s), discharge points and identified watershed areas and the TMDL pollutants the SWPPP BMP's can address.
 - b. Incorporating updated or new BMP summary sheets that implement the conclusions of the impaired waters review and initiate the measures or actions that are warranted resulting in reduced impact from City discharge to the impaired water(s).

***Timeline/Implementation Schedule:**

1. Establish a relationship with the Rice Creek Watershed District to collaborate on TMDL reviews for impaired waters downstream of the City. (2008)
2. Prepare a written inventory of all impaired waters affected by the City. (2009)
3. Establish a review group to address impaired waters review and BMP drafting. (2009)
5. Complete a written overview discussion of staff recommendations on possible TMDL improvements. (2009)
6. Draft BMP changes to the SWPPP and complete drafts for revisions to City ordinances. (2010)
7. Implement in cooperation with the Rice Creek Watershed District BMP's to reduce impacts to impaired waters. (2008-2010)

Specific Components and Notes:

Downstream impaired water – White Bear Lake (Mercury)

***Responsible Party for this BMP:**

Name: City Council, Planning Commission, Clerk
Department: Administration
Phone: 651-426-3403
E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

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

***BMP Description:**

The City will coordinate by meeting annually with RCWD stormwater educators for periodic training activities for City Staff to prevent or reduce pollutant runoff from MS4 operations. This activity is outlined in BMP 1c-6, Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations. The training activity shall also include instruction that can be passed on to volunteers working in the City.

The City has in place an on-going storm drain inspection and cleaning program to reduce pollutants, trash, and debris. At a minimum, yearly cleaning and inspection includes storm drain grates, catch basins, and other appurtenances. Based on inspection results, or repairs, measures will be determined for proper operation.

***Measurable Goals:**

1. The number of submitted checklists used when completely inspections.
2. The amount of trash, sediment, or other pollutants removed during cleaning

***Timeline/Implementation Schedule:**

1. Continue the storm drain inspection and cleaning program.
2. Evaluate the activity periodically and make modifications, if necessary.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: City Council, Clerk, Engineer

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

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

***BMP Description:**

The City performs street sweeping twice a year. Once in the spring to remove sand from winter plowing operations, and again in the fall to remove a majority of the leaf debris.

***Measurable Goals:**

1. The number of times the streets are swept.

***Timeline/Implementation Schedule:**

1. Continue the street sweeping operations. (2008)

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Clerk

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

***BMP Title:** Annual Inspection of All Structural Pollution Control Devices

***BMP Description:**

Inspect biannually all structural pollution control devices, such as trap manholes and other small settling or filtering devices. The City uses a map to inventory structures.

***Measurable Goals:**

1. Number of inspections and cleaning of pollution control devices inspected.

***Timeline/Implementation Schedule:**

1. Perform annual inspections and cleaning by City maintenance personnel. (2008)

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Clerk

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

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:**

This Best Management Practice (BMP) is required for inspection of minimum 20 percent of MS4 Outfalls, Sediment Basins and Ponds each year on the rotating basis, so that all are inspected over the entire permit period (5 years).

***Measurable Goals:**

1. Number of inspections conducted each year, percent of total.

***Timeline/Implementation Schedule:**

1. Perform biannual inspections and cleaning by City maintenance personnel. (2008)

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Engineer, Clerk

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

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: Not applicable to Birchwood
*Measurable Goals:
*Timeline/Implementation Schedule:
Specific Components and Notes:
*Responsible Party for this BMP: Name: Clerk Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

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

***BMP Description:**

Based on the inspection, determine if repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts, such as erosion. The necessary measures shall be completed as soon as possible, usually during the same year as the inspection.

***Measurable Goals:**

1. Number of recommendations made following the inspections.
2. Number of follow-up actions taken after the inspections.

***Timeline/Implementation Schedule:**

1. Continue inspections and follow-up maintenance (by City maintenance personnel).

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Engineer, Clerk

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

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

***BMP Description:**

Summarize the results of outfall inspections in the annual report and include the dates of inspection and date of completion of major additional protection measures. The City will address 100% of the citizen complaints. Copies of complaint/resolution to be on file in City Hall

***Measurable Goals:**

1. Number of records maintained
1. Any maintenance performed or recommended.

***Timeline/Implementation Schedule:**

1. Implement a plan for record reporting and retention of outfall inspections. (2008)

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Clerk

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

<p>*BMP Title: Evaluation of Inspection Frequency</p>
<p>*BMP Description:</p> <p>Keep records of inspection results, date, antecedent weather conditions, sediment storage, and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections may be adjusted. If maintenance or sediment removal is required because of each of the first two annual inspections, the frequency of inspections may be adjusted.</p> <p>If maintenance or sediment removal is required because of each of the first two annual inspections, the frequency of the first two annual inspections, the frequency of inspection shall be increased to at least two (2) times annually or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required because of both of the first two annual inspections, the frequency may be reduced to once every two years.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. The number of inspections and results summarized each year.2. Any maintenance performed or recommended.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Implement annual inspections. (2008)
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Engineer, Clerk Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net</p>

EDUCATION APPENDIX

Education Program Summary

Program Components: This education program includes all necessary components for a SWPPP as required for MS4 communities, including an annual public meeting and activities designed to specifically address the following six minimum control measures as outlined below. A brief description of each program component is included on the next two pages.

1. Public Education and Outreach

- General Education Campaign
- Blue Thumb Program

2. Public Participation

- General Education Campaign
- Blue Thumb Program

3. Illicit Discharge Detection and Elimination

- MS4 Toolkit

4. Construction Site Storm Water Runoff Control

- MS4 Toolkit

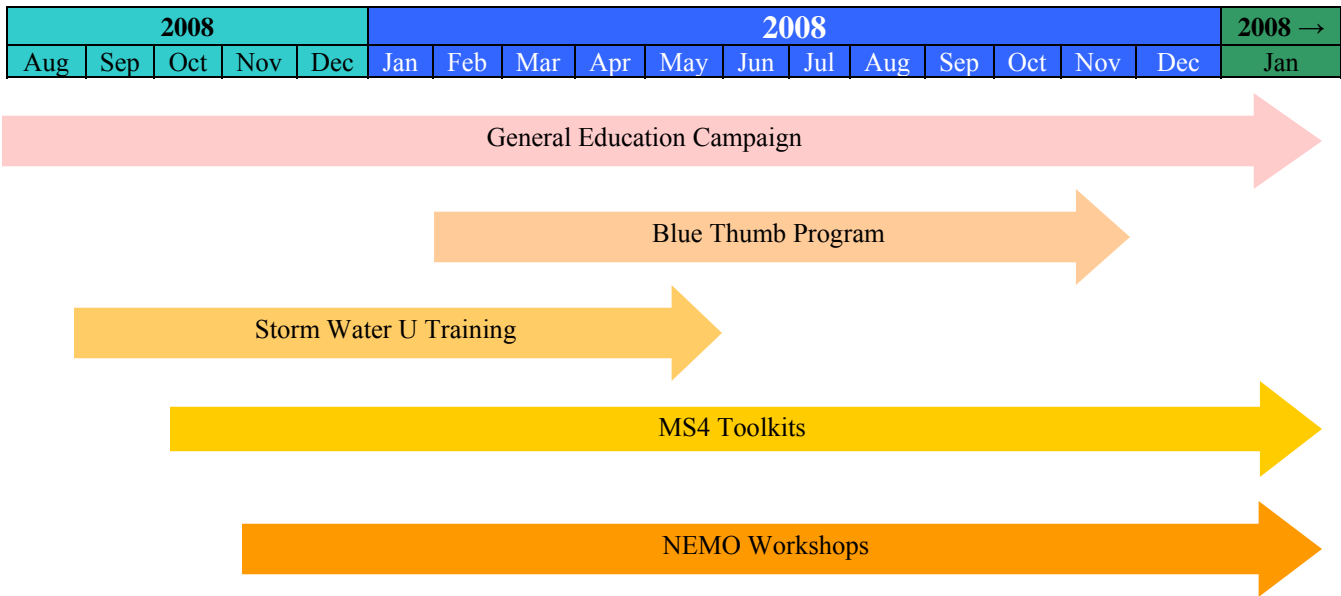
5. Post Construction Storm Water Management

- NEMO Workshop
- MS4 Toolkit

6. Pollution Prevention and Good Housekeeping in Municipal Operations

- MS4 Toolkit

Program Timeline: (includes planning, implementation and evaluation)



General Education Campaign: An ongoing challenge for the will be to develop and coordinate a community-based social marketing campaign aimed at increasing awareness of water resource issues, promoting a conservation ethic among residents of Washington County, and catalyzing behavior change. This task will be accomplished by partnering with existing government, non-profit, and community based groups, and involving Washington County residents in water resource protection at an individual level. In addition to more traditional marketing techniques, such as flyers, brochures, newsletter articles and newspaper columns, a community based social marketing campaign will include smaller, community-based outreach efforts, such as neighborhood water parties and a member or pledge drive. The county-wide education campaign will be tied in closely with the Blue Thumb program, with many of the efforts aimed at publicizing the Blue Thumb program and activities for each of the EMW partners.

A countywide education campaign could be achieved in a few different ways. It could be coordinated with an ongoing countywide conservation effort, such as the Washington County conservation referendum, led by Washington County Citizens for Land and Water. Alternately, it could be implemented as part of the ongoing educational activities conducted by existing agencies, non-profits and citizen groups working on water resource protection issues.

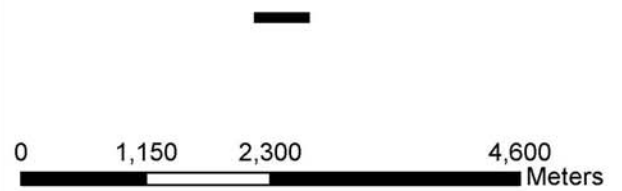
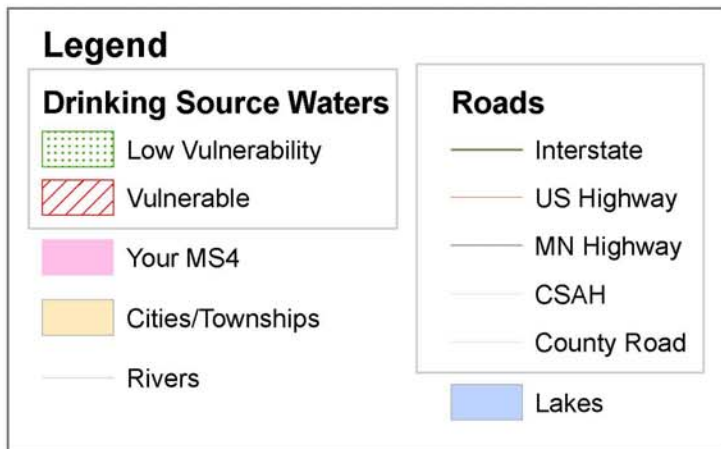
Blue Thumb Program: Blue Thumb in Washington County will be an outgrowth of the Blue Thumb Program designed by Rice Creek Watershed District (RCWD). RCWD’s program includes a Blue Thumb website and print materials with tips for planting native gardens and raingardens and stabilizing shorelines. The website also contains links to local retailers selling native plants. In Washington County, the program will be coordinated with EMW partner BMP and cost-share programs and will include technical assistance for homeowners. Washington County efforts will be targeted at installing raingardens in neighborhoods located near impaired water bodies, installing raingardens at churches and public buildings, and stabilizing shoreline on residential lots along impaired water bodies. The Blue Thumb Program will be advertised and promoted through the General Education Campaign.

MS4 Toolkit: The MS4 toolkits will be toolboxes filled with educational materials such as brochures, videos, pod casts, and power points designed to help MS4 staff educate a variety of audiences about storm water and water resources.

NEMO Workshops: NEMO (Non-point Education for Municipal Officials) workshops will be conducted with selected MS4 communities in Washington County to educate municipal staff and officials about water resources, storm water management, and cities' role in creating rules and ordinances that support best management practices for clean water.

Annual SWPPP public meetings: SWPPP public meetings for the EMW partners will be held as three joint public meetings for north, central and south Washington County. These meetings may be organized in conjunction with local cities as well. To encourage participation and to utilize the public meetings as an educational opportunity, these meetings will be advertised as "Blue Waters Gatherings" and will include optional hikes and workshops in addition to public comment and SWPPP review.

Birchwood Village City MS4 DSW 8/8/2006



Birchwood Village City MS4 Waters of Interest 8/8/2006

