

Roseville Public Works, Environment and Transportation Commission Meeting Agenda

Tuesday, April 26, 2016, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

- 6:30 p.m. **1. Introductions/Roll Call/Swearing in of New Members**
- 6:35 p.m. **2. Election of Officers**
- 6:40 p.m. **3. Public Comments**
- 6:45 p.m. **4. Approval of March 22, 2016 Meeting Minutes**
- 6:50 p.m. **5. Communication Items**
- 7:00 p.m. **6. Metro Transit Presentation**
- 7:30 p.m. **7. ADA Transition Plan**
- 7:50 p.m. **8. MS4 Updates**
- 8:25 p.m. **9. Possible Items for Next Meeting – May 24, 2016**
- 8:30 p.m. **10. Adjourn**

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**Roseville Public Works, Environment and
Transportation Commission**

Agenda Item

Date: April 26, 2016

Item No: 4

Item Description: Approval of the March 22, 2016 Public Works Commission Minutes

Attached are the minutes from the March 22, 2016 meeting.

Recommended Action:

Motion approving the minutes of March 22, 2016 subject to any necessary corrections or revision.

Move: _____

Second: _____

Ayes: _____

Nays: _____

Roseville Public Works, Environment and Transportation Commission Meeting Minutes

Tuesday, March 22, 2016, at 5:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. Introduction / Call Roll

Chair Dwayne Stenlund called the meeting to order at approximately 5:30 p.m. and Public Works Director Marc Culver called the roll.

Members Present: Chair Dwayne Stenlund; Vice Chair Brian Cihacek; and Members John Heimerl, Kody Thurnau, Sarah Brodt Lenz, Joe Wozniak, and Duane Seigler

Also Present: Incoming PWETC Member Tom Trainer

Staff Present: Public Works Director Marc Culver, City Engineer Jesse Freihammer, and Environmental Specialist Ryan Johnson

2. Public Comments

None.

3. Approval of February 23, 2016 Meeting Minutes

Member Wozniak moved, Member Cihacek seconded, approval of the February 23, 2016 meeting minutes as presented.

Ayes: 7

Nays: 0

Motion carried.

4. Communication Items

City Engineer Jesse Freihammer and Public Works Director Culver provided additional comments and a brief review and update on projects and maintenance activities listed in the staff report dated March 22, 2016.

Mr. Culver announced that city and MnDOT project information and updates would be available on both websites, with the city's website providing a link to the MnDOT website as well. Mr. Culver noted that residents could also periodically check on closure dates for the Lexington Avenue/Highway 36 bridge project, as well as other projects during the summer construction month.

34
35 Mr. Culver reported on actions of the City Council since the last PWETC meeting,
36 including their vote not to participate in a marketing agreement with the Utility Service
37 Warranty program for residents.

38
39 Mr. Culver reported that the Recycling Request for Proposals (RFP) would come before
40 the City Council at their March 28, 2016 meeting to receive City Council input and
41 hopefully their authorization to proceed with the RFP process. If that remained on
42 schedule, Mr. Culver advised that staff anticipated responses for the RFP in April, review
43 of those proposals received in May, and anticipated a final contract for presentation to the
44 City Council for their review and approval by July of 2016. As part of that review of
45 proposals and their subsequent scoring, Mr. Culver reported that staff anticipated
46 community survey results and questions specific to the curbside recycling program would
47 also be available to assist in reviewing options provided by vendors and help inform
48 various components of the RFP using that additional public feedback in addition to that
49 received to-date from the Speak Up! Roseville website.

50
51 At the request of Member Lenz, Mr. Culver clarified that the current Eureka contract
52 expired year-end 2016.

53
54 Regarding street sweeping, Chair Stenlund asked staff for their general sense of road
55 conditions, specifically potholes and delamination issues.

56
57 Mr. Culver advised that he had heard nothing specific from the street superintendent yet,
58 but noted it was still early in the process. Based on his personal observations, Mr. Culver
59 reported that since it had proven a rather mild winter, and while potholes had been found
60 sooner rather than later, he saw no more significant deterioration than typically found.
61 Mr. Culver noted that delamination issues remained, and it was still early in that study as
62 well.

63
64 At the request of Member Cihacek, Mr. Culver advised that staff continued to await a
65 proposal to move the solar power to the maintenance facility or supplement it. Mr.
66 Culver stated that he anticipated an update from the provider within the next few weeks.

67 68 **5. South Lake Owasso Private Drive Storm Sewer Improvements**

69 Mr. Freihammer reviewed the background of this proposed private drive storm sewer
70 project and meetings held with the neighborhood since 2014; and most recently in
71 January of 2016. Mr. Freihammer displayed a map showing the location of the project
72 (Attachment A) that would address this long and ongoing drainage issue into Lake
73 Owasso, with neighbors having sought surface improvements and resolution to that
74 drainage discharge into Lake Owasso for some time.

75
76 Mr. Freihammer provided two alternatives as part of his visual presentation. Mr.
77 Freihammer noted that Alternate 1 was for no change.

79 However, Mr. Freihammer reviewed Alternate 2 that would involve a paved drain system
80 of permeable concrete blocks tied together and laid out in large sections. While the
81 finished product looks like individual pavers, Mr. Freihammer advised that with them
82 tied together as a block, they were more stable, and water flowed through the blocks to
83 the under-drain rocks and then into the lake. Mr. Freihammer noted that this system
84 provided a treatment for that water before it entered the lake.

85
86 Mr. Freihammer reviewed preliminary cost estimates at \$310,000 and allocation of those
87 costs as follows:

- 88 • Ramsey-Washington Metro Watershed District = \$ 50,000 grant
- 89 • City cost (from storm sewer utility funds) = \$195,000
- 90 • Residents (assessment for 25% of the cost) = \$ 65,000

91
92 Mr. Freihammer noted that the total project cost would include the typical 10%
93 contingency to cover unanticipated incidentals. At the usual 5% interest rate for special
94 assessments, recognizing that the assessments would be based on the actual construction
95 costs following completion of the project, Mr. Freihammer anticipated assessment costs
96 for each homeowner over the assessment term of 15 years to be approximately
97 \$1,127.18/year.

98
99 Mr. Freihammer advised that the city had never assessed a project such as this to-date for
100 storm sewer improvements. Mr. Freihammer noted that preliminary costs suggested
101 those estimated total cost would be approximately \$8,133/lot for the eight lots affected.
102 However, Mr. Freihammer noted that the final assessment amount would be based on
103 actual construction costs, and therefore may vary some.

104
105 Mr. Freihammer advised that the benefit would be that the storm water runoff would be
106 treated prior to entering the lake and captured for treatment through infiltration instead of
107 flowing overland directly into the lake. Also, Mr. Freihammer noted that by moving
108 from gravel driveways to a hard surface, property owners should experience easier
109 maintenance and snowplowing.

110
111 At the request of Member Cihacek, Mr. Freihammer advised that the city's current
112 assessment policy typically assesses homeowners at 25% of the total project costs for
113 improvement projects.

114
115 In 1995 storm sewer dollars, Mr. Culver noted that such an improvement would have
116 been approximately \$3,000 to \$4,000 rather than that estimated in today's costs. At the
117 request of Member Cihacek, Mr. Culver also confirmed that the project would be
118 contingent on receipt of grant funds and assessments from residents. Mr. Culver also
119 noted that if the project went forward, it would require a formal public hearing and
120 support by those residents before being authorized by the City Council, and if not, there
121 would be no project.

122
123 At the request of Member Lenz, Mr. Culver advised that the private road meant that the
124 maintenance and ownership of the roadway is the responsibility of the private property

owners. Mr. Culver further reported that the roadway is located within railroad right-of-way, with the easement for that roadway essentially for the purpose of granting property access. Mr. Culver noted that the situation was further complicated by the fact that the roadway and its maintenance is not within the purviews of a homeowner's association of those property owners. Therefore, Mr. Culver reported that, to-date, the road had been handled as a minimum maintenance roadway; with the city plowing it only to provide access to a fire hydrant and other facilities at the end of the private road.

Member Heimerl asked if staff had any idea of the contaminants flowing into the lake from this area; and whether the project was needed.

Mr. Culver responded that the runoff from the roadway did discharge directly into the lake from this gravel road, including some actual sediment from the road. Mr. Culver advised that he was not aware that there was a particular concern with phosphorus from that runoff, but noted the project would address rate control in addition to that sediment.

Member Heimerl asked staff about the life-expectancy of these pavers long-term with plowing and other maintenance and uses.

Mr. Freihammer reiterated that, with the blocks tied together in large sections versus laid side by side, they wouldn't move as much but flex as a unit. While he anticipated that long-term, some edges may get more rounded, Mr. Freihammer noted that if and when necessary the cable connecting them could be cut and blocks relocated or replaces.

Member Heimerl expressed his appreciation for the proactive nature of the proposed project, as long as all short- and long-term issues were understood.

Member Wozniak asked about the long-term maintenance with this type of design and keeping the pavers permeable.

Mr. Freihammer advised that they would require sweeping by vacuum to keep the pores open. However, Mr. Freihammer noted there would not be any additional flow from off-site areas; and therefore, should prove more than adequate as long as the paver blocks are swept to avoid plugging those pores.

As an additional component of this project, Chair Stenlund asked if residents had expressed any interest in rain gardens or other pre-treatment from their property edge; or would they be given a maintenance plan (e.g. don't rake leaves or lawn clippings onto the pavers, or don't change oil on the pavers). Member Stenlund noted the need to educate the homeowners to make sure the system remained functional.

Mr. Freihammer advised that staff would need to provide some education on the layout of the road. However, Mr. Freihammer noted that the topography of this area was different, in that the residential properties drain away from the road onto their properties before reaching the lake. Mr. Freihammer assured commissioners that there would definitely be

an educational aspect as to how this system functioned and the importance of that function beyond that of a standard type of road construction.

At the request of Chair Stenlund, Mr. Freihammer clarified that the drainage from the railroad abutment was not close to the private homes; with the homes located to the north with short or no driveways. Mr. Freihammer noted that the south side of the road was railroad right-of-way and sits higher than the road with a short-steep bank; and only approximately 15' between the rails and road. Mr. Freihammer advised that this project would only make improvements where the easement is, but no further into the railroad right-of-way, which was in very close proximity.

Since this is a low-volume road, Chair Stenlund asked staff if there was any concern with not having a curb constraint to support holding in the pavers to avoid their spreading over time.

Mr. Freihammer reiterated that the construction of the pavers en-mass as a block and tied together should not result in any vertical displacement.

Mr. Culver advised that staff anticipated this item on the March 28, 2016 City Council agenda requesting authorization to order a feasibility study. If approved, Mr. Culver advised that a more detailed analysis and preliminary design would be completed for subsequent City Council review and approval. At that point, and upon approval, staff would order a preliminary project hearing, seek City Council authorization to proceed, and after completion, a final assessment hearing would be held for affected property owners based on the actual construction costs; at which point the assessments would be levied accordingly.

At the request of Member Seigler, Mr. Culver confirmed that the residents had asked for this, that the gravel road needed improvement, and noted that staff had been working with them on a resolution for several years as Mr. Freihammer had mentioned.

Motion

Member Cihacek moved, Member Thurnau seconded, recommending to the City Council to proceed with a feasibility study for the South Lake Owasso Private Drive Storm Sewer Improvements as presented by staff.

Ayes: 7

Nays: 0

Motion carried.

6. Review of Tour

In part as recognition of Chair Stenlund's last meeting with the group, Mr. Culver thanked him for his six years of service on the PWETC, and the last few as its Chairperson. Mr. Culver noted the appreciation of the community and staff of Member Stenlund and his valuable and vocal service as a member of the PWETC,

215 and his input and service. Mr. Culver noted there would be a formal recognition
216 of that service at a future City Council meeting.

217
218 Chair Stenlund recognized incoming PWETC commissioner Tom Trainer in
219 tonight's audience, and welcomed him and expressed his appreciation for joining
220 tonight's meeting and upcoming tour.

221
222 Mr. Culver highlighted the four primary areas of focus for tonight's tour as
223 outlined in the staff report and attached maps and fact sheets. Mr. Culver noted
224 that three of the four sites are still considered active construction sites as would
225 become evident on-site.

226
227 Chair Stenlund asked that, as part of the tour narrative, staff talk to the PWETC
228 about the challenges and storm water options available, especially on the Corpus
229 Christi project.

230
231 **7. Possible Items for Next Meeting – April 26, 2016**

232 Mr. Culver noted that the May 2016 meeting would consist primarily of the
233 annual MS4 public hearing; and a proposed ordinance change for separation of
234 sump pump connections.

235
236 Therefore, Mr. Culver noted that the April meeting would address some if not all
237 of the following issues and agenda items:

- 238 • Americans with Disabilities Act (ADA) Transition Plan for Roseville as a
239 required element going forward and formalized with an inventory process
- 240 • East Twin Lakes Parkway Improvements.

241
242 Mr. Culver advised that staff would be addressing the City Council on March
243 28, 2016, seeking approval to proceed with a final design and related
244 neighborhood meeting. Mr. Culver reported that the goal is by County Road
245 C-2 and Snelling Avenue (near the new Pizza Lucé and Grumpy's Restaurant
246 sites) to make it more of a thoroughfare on Terrace Drive north on Lincoln
247 serving as a common sense route and only requiring minor improvements to
248 accomplish. If approved by the City Council, Mr. Culver advised that more
249 details would be forthcoming on the project at future PWETC meetings.

- 250 • Member Lenz asked that a future agenda include a discussion of bus stops and
251 pavement conditions near some of those where shelters had been removed, as
252 well as those with shelters still remaining. Member Lenz opined that some of
253 the pavements in those areas are miserable; and suggested a citywide
254 inventory of those bus stops and a discussion on those needing improvement.

255
256 Since maintenance of those bus stops are under the jurisdiction of Metro
257 Transit Mr. Culver suggested having a representative speak to the PWETC.,
258 Mr. Culver reported on his attendance at a recent Minnesota Transit
259 conference where they had provided some of their new policies and
260 approaches to that maintenance and their attempt to better inventory them,

since they are responsible for over 12,000 within the metropolitan area, making it difficult to maintain them all in a timely and/or consistent manner. Mr. Culver advised that this presentation would also provide additional information for the PWETC as to the decision-making in where stops are placed and considerations taken into account for those locations and related amenities. Mr. Culver opined it would be important and good information for the PWETC to hear.

Member Lenz suggested that may coordinate with the BRT as well, especially for identifying areas to connect to the much-improved Snelling Avenue bus stop/shelter situation.

- Member Cihacek noted the April meeting would include swearing in of Mr. Trainer, and election of a Chair and Vice Chair.

At the request of Chair Stenlund, Mr. Culver reported on the status of the LED conversion, advising that City Hall and Public Works Maintenance Building lighting was now fully converted, with the exception of the Council Chambers due to meeting schedules, but was anticipated for completion by mid-April.

Chair Stenlund questioned another item pending on his list before leaving the PWETC, and sought an update on the pathway ranking or scoring and development of criteria to rank those pathways and facilitate citywide connectivity.

Mr. Culver reported that staff's goal is to wrap that into the upcoming comprehensive plan update allowing for more formal public comment tied into that and other areas of the comprehensive plan. Mr. Culver noted that this would allow a variety of residents to be involved, and also provide an update of priorities since the last iteration and following completion of some of those segments since last hearing from residents. After receiving that input from residents as to their current priorities, Mr. Culver suggested it would then be good for the PWETC to review that new and updated data as part of putting together a revised priority plan for recommendation to the City Council.

8. Adjourn to Tour

Cihacek – Heimerl – all aye 7/0 at 6:07 pm

At approximately 6:07 p.m., Member Cihacek moved, Member Heimerl seconded, adjournment of the regular PWETC business for a tour of various areas of interest in Roseville.

Ayes: 7

Nays: 0

Motion carried.

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: April 26, 2016

Item No: 5

Item Description: Communication Items

Project updates:

- St Croix Lift Station
 - The lift station is in full operation. Staff has been trained on the new pumps and controls.
 - Final site work will be completed the week of April 25.
- Twin Lakes Parkway
 - Extension of Twin Lakes Parkway from Prior Ave to Fairview Ave.
 - Crews have begun removing trees and existing pavement for the new road alignment.
 - Starting week of April 25, crews will begin installing watermain.
 - Fairview Avenue at Terrace Avenue will be closed April 25 & 26 for a water main connection.
- 35W & Cleveland Interchange
 - Improved intersection improvements at 35W and Cleveland Avenue.
 - Major work is ongoing on the north bound lanes.
 - Retaining wall and storm sewer have been installed
 - Crews will begin sub cutting the road week of April 25.
- Capital Region – Upper Villa Reuse and Infiltration Project
 - Installation of an underground system on Upper Villa Park behind the B-Dale Club.
 - All work is expected to be completed April 22.
 - City crews will mill and overlay the remaining parking lot the week of April 25.
- 2016 Sewer Lining Project
 - The contractor, Insituform, began sewer cleaning and televising on March 7
 - Sewer lining has begun throughout the City.
- 2016 Pavement Management Project
 - City's annual mill and overlay project. This year approximately 7 miles of roads will be repaved
 - Council awarded the project to T.A. Schifsky & Sons on April 11
 - Work is expected to begin May 2.
- Heinel Watermain Lining Project
 - Project is being advertised and is scheduled to be awarded on May 23.
- Cleveland Lift Station
 - Lift station replacement project at Cleveland & Brenner.
 - Council awarded a design services contract to Bolten-Menk.

- Work on design will begin shortly with construction late fall or early spring of 2017.
- Twin Lakes Area East Collector
 - Twin Lakes Area East Collector Improvements project (Attachment B) is being studied as an additional improvement related to the redevelopment of Twin Lakes Parkway.
 - Staff has been working with its consultant to come up with a preliminary design layout for the Twin Lakes East Collector.
 - On April 11, the Council authorized staff to proceed into final design.
 - In the near future staff will be holding a neighborhood meeting and completing the final design of the project.

Minnesota Department of Transportation Projects;

- Lexington Avenue Bridge Construction
 - o Ramps closed as of April 18.
 - o Lexington Avenue is scheduled to be closed beginning May 31.

Metro Transit A Line BRT Project:

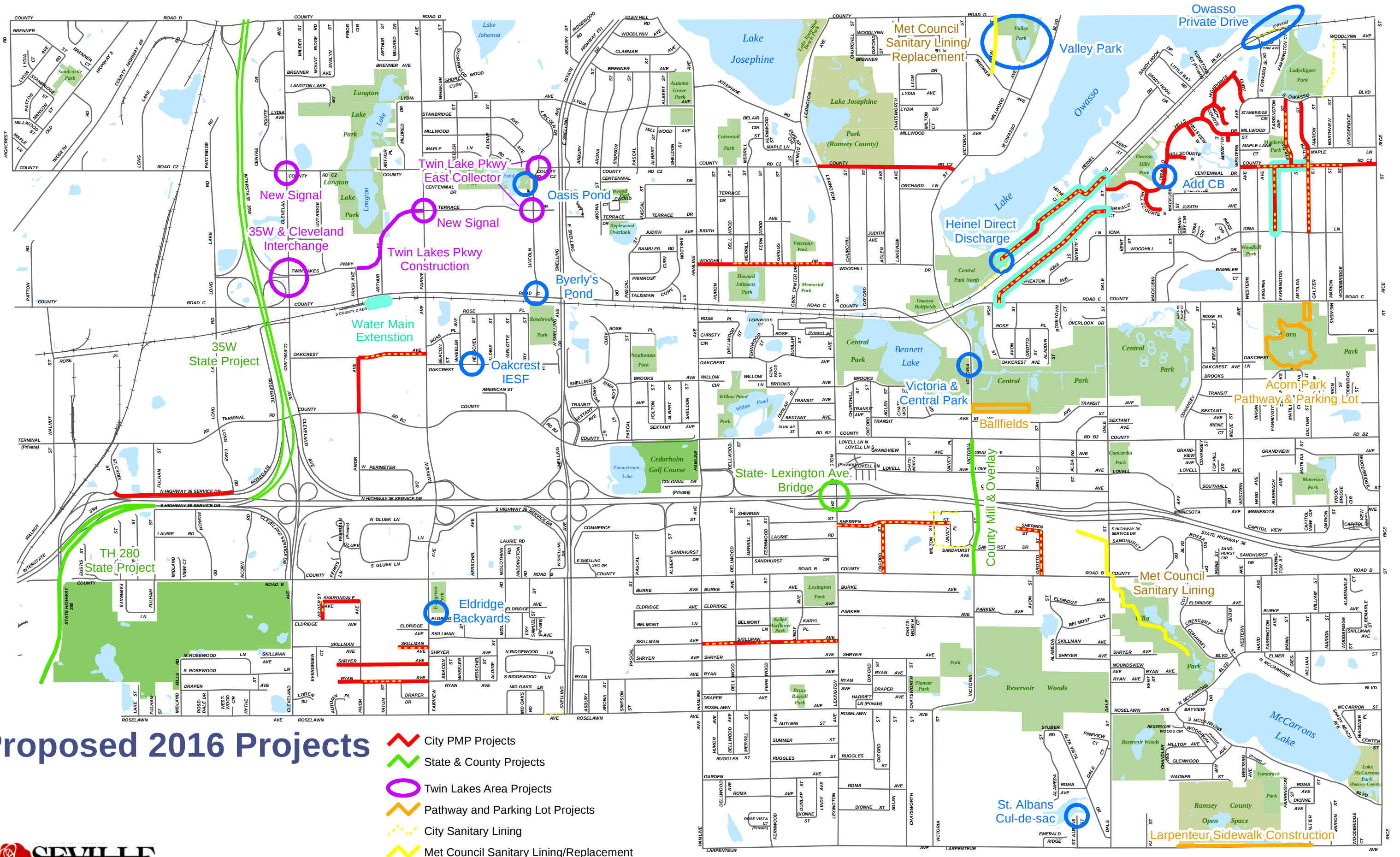
- Construction is nearing completion on the stations along Snelling Ave at County Road B and Larpenteur (in Falcon Heights). A kick-off event for the start of BRT service has been scheduled for Saturday, June 11th.

Major Maintenance Activities:

- Spray patching potholes.
- Sign maintenance.
- Catch basin maintenance.
- Repairing turf damage from plowing.
- Turned compost at the compost site.
- Removed snow plow equipment from trucks.
- Hauled watermain break material.
- Continue working on meter repairs. Approximately 45 meters remain to be upgraded to new meter and radio.
- Cleaned the sanitary sewer lift stations.
- Repaired three lift stations.
- Collected bacteriological samples.
- Continued with the 2016 sanitary sewer cleaning program by flushing dead end sewer mains.
- Utilities staff attended sewer and water conferences to maintain licenses.

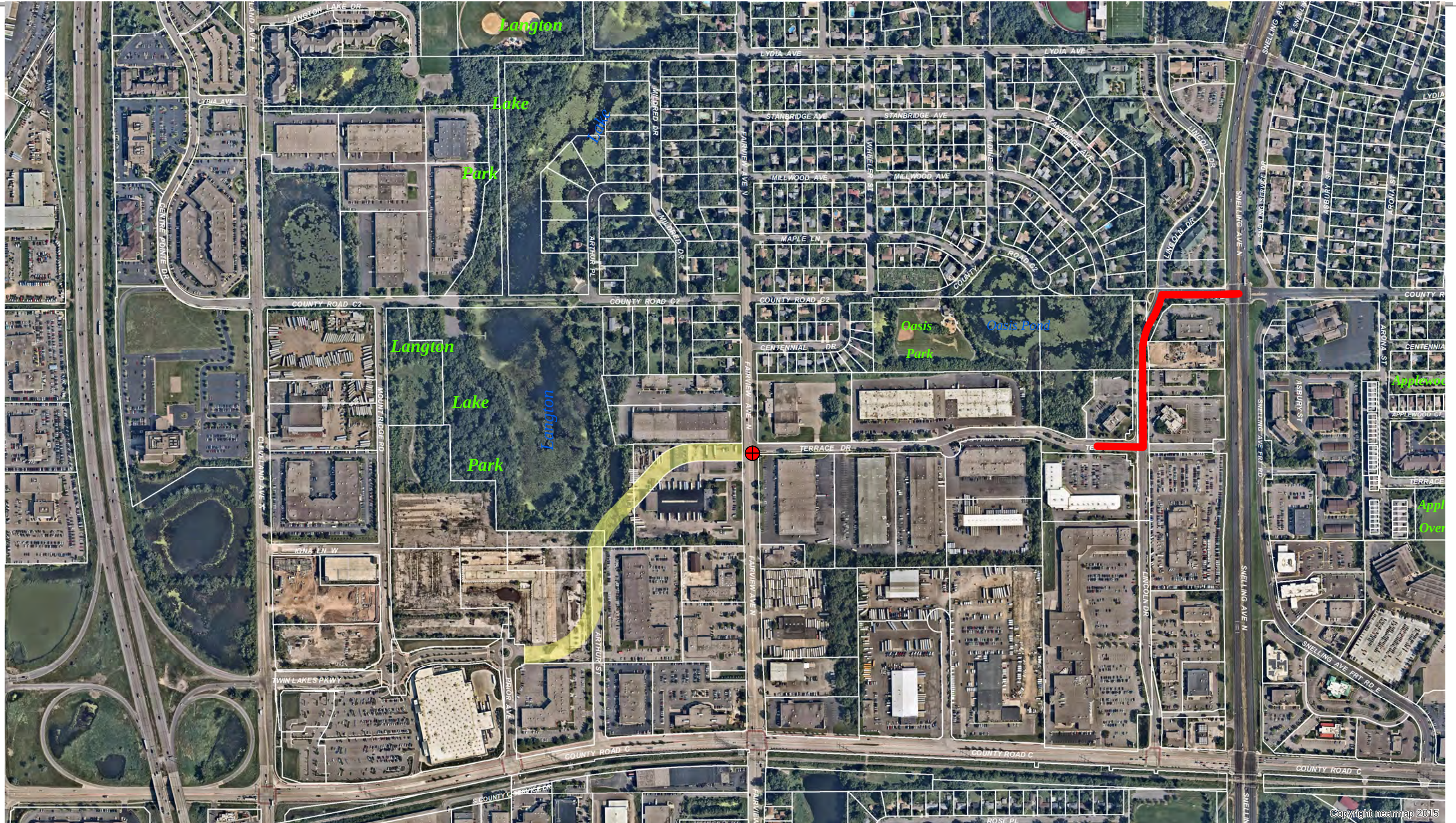
Attachments:

- A: 2016 Project Map
- B: East Collector Location Map
- C: Preliminary Layout – East Collector
- D: Preliminary Layout, Lincoln Drive & Terrace Ave
- E: Preliminary Layout, Lincoln Drive & County Rd C-2



Proposed 2016 Projects

- City PMP Projects
- State & County Projects
- Twin Lakes Area Projects
- Pathway and Parking Lot Projects
- City Sanitary Lining
- Met Council Sanitary Lining/Replacement
- Storm Projects
- Watermain Projects



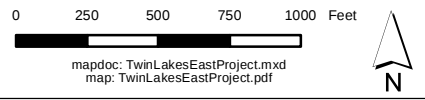
Twin Lakes East Project

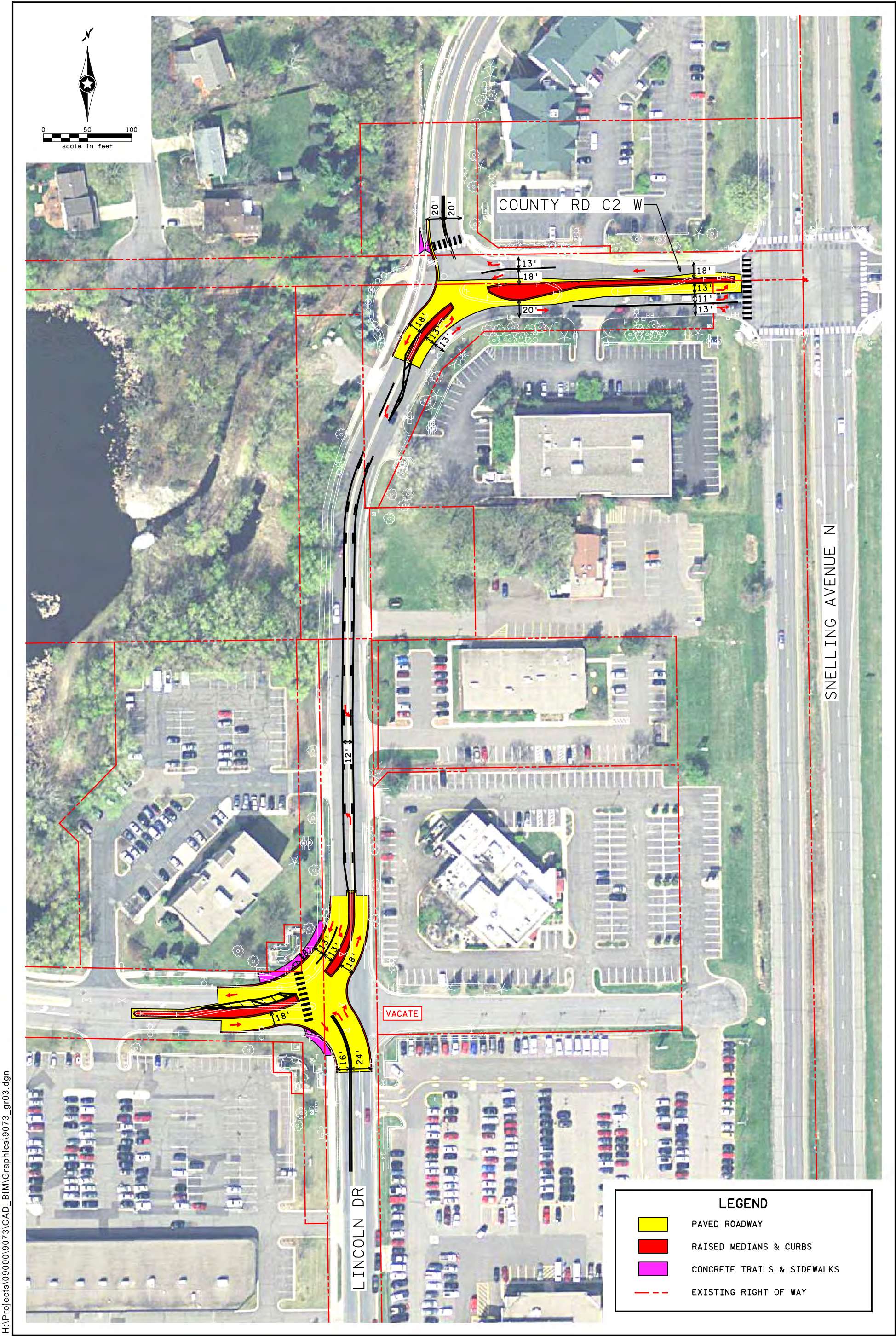
ROSEVILLE
Prepared by:
Engineering Department
March 17, 2016

-  Roadway Improvement Area
-  Proposed New Roadway
-  Proposed New Signal

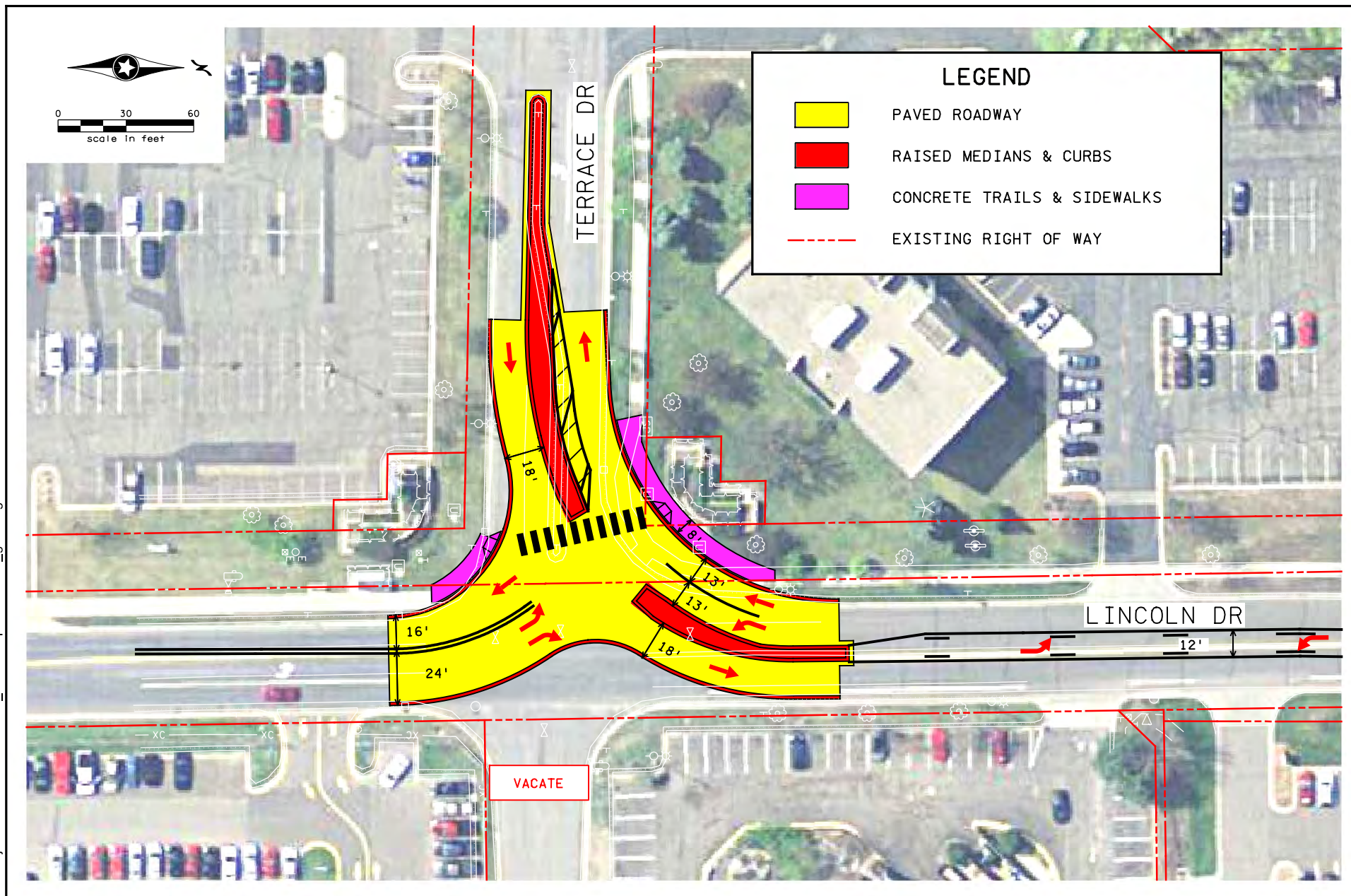
Data Sources and Contacts:
* Ramsey County GIS Base Map (3/2/16)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

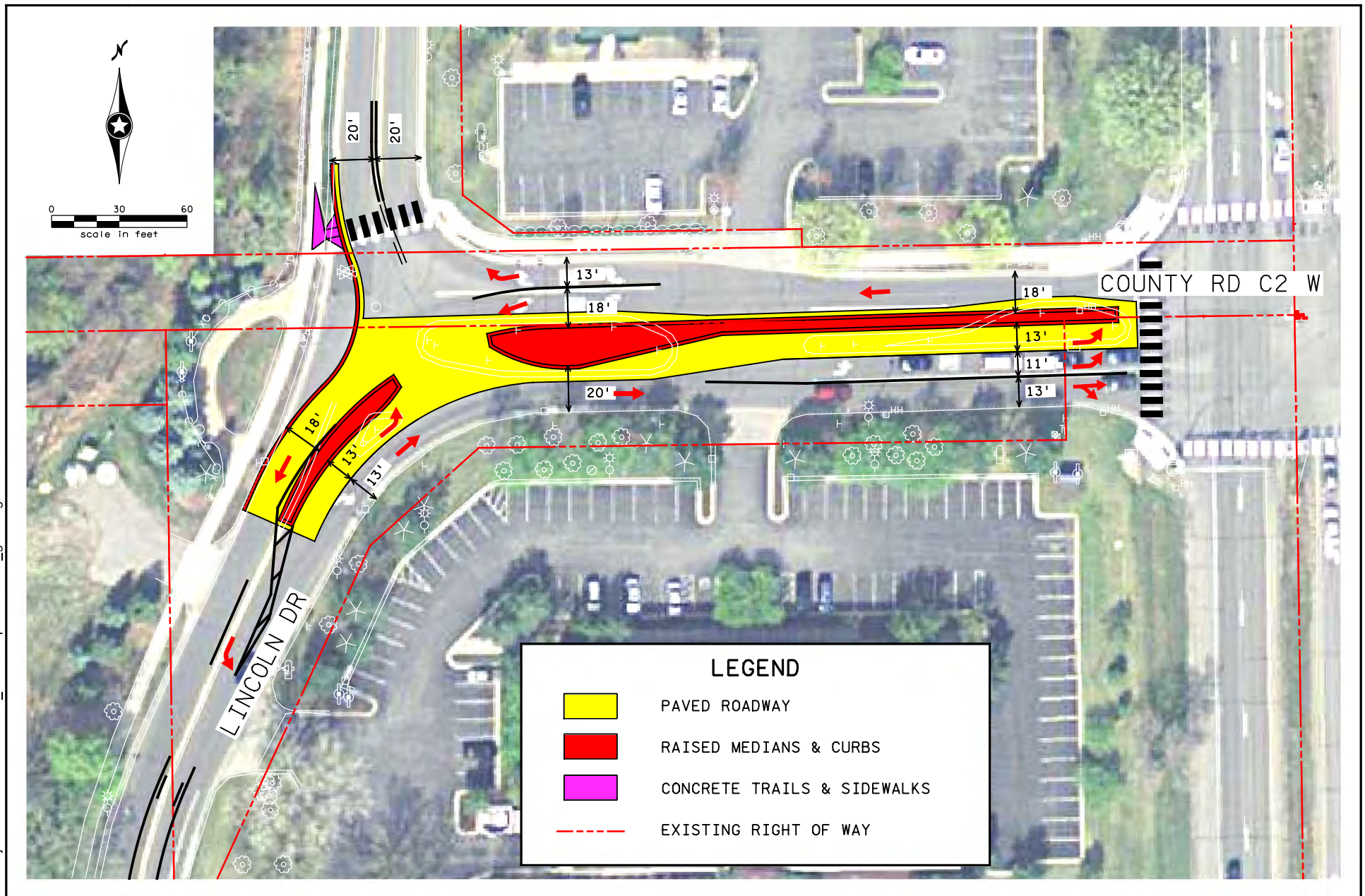




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Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: April 26, 2016

Item No: 6

Item Description: Metro Transit Presentation

Background:

In response to a request from the Commission, staff has invited representatives from Metro Transit to speak to the Commission about Metro Transit's policies and philosophy on bus stop maintenance and infrastructure.

Greg Williams, Assistant Director, Facilities Management, from Metro Transit will make a short presentation highlighting some of the recent changes in the service area regarding shelter ownership, locations, and policies and their plan for potential shelters within the City of Roseville.

Attached is information from Metro Transit's web site discussing their policy for the placement of shelters.

Recommended Action:

Receive a presentation from Metro Transit on bus stops.

Attachments:

A: Metro Transit web site information on shelter placement



Guidelines for placing and removing waiting shelters

Shelter placement guidelines

Metro Transit buses serve nearly 12,300 bus stops, 67 Park & Ride lots and 28 Transit Centers. With so many stops and facilities, Metro Transit must prioritize where shelters are located.

These considerations are made when determining where to locate a shelter:

Daily Boardings – To qualify for a standard shelter, a suburban location must have at least 25 passenger boardings per day. In Minneapolis and St. Paul, a location must have at least 40 passenger boardings per day. The number of boardings at a stop is determined using the most recent and complete available data for the fall of each year.



Site Suitability – Available space, site conditions (slope, obstructions, etc.) and proximity to the bus stop sign are considered when determining site suitability.

Metro Transit also tries to avoid placing shelters in areas that may obstruct signage, windows or entry into a building. Long-term maintenance challenges, such as snow removal and accessibility to repair parts of the shelter, are also considered.

Customers with limited mobility – By tracking the boarding locations of customers paying fares with mobility Go-To Cards, Metro Transit can further prioritize locations based on the number of daily boardings by customers with limited mobility.

Demographics, including race/ethnicity and income status, are considered to comply with Title VI of the Civil Rights Act of 1964 and Environmental Justice policy aimed at addressing disparate impacts on minority and low-income populations.

Transit Transfers are also considered in shelter prioritization, as customers transferring are likely to be waiting as part of their transit trip.

Lighting and on-demand heating is installed in shelters if conditions allow and there are a sufficient number of boardings to justify the costs. Heating is considered where there are at least 80 boardings per day.



Shelters are typically located within five- to six-feet of a bus stop sign, where customers get on and off buses. In most cases, shelters are located “near side,” meaning the bus will stop just beyond the shelter site. Shelters are separated from the stop to provide room for customers who board or exit the bus using a mobility device and to allow for easier snow removal.

Shelter removal

Metro Transit must sometimes remove or relocate shelters to ensure the highest number of customers is being served with available resources. The following considerations are made when determining when a shelter may be removed or replaced:

Low number of average daily boardings – A shelter may be removed if the number of passengers boarding per day is at least 50 percent below the standard. In a suburban location, a transit stop with approximately 12 or fewer boardings per day may be considered for removal; in Minneapolis or St. Paul, a transit stop with approximately 20 or fewer boardings per day may be considered for removal.

Shelter reaches the end of its useful life – When properly maintained, shelters typically have a 20-year life span. If a location meets boarding standards, the out-of-date shelter will be replaced with a new or used shelter. If boardings are low, the out-of-date shelter may be removed.

Shelter is damaged or destroyed – If a shelter has been damaged by a vehicle accident or other incident and has potential to create a safety hazard, it will be removed. If the location meets boarding standards, the shelter will be replaced when a new or used shelter becomes available. If the location has low boardings, the destroyed shelter will be removed and may not be replaced.

Ongoing vandalism – Shelters damaged by persistent vandalism take maintenance staff time away from other needs and are a major constraint on Metro Transit’s maintenance budget. Metro Transit may temporarily or permanently remove a shelter with a high number of vandalism incidents in an attempt to break vandalism patterns.

Changes in right-of-way, property ownership or easements – Changes in property boundaries, easements, roadways or public right-of-way sometimes require Metro Transit to remove a shelter. Metro Transit may replace the removed shelter if the stop meets boarding standards and there is still space for a shelter after changes are made.

Requests from customers and stakeholders – Metro Transit occasionally receives requests and suggestions for removing shelters from certain locations. These requests will be addressed on a case-by-case basis by considering factors outlined above.

Communication of Proposed Shelter Removals

Before a shelter is removed, Metro Transit will notify customers and stakeholders at least two weeks in advance of the scheduled removal date. Notifications will provide an explanation of why the shelter is being removed as well as the proposed removal date.



Customers will be notified through signs at the shelter. In suburban locations, Metro Transit will notify the affected City Manager; if the shelter is located in Minneapolis or St. Paul, Metro Transit will notify the affected City Council person(s) and their staff members. If the shelter has been adopted by a volunteer for maintenance, Metro Transit will also notify the shelter adopter. Metro Transit will notify the affected Councilmember of the Metropolitan Council.

Custom shelters

Metro Transit may consider customized shelter installation and/or maintenance at locations that average at least 100 boardings per day. Design and manufacturing costs are paid by the requesting entity unless the shelter is part of a larger project, such as a bus corridor, transit center or Park & Ride lot owned and maintained by Metro Transit. In such cases, Metro Transit's contribution toward design and manufacturing will be determined on a case-by-case basis. Maintenance, repair and replacement costs of custom portions of a shelter are paid by the requesting entity.

Metro Transit may maintain non-custom portions of a shelter if the requesting entity and Metro Transit sign an agreement outlining shelter maintenance responsibilities; the custom shelter is built with glass that meets Metro Transit's standard glass specifications; and the custom shelter design includes specifications for Metro Transit's standard customer information holders.

Shelter comments or concerns can be directed to Customer Relations at 612-373-3333.

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: April 26, 2016

Item No: 7

Item Description: Americans with Disabilities Act (ADA) Transition Plan

Background:

City staff has been working on the creation and adoption of the City of Roseville's ADA Transition Plan. This plan is a requirement by law.

The purpose of this plan is to provide a framework by which the City will inspect, inventory, and upgrade pedestrian facilities to make them compliant with ADA laws. Once this plan is adopted the City will implement it department wide.

The proposed method of addressing non-compliant pedestrian facilities is with corresponding road construction projects. All of the pedestrian walkways will be inspected ahead of a proposed road project and any deficiencies will be addressed as part of the project. The plan also includes a grievance form that residents can obtain and submit to the Engineering department. Staff will review these grievances as they are received and determine the best course of action to address the submitted grievance. This plan currently only applies to public right of way.

Recommended Action:

Receive a presentation on the ADA Transition plan and offer feedback.

Attachments:

A: Draft ADA Transition Plan

City of Roseville ADA transition plan for facilities within the public right-of-way

Introduction

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. Since the adoption of the ADA, the City of Roseville has striven to provide accessible pedestrian features that meet ADA standards within the public rights-of-ways.

This document has been created to specifically cover accessibility within the public rights of way and does not include information on City/County programs, practices, or building facilities not related to public rights of way.

Policy

The City of Roseville's goal is to continue to provide accessible pedestrian design features as part of the City's 5 year Capital Improvement Plan (CIP) projects and maintenance projects. The standards and procedures will be kept up to date with nationwide and local best management practices.

The City of Roseville will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies and contractors to ensure that all new or altered pedestrian facilities within City jurisdiction are ADA compliant to the maximum extent feasible.

Request for accessibility improvements should be directed to the ADA Coordinator at the Roseville Public Works Engineering Department.

Improvement Schedule

Each year the city council approves a 5 year Capital Improvement Plan (CIP). ADA compliance and improvements are planned and incorporated into each of these CIP projects.

Self-Evaluation

The City, as part of its 2030 Comprehensive Plan, performed a high level review of the existing pedestrian facilities. The 2030 Comprehensive Plan is a guiding document for future plans of trails, sidewalks, and bicycle routes.

Each City CIP project, scheduled street/utility project, and pedestrian facility maintenance project the City performs a detailed review of the existing facilities for ADA compliance and which facilities require upgrades.

As additional information is made available as to the methods of providing ADA accessible features, the City will continue to update their procedures to accommodate these methods.

Public Outreach

Public meetings are held during the feasibility study for all CIP projects prior to design and construction to gather input from the public. Additionally input from residents regarding areas that are not part of a

CIP project are evaluated on an individual basis. Information about ADA facilities and requirements within the public rights-of-way is also available on the city web site and in monthly news articles.

Grievance Procedure

If users of the City of Roseville's facilities and services located within the public rights-of-way believe the City of Roseville has not provided reasonable accommodations, they have the right to file a grievance.

A complaint from a citizen should be made in writing addressed to the attention of the ADA Coordinator. A response to the complaint will be made within thirty days. If the complainant feels that an equitable resolution has not been reached they may appeal to the City Council.

External Agency Coordination

Other agencies are responsible for some pedestrian facilities within the jurisdiction of the City of Roseville. The City will coordinate with those agencies to ensure that any new or altered work on those facilities is ADA compliant to the maximum extent feasible.

ADA Coordinator

The ADA Coordinator may be contacted by calling the Public Works Engineering Department at 651-792-7004. All written correspondence shall be sent to the following address:

Attn: City of Roseville ADA Coordinator
City Engineer
2660 Civic Center Drive
Roseville, MN 55113

Implementation Schedule

The City of Roseville will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards.

Design Procedures

Curb ramps, blended transitions, sidewalks and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement and maintenance projects. There may be limitations which make it technically infeasible for an intersection corner or segments of sidewalks and trails to achieve full accessibility within the scope of any project. Additionally, the City will coordinate with other agencies for all signalized intersections to ensure that they meet ADA requirements to the maximum extent possible within the scope of any project. Regardless of if full compliance can be achieved or not, each intersection corner, sidewalk and trail, shall be made as compliant as possible in accordance with the judgment of the City Engineer and staff.

City of Roseville ADA grievance form for facilities within the public right-of-way

This form is for requesting the City of Roseville review an existing public pedestrian facility for meeting ADA compliance or to analyze the need for new ADA compliant public pedestrian facility within the City of Roseville's public rights-of-way.

Contact Information

Name: _____

Address: _____

Phone Number: _____

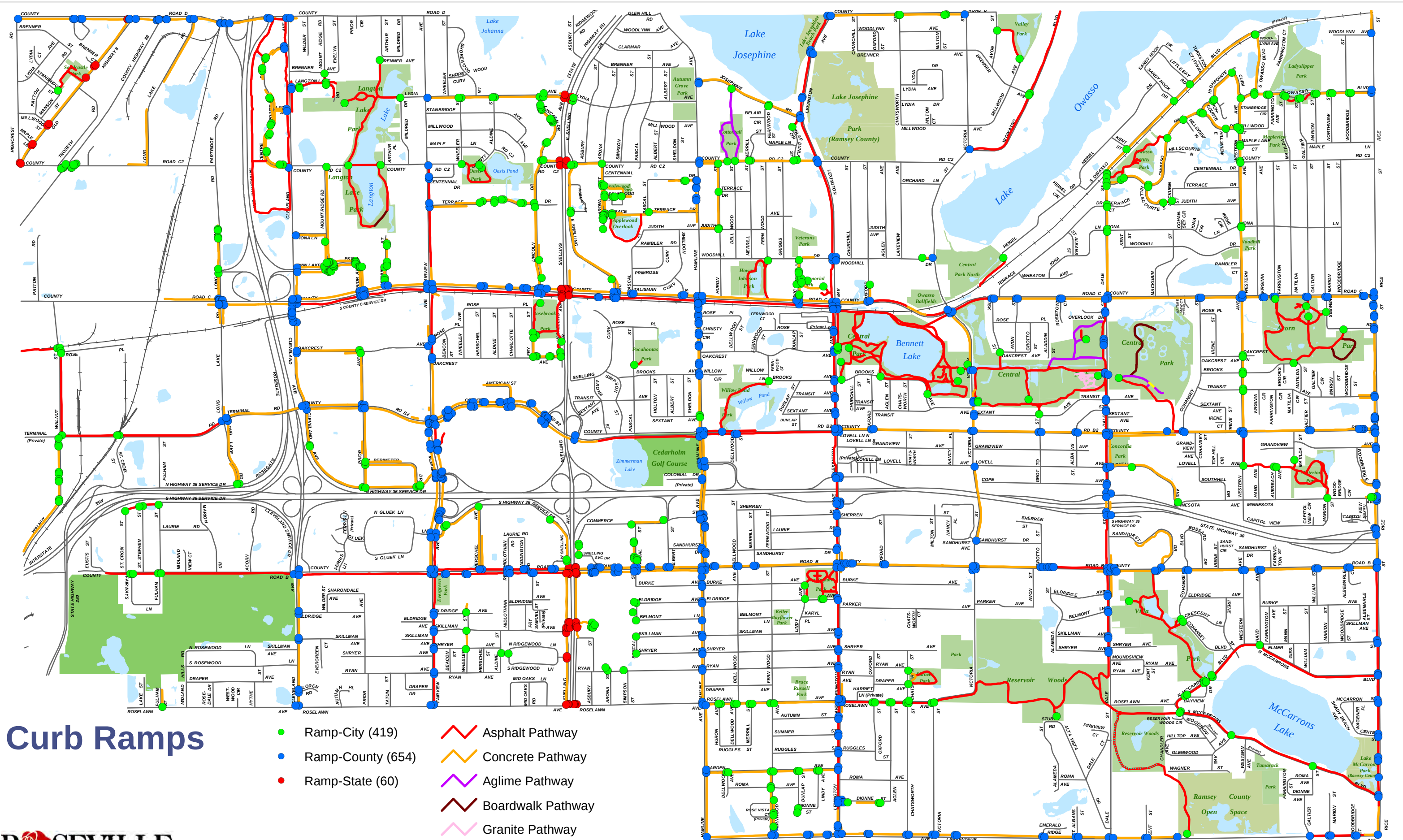
Email Address: _____

Description and location of ADA request and preferred remedy sought:

The ADA Coordinator may be contacted by calling the Public Works Engineering Department at 651-792-7004. Please submit written correspondence to the following address:

Attn: City of Roseville ADA Coordinator
City Engineer
2660 Civic Center Drive
Roseville, MN 55113

Appendix 1



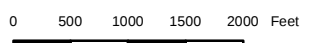
Curb Ramps



Prepared by:
Engineering Department
October 02, 2015

Data Sources and Contacts:
* Ramsey County GIS Base Map (5/1/15)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



mapdoc: CurbRamps.mxd
map: CurbRamps.pdf



Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: April 26, 2016

Item No: 8

Item Description: Storm Water Updates

Background:

The City applies for a Municipal Separate Storm Sewer Systems (MS4) Permit through the Minnesota Pollution Control Agency (MPCA) to discharge stormwater into local water resources. The permit was updated in 2013, and the City is required to make certain changes to our process for Erosion Control Inspections, Stormwater permitting, and Ordinances to make them align with the MPCA requirements.

Staff has updated the provided documents to align with the MPCA permit. Staff also made minor changes to better align with the local watershed districts as it pertains to water quality standards. One example of this is a change from the approved 1.0" of stormwater volume to be treated on site during reconstruction, to 1.1" which is the watershed district standard. This alignment is to provide continuity for applicants who apply for our permits, that are used to working with the watershed districts. This 0.1" increase is also in line with the Minimal Impact Design standards (MIDs).

Staff recommends lowering the Erosion Control Permit threshold for work on impervious surface. Staff recommends making the new threshold 5,000 sq-ft, down from 10,000 sq-ft. The lowering is to align our Erosion Control Permit with our Stormwater Management Standards. This will ensure that small sites (ex. Parking lots) are covered by our Erosion Control Permit and the City can inspect it to protect our local water resources.

Lastly, Staff recommends adding a Stormwater Impact Fund. This fund would allow residents that apply for a Residential Stormwater Permit (ReSWP) to purchase treatment through a City installed regional system, in lieu of having to provide treatment onsite through rain barrels, raingardens, etc. The purchasing of stormwater treatment will be an added option for residents.

This fund would also allow developers that are unable to treat stormwater onsite, to purchase treatment credits based on a \$/Cu-ft rate. Currently the City doesn't have a policy in place to properly address areas that cannot meet the City's Stormwater Management Standards whether it is due to site constraints, contaminated soil, no available storm sewer, etc.

Recommended Action:

Receive a presentation on the updated materials, provide comments, and recommend approval to the City Council.

Attachments:

- A: 2013 MS4 Permit
- B. 2013 MS4 Application
- C. Draft Stormwater Impact Fund
- D. Draft Stormwater Management Standards
- E. Current Stormwater Management Standards
- F. Draft Ordinance 803 (Stormwater Drainage, which contains the Erosion Control Process)
- G. Erosion Control and Stormwater Permit Form



Minnesota Pollution Control Agency

**GENERAL PERMIT
AUTHORIZATION TO DISCHARGE STORMWATER
ASSOCIATED WITH SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS
UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION
SYSTEM/STATE DISPOSAL SYSTEM (NPDES/SDS) PERMIT PROGRAM**

EFFECTIVE DATE: August 1, 2013

EXPIRATION DATE: July 31, 2018

In compliance with the provisions of the federal Clean Water Act (CWA), as amended, (33 U.S.C. 1251 et seq); 40 CFR Parts 122, 123, and 124, as amended; Minnesota Statutes Chapters 115 and 116, as amended; and Minnesota Rules Chapter 7001 and 7090.

This permit establishes conditions for discharging **stormwater** and specific other related discharges to **waters of the state**. This permit is required for discharges that are from **small Municipal Separate Storm Sewer Systems (small MS4)**, as defined in this permit.

Applicants who submit a complete application in accordance with the requirements of Part II of this permit, and that receive written notification of permit coverage from the **Commissioner**, are authorized to discharge **stormwater** from **small MS4s** under the terms and conditions of this permit.

This permit shall become effective on the date identified above, and supersedes the previous **general permit** MNR040000, with an expiration date of May 31, 2011.

Signature: *John Linc Stine*

John Linc Stine
Commissioner

Minnesota Pollution Control Agency

Date *May 22, 2013*

If you have questions on this permit, including the specific permit requirements, permit reporting or permit compliance status, please contact the appropriate Minnesota Pollution Control **Agency** offices.

**Municipal Stormwater Program
Municipal Division
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194
Telephone: 651-296-6300 or toll free in Minnesota: 800-657-3864**

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PART I. AUTHORIZATION UNDER THIS PERMIT

A. Eligibility

To be eligible for authorization to discharge **stormwater** under this permit, the applicant must be an **owner** and/or **operator (owner/operator)** of a **small MS4** and meet one or more of the criteria requiring permit issuance as specified in Minn. R. 7090.1010.

1. Authorized **Stormwater** Discharges

This permit authorizes **stormwater** discharges from **small MS4s** as defined in 40 CFR § 122.26(b)(16).

2. Authorized **Non-Stormwater** Discharges

The following categories of **non-stormwater discharges** or flows are authorized under this permit to enter the **permittee's small MS4** only if the **permittee** does not identify them as significant contributors of pollutants (i.e., **illicit discharges**), in which case the discharges or flows shall be addressed in the **permittee's SWPPP**: water line flushing, landscape irrigation, diverted stream flows, rising groundwaters, uncontaminated groundwater infiltration (as defined at 40 CFR § 35.2005(b)(20)), uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and **wetlands**, dechlorinated swimming pool discharges, street wash water, and discharges or flows from firefighting activities.

B. Limitations on Authorization

The following discharges or activities are not authorized by this permit:

1. **Non-stormwater discharges**, except those authorized in Part I.A.2.
2. Discharges of **stormwater** to the **small MS4** from activities requiring a separate NPDES/SDS permit. This permit does not replace or satisfy any other permitting requirements.
3. Discharges of **stormwater** to the **small MS4** from any other entity located in the drainage area or outside the drainage area. Only the **permittee's small MS4** and the portions of the storm sewer system that are under the **permittee's** operational control are authorized by this permit.
4. This permit does not replace or satisfy any environmental review requirements, including those under the Minnesota Environmental Policy Act (Minn. Stat. § 116D), or the National Environmental Policy Act (42 U.S.C. §§ 4321 - 4370 f).
5. This permit does not replace or satisfy any review requirements for endangered or threatened species, from new or expanded discharges that adversely impact or contribute to adverse impacts on a listed endangered or threatened species, or adversely modify a designated critical habitat.

6. This permit does not replace or satisfy any review requirements for historic places or archeological sites, from new or expanded discharges which adversely affect properties listed or eligible for listing in the National Register of Historic Places or affecting known or discovered archeological sites.
7. Prohibited discharges pursuant to Minn. R. 7050.0180, subp. 3, 4, and 5.

C. Permit Authorization

In order for an applicant to be authorized to discharge **stormwater** from a **small MS4** under this permit:

1. The applicant shall submit a complete application to discharge **stormwater** under this permit in accordance with Part II.
2. The **Commissioner** shall review the permit application for completeness and compliance with this permit.
 - a. If an application is determined to be incomplete, the **Commissioner** will notify the applicant in writing, indicate why the application is incomplete, and request that the applicant resubmit the application.
 - b. If an application is determined to be complete, the **Commissioner** shall make a preliminary determination as to whether the permit should be issued or denied in accordance with Minn. R. 7001.
3. The **Commissioner** shall provide public notice with the opportunity for a hearing on the preliminary determination.
4. Upon receipt of written notification of final approval of the application from the **Commissioner**, the applicant is authorized to discharge **stormwater** from the **small MS4** under the terms and conditions of this permit.

D. Transfer of Ownership or Control

Where the ownership or significant operational control of the **small MS4** changes after the submittal of an application under Part II, the new **owner/operator** must submit a new application in accordance with Part II.

E. Issuance of Individual Permits

1. The permit applicant may request an individual permit in accordance with Minn. R. 7001.0210, subp.6, for authorization to discharge **stormwater** associated with a **small MS4**.
2. The **Commissioner** may require an individual permit for the permit applicant or **permittee** covered by a **general permit**, in accordance with Minn. R. 7001.0210, subp. 6.

F. Rights and Responsibilities

1. The **Commissioner** may modify this permit or issue other permits, in accordance with Minn. R. 7001, to include more stringent effluent limitations or permit requirements that modify

or are in addition to the MCMs in Part III.D of this permit, or both. These modifications may be based on the **Commissioner's** determination that such modifications are needed to protect water quality.

2. The **Commissioner** may designate additional **small MS4s** for coverage under this permit in accordance with Minn. R. 7090. The **owner/operator** of a **small MS4** that is designated for coverage must comply with the permit requirements by the dates specified in the **Commissioner's** determination.

PART II. APPLICATION REQUIREMENTS

A. Application for Reauthorization

If a permit has been issued by the **Agency** and the **permittee** holding the permit desires to continue the permitted activity beyond the expiration date of the permit, the **permittee** shall submit a written application for permit reissuance at least 180 days before the expiration date of the existing permit. (Minn. R. 7001.0040, subp.3).

B. New Permittee Applicants

To become a **new permittee** authorized to discharge **stormwater** under this permit, the **owner/operator** of a **small MS4** shall submit an application, on a form provided by the **Commissioner**, in accordance with the schedule in Appendix A, Table 3, and the following requirements:

1. Submit Part 1 of the permit application (includes the permit application fee).
2. Submit Part 2 of the permit application, with the **Stormwater Pollution Prevention Program (SWPPP)** document completed in accordance with Part II.D.

C. Existing Permittee Applicants

All **existing permittees** seeking to continue discharging **stormwater** associated with a **small MS4** after the **effective date** of this permit shall submit Part 2 of the permit application, on a form provided by the **Commissioner**, in accordance with the schedule in Appendix A, Table 1, with the **SWPPP** document completed in accordance with Part II.D. **NOTE: Existing permittees** were required to submit Part 1 of the permit application prior to the expiration date (May 31, 2011) of the **Agency's small MS4 general permit No.MNR040000**, effective June 1, 2006, (see Part II.A above).

D. Stormwater Pollution Prevention Program (SWPPP) Document

All applicants shall submit a **SWPPP** document with Part 2 of the application form when seeking coverage under this permit. The **SWPPP** document shall become an enforceable part of this permit upon approval by the **Commissioner**. Modifications to the **SWPPP** document that are required or allowed by this permit (see Part III.G) shall also become enforceable provisions. The **SWPPP** document shall be submitted on a form provided by the **Commissioner** and shall include the following:

1. A description of partnerships with another regulated **small MS4(s)**, into which the applicant has entered, in order to satisfy one or more requirements of this permit.
2. A description of all Regulatory Mechanism(s) (e.g., contract language, an ordinance, permits, standards, etc.) the applicant has developed, implemented, and enforced that satisfies the requirements of each program specified under Part III.D.3, 4, and 5. The description shall include the type(s) of Regulatory Mechanism(s) the applicant has in place at the time of application that will be used to satisfy the requirements. If the Regulatory Mechanism(s) have not been developed at the time of application (e.g., **new permittee** applicants), or revised to meet new requirements of this permit (e.g., **existing permittee** applicants); the

applicant shall describe tasks and corresponding schedules necessary to satisfy the permit requirements in accordance with the schedule in Appendix A, Table 2 (**existing permittee** applicants), or Table 3 (**new permittee** applicants).

3. A description of existing Enforcement Response Procedures (ERPs) the applicant has developed and implemented that satisfy the requirements of Part III.B.1. If the applicant has not yet developed ERPs (e.g., **new permittee** applicants), or existing ERPs must be updated to satisfy new requirements, the description must include tasks and corresponding schedules necessary to satisfy the permit requirements in accordance with the schedule in Appendix A, Table 2 (**existing permittee** applicants), or Table 3 (**new permittee** applicants).
4. A description of the status of the applicant's storm sewer system map and inventory as required by Part III.C. The description must indicate whether each requirement of Part III.C.1, is satisfied, and for Part III.C.2, is complete, at the time of application. For each requirement of Part III.C that is not satisfied at the time of application, the applicant shall include tasks and corresponding schedules necessary to satisfy the mapping and inventory requirements in accordance with the schedule in Appendix A, Table 2 (**existing permittee** applicants), or Table 3 (**new permittee** applicants).
5. For each Minimum Control Measure (MCM) outlined in Part III.D:
 - a. The **Best Management Practices (BMPs)** the applicant will implement, or has implemented, for each MCM.
 - b. The measurable goals for each of the **BMPs** identified in Part II.D.5.a, including as appropriate, the months and years in which the applicant will undertake required actions, including interim milestones and the frequency of the action, in narrative or numeric form, as appropriate.
 - c. Name(s) of individual(s) or position titles responsible for implementing and/or coordinating each component of the MCM.
6. For each **applicable Waste Load Allocation (WLA)** approved prior to the **effective date** of this permit, the applicant shall submit the following information as part of the **SWPPP** document:
 - a. **TMDL** project name(s)
 - b. Numeric **WLA(s)**, including units
 - c. Type of **WLA** (i.e., categorical or individual)
 - d. **Pollutant(s) of concern**
 - e. Applicable flow data specific to each **applicable WLA**
 - f. For each **applicable WLA** not met at the time of application, a compliance schedule is required. Compliance schedules can be developed to include multiple **WLAs** associated with a **TMDL** project and shall include:
 - (1) Interim milestones, expressed as **BMPs** or progress toward implementation of **BMPs** to be achieved during the term of this permit
 - (2) Dates for implementation of interim milestones
 - (3) Strategies for continued **BMP** implementation beyond the term of this permit
 - (4) Target dates the **applicable WLA(s)** will be achieved

- g. For each **applicable WLA** the **permittee** is reasonably confident is being met at the time of application, the **permittee** must provide the following documentation:
 - (1) Implemented **BMPs** used to meet each **applicable WLA**
 - (2) A narrative describing the **permittee's** strategy for long-term continuation of meeting each **applicable WLA**.
- 7. For the requirements of Part III.F, **Alum or Ferric Chloride Phosphorus Treatment Systems**, if applicable, the applicant shall submit the following:
 - a. **Geographic coordinates** of the system
 - b. Name(s) of individual(s) or position titles responsible for the operation of the system
 - c. Information listed in Part III.F.3.a(1)-(6), if the system is constructed at the time the application is submitted to the **Agency**
 - d. Indicate if the system complies with the requirements of Part III.F
 - e. If applicable, for each Part III.F requirement that the applicant's system does not comply with at the time of application, describe tasks and corresponding schedules necessary to bring the system into compliance in accordance with the schedule in Appendix A, Table 2 (**existing permittee** applicants), or Table 3 (**new permittee** applicants).

PART III. **STORMWATER POLLUTION PREVENTION PROGRAM (SWPPP)**

The **permittee** shall develop, implement, and enforce a **SWPPP** designed to **reduce** the discharge of pollutants from the **small MS4** to the **Maximum Extent Practicable (MEP)**, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act.

If the **permittee** enters into a partnership for purposes of meeting **SWPPP** requirements, the **permittee** maintains legal responsibility for compliance with this permit.

Existing permittees shall revise their **SWPPP** developed under the **Agency's small MS4 general permit No.MNR040000** that was effective June, 1, 2006, to meet the requirements of this permit in accordance with the schedule in Appendix A, Table 2. **New permittees** shall develop, implement, and enforce their **SWPPP** in accordance with the schedule in Appendix A, Table 3. The **permittee's SWPPP** shall consist of the following:

A. Regulatory Mechanism(s)

To the extent allowable under state, tribal or local law, the **permittee** shall develop, implement, and enforce a Regulatory Mechanism(s) to meet the terms and conditions of Part III.D.3, 4, and 5. A Regulatory Mechanism(s) for the purposes of this permit may consist of contract language, an ordinance, permits, standards, or any other mechanism, that will be enforced by the **permittee**.

B. Enforcement Response Procedures (ERPs)

1. The **permittee** shall develop and implement written ERPs to enforce and compel compliance with the Regulatory Mechanism(s) developed and implemented by the **permittee** in accordance with Part III.A.
2. Enforcement conducted by the **permittee** pursuant to the ERPs shall be documented. Documentation shall include, at a minimum, the following:
 - a. Name of the **person** responsible for violating the terms and conditions of the **permittee's** Regulatory Mechanism(s)
 - b. Date(s) and location(s) of the observed violation(s)
 - c. Description of the violation(s), including reference(s) to relevant Regulatory Mechanism(s)
 - d. Corrective action(s) (including completion schedule) issued by the **permittee**
 - e. Date(s) and type(s) of enforcement used to compel compliance (e.g., written notice, citation, stop work order, withholding of local authorizations, etc.)
 - f. Referrals to other regulatory organizations (if any)
 - g. Date(s) violation(s) resolved

C. Mapping and Inventory

1. Mapping

New permittees shall develop, and **existing permittees** shall update, a storm sewer system map that depicts the following:

- a. The **permittee's** entire **small MS4** as a goal, but at a minimum, all **pipes** 12 inches or greater in diameter, including **stormwater flow direction** in those **pipes**
 - b. **Outfalls**, including a unique identification (ID) number assigned by the **permittee**, and an associated **geographic coordinate**
 - c. **Structural stormwater BMPs** that are part of the **permittee's small MS4**
 - d. All **receiving waters**
2. Inventory (2009 Minnesota Session Law, Ch. 172. Sec. 28).
- a. The **permittee** shall complete an inventory of:
 - (1) All ponds within the **permittee's** jurisdiction that are constructed and operated for purposes of water quality treatment, **stormwater** detention, and flood control, and that are used for the collection of **stormwater** via constructed conveyances. **Stormwater** ponds do not include areas of temporary ponding, such as ponds that exist only during a construction project or short-term accumulations of water in road ditches.
 - (2) All **wetlands** and lakes, within the **permittee's** jurisdiction, that collect **stormwater** via constructed conveyances.
 - b. The **permittee** shall complete and submit the inventory to the **Agency** on a form provided by the **Commissioner**. Each feature inventoried shall include the following information:
 - (1) A unique identification (ID) number assigned by the **permittee**
 - (2) A **geographic coordinate**
 - (3) Type of feature (e.g., pond, **wetland**, or lake). This may be determined by using best professional judgment.

D. Minimum Control Measures (MCMs)

The **permittee** shall incorporate the following six MCMs into the **SWPPP**. The **permittee** shall document as part of the **SWPPP**, a description of **BMPs** used for each MCM, the responsible **person(s)** and department(s) in charge, an implementation schedule, and measureable goals that will be used to determine the success of each **BMP**.

1. Public Education and Outreach

New permittees shall develop and implement, and **existing permittees** shall revise their current program, as necessary, and continue to implement, a public education program to distribute educational materials or equivalent outreach that informs the public of the impact **stormwater** discharges have on water bodies and that includes actions citizens, businesses, and other local organizations can take to **reduce** the discharge of pollutants to **stormwater**. The program shall also include:

- a. Distribution of educational materials or equivalent outreach focused on:
 - (1) Specifically selected **stormwater**-related issue(s) of high priority to the **permittee** to be emphasized during this permit term (e.g., specific **TMDL** reduction targets, changing local business practices, promoting adoption of residential **BMPs**, lake

improvements through lake associations, responsible management of pet waste, household chemicals, yard waste, deicing materials, etc.)

- (2) **Illicit discharge** recognition and reporting **illicit discharges** to the **permittee**

b. An implementation plan that consists of the following:

- (1) Target audience(s), including measurable goals for each audience
- (2) Responsible **Person(s)** in charge of overall plan implementation
- (3) Specific activities and schedules to reach measurable goals for each target audience
- (4) A description of any coordination with and/or use of other **stormwater** education and outreach programs being conducted by other entities, if applicable
- (5) Annual evaluation to measure the extent to which measurable goals for each target audience are attained

c. Documentation of the following information:

- (1) A description of any specific **stormwater**-related issues identified by the **permittee** under Part III.D.1.a(1)
- (2) All information required under Part III.D.1.b
- (3) Any modifications made to the program as a result of the annual evaluation under Part III.D.1.b(5)
- (4) Activities held, including dates, to reach measurable goals
- (5) Quantities and descriptions of educational materials distributed, including dates distributed

2. Public Participation/Involvement

- a. **New permittees** shall develop and implement, and **existing permittees** shall revise their current program, as necessary, and continue to implement, a Public Participation/Involvement program to solicit public input on the **SWPPP**. The **permittee** shall:

- (1) Provide a minimum of one (1) opportunity annually for the public to provide input on the adequacy of the **SWPPP**. Public meetings can be conducted to satisfy this requirement provided appropriate local public notice requirements are followed and opportunity to review and comment on the **SWPPP** is provided.
- (2) Provide access to the **SWPPP** document, Annual Reports, and other documentation that supports or describes the **SWPPP** (e.g., Regulatory Mechanism(s), etc.) for public review, upon request. All public data requests are subject to the Minnesota Government Data Practices Act, Minn. Stat. § 13.
- (3) Consider public input, oral and written, submitted by the public to the **permittee**, regarding the **SWPPP**.

b. Document the following information:

- (1) All relevant written input submitted by **persons** regarding the **SWPPP**
- (2) All responses from the **permittee** to written input received regarding the **SWPPP**, including any modifications made to the **SWPPP** as a result of the written input received

- (3) Date(s) and location(s) of events held for purposes of compliance with this requirement
- (4) Notices provided to the public of any events scheduled to meet this requirement, including any electronic correspondence (e.g., website, e-mail distribution lists, notices, etc.)

3. **Illicit Discharge** Detection and Elimination (IDDE)

New permittees shall develop, implement, and enforce, and **existing permittees** shall revise their current program as necessary, and continue to implement and enforce, a program to detect and eliminate **illicit discharges** into the **small MS4**. The IDDE program shall consist of the following:

- a. Map of the **small MS4** as required by Part III.C.1.
- b. Regulatory Mechanism(s) that effectively prohibits **non-stormwater discharges** into the **small MS4**, except those **non-stormwater discharges** authorized under Part I.B.1.
- c. Incorporation of **illicit discharge** detection into all inspection and maintenance activities conducted under Part III.D.6.e and f. Where feasible, **illicit discharge** inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation).
- d. Detecting and tracking the source of **illicit discharges** using visual inspections. The **permittee** may also include the use of mobile cameras, collecting and analyzing water samples, and/or other detailed inspection procedures that may be effective investigative tools.
- e. Training of all field staff, in accordance with the requirements of Part III.D.6.g(2), in **illicit discharge** recognition (including conditions which could cause **illicit discharges**), and reporting **illicit discharges** for further investigation.
- f. Identification of priority areas likely to have **illicit discharges**, including at a minimum, evaluating land uses associated with business/industrial activities, areas where **illicit discharges** have been identified in the past, and areas with storage of large quantities of **significant materials** that could result in an **illicit discharge**. Based on this evaluation, the **permittee** shall conduct additional **illicit discharge** inspections in those areas identified as having a higher likelihood for **illicit discharges**.
- g. For timely response to known, suspected, and reported **illicit discharges**:
 - (1) Procedures for investigating, locating, and eliminating the source of **illicit discharges**.
 - (2) Procedures for responding to spills, including emergency response procedures to prevent spills from entering the **small MS4**. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area), if the source of the **illicit discharge** is a spill or leak as defined in Minn. Stat. § 115.061.
 - (3) When the source of the **illicit discharge** is found, ERPs required by Part III.B (if necessary) to eliminate the **illicit discharge** and require any needed corrective action(s).

h. Documentation of the following information:

- (1) Date(s) and location(s) of IDDE inspections conducted in accordance with Part III.D.3.c and f
- (2) Reports of alleged **illicit discharges** received, including date(s) of the report(s), and any follow-up action(s) taken by the **permittee**
- (3) Date(s) of discovery of all **illicit discharges**
- (4) Identification of **outfalls**, or other areas, where **illicit discharges** have been discovered
- (5) Sources (including a description and the responsible party) of **illicit discharges** (if known)
- (6) Action(s) taken by the **permittee**, including date(s), to address discovered **illicit discharges**

4. Construction Site **Stormwater** Runoff Control

New permittees shall develop, implement, and enforce, and **existing permittees** shall revise their current program, as necessary, and continue to implement and enforce, a Construction Site **Stormwater** Runoff Control program that **reduces** pollutants in **stormwater** runoff to the **small MS4** from **construction activity** with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger **common plan of development or sale**, that occurs within the **permittee's** jurisdiction. The program shall incorporate the following components:

a. Regulatory Mechanism(s)

A Regulatory Mechanism(s) that establishes requirements for erosion and sediment controls and waste controls that is at least as stringent as the **Agency's general permit to Discharge Stormwater Associated with Construction Activity No.MN R100001** (as of the **effective date** of this permit). The **permittee's** Regulatory Mechanism(s) shall require that owners and operators of **construction activity** develop site plans that must be submitted to the **permittee** for review and approval, prior to the start of **construction activity**. Site plans must be kept up-to-date by the owners and operators of **construction activity** with regard to **stormwater** runoff controls. The Regulatory Mechanism(s) must require that site plans incorporate the following erosion and sediment controls and waste controls as described in the above referenced permit:

- (1) **BMPs** to minimize erosion
- (2) **BMPs** to minimize the discharge of sediment and other pollutants
- (3) **BMPs** for dewatering activities
- (4) Site inspections and records of rainfall events
- (5) **BMP** maintenance
- (6) Management of solid and hazardous wastes on each project site
- (7) Final stabilization upon the completion of **construction activity**, including the use of perennial vegetative cover on all exposed soils or other equivalent means
- (8) Criteria for the use of temporary sediment basins

b. Site plan review

The program shall include written procedures for site plan reviews conducted by the **permittee** prior to the start of **construction activity**, to ensure compliance with requirements of the Regulatory Mechanism(s). The site plan review procedure shall include notification to owners and operators proposing **construction activity** of the need to apply for and obtain coverage under the **Agency's general permit to Discharge Stormwater Associated with Construction Activity No.MN R100001**.

c. Public input

The program shall include written procedures for receipt and consideration of reports of noncompliance or other **stormwater** related information on **construction activity** submitted by the public to the **permittee**.

d. Site inspections

The program shall include written procedures for conducting site inspections, to determine compliance with the **permittee's** Regulatory Mechanism(s). The written procedures shall:

- (1) Include procedures for identifying priority sites for inspection. Prioritization can be based on such parameters as topography, soil characteristics, type of **receiving water(s)**, stage of construction, compliance history, weather conditions, or other local characteristics and issues.
- (2) Identify frequency at which site inspections will be conducted
- (3) Identify name(s) of individual(s) or position titles responsible for conducting site inspections
- (4) Include a checklist or other written means to document site inspections when determining compliance.

e. ERPs required by Part III.B of this permit

f. Documentation of the following information:

- (1) For each site plan review – The project name, location, total acreage to be disturbed, owner and operator of the proposed **construction activity**, and any **stormwater** related comments and supporting documentation used by the **permittee** to determine project approval or denial.
- (2) For each site inspection - Inspection checklists or other written means used to document site inspections

5. Post-Construction **Stormwater** Management

New permittees shall develop, implement, and enforce, and **existing permittees** shall revise their current program, as necessary, and continue to implement and enforce, a Post-Construction **Stormwater** Management program that prevents or **reduces water pollution** after **construction activity** is completed, related to **new development** and **redevelopment** projects with land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger **common plan of development or sale**, within the **permittee's** jurisdiction and that discharge to the **permittee's small MS4**. The program shall consist, at a minimum, of the following:

a. A Regulatory Mechanism(s) that incorporates:

- (1) A requirement that owners and/or operators of **construction activity** submit site plans with post-construction **stormwater** management **BMPs** to the **permittee** for review and approval, prior to start of **construction activity**

(2) Conditions for Post-Construction **Stormwater** Management:

The **permittee** shall develop and implement a Post-Construction **Stormwater** Management program that requires the use of any combination of **BMPs**, with highest preference given to **Green Infrastructure** techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a **construction activity** to the **MEP**:

- (a) For **new development** projects – no net increase from pre-project conditions (on an annual average basis) of:

- 1) **Stormwater** discharge Volume, unless precluded by the **stormwater** management limitations in Part III.D.5.a(3)(a)
- 2) **Stormwater** discharges of Total Suspended Solids (TSS)
- 3) **Stormwater** discharges of Total Phosphorus (TP)

- (b) For **redevelopment** projects – a net reduction from pre-project conditions (on an annual average basis) of:

- 1) **Stormwater** discharge Volume, unless precluded by the **stormwater** management limitations in Part III.D.5.a(3)(a)
- 2) **Stormwater** discharges of TSS
- 3) **Stormwater** discharges of TP

(3) **Stormwater** management limitations and exceptions

(a) Limitations

- 1) The **permittee's** Regulatory Mechanism(s) shall prohibit the use of infiltration techniques to achieve the conditions for post-construction **stormwater** management in Part III.D.5.a(2) when the infiltration **structural stormwater BMP** will receive discharges from, or be constructed in areas:

- a) Where industrial facilities are not authorized to infiltrate industrial **stormwater** under an **NPDES/SDS** Industrial **Stormwater** Permit issued by the **Agency**
 - b) Where vehicle fueling and maintenance occur
 - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally **saturated soils** or the top of bedrock
 - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating **stormwater**
- 2) The **permittee's** Regulatory Mechanism(s) shall restrict the use of infiltration techniques to achieve the conditions for post-construction **stormwater** management, without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas:
- a) With predominately Hydrologic Soil Group D (clay) soils
 - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of **active karst** features
 - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13
 - d) Where soil infiltration rates are more than 8.3 inches per hour
- 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction **stormwater** management in Part.III.D.5.a(2), the **permittee's** Regulatory Mechanism(s) may allow exceptions as described in Part III.D.5.a(3)(b). The **permittee's** Regulatory Mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process.
- (b) Exceptions for **stormwater** discharge volume

The **permittee's** Regulatory Mechanism(s) may allow for lesser volume control on the site of the original **construction activity** than that in Part III.D.5.a(2) only under the following circumstances:

- 1) The owner and/or operator of a **construction activity** is precluded from infiltrating **stormwater** through a designed system due to any of the infiltration related limitations described above, and
- 2) The owner and/or operator of the **construction activity** implements, to the **MEP**, volume reduction techniques, other than infiltration, (e.g., evapotranspiration, reuse/harvesting, conservation design, green roofs, etc.) on the site of the original **construction activity** that **reduces stormwater** discharge volume, but may not meet the conditions for post-construction **stormwater** management in Part III.D.5.a(2).

(4) Mitigation provisions

There may be circumstances where the **permittee** or other owners and operators of a **construction activity** cannot cost effectively meet the conditions for post-construction **stormwater** management for TSS and/or TP in Part III.D.5.a(2) on the site of the original **construction activity**. For this purpose, the **permittee** shall identify, or may require owners or operators of a **construction activity** to identify, locations where mitigation projects can be completed. The **permittee's** Regulatory Mechanism(s) shall ensure that any **stormwater** discharges of TSS and/or TP not addressed on the site of the original **construction activity** are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:

- (a) Mitigation project areas are selected in the following order of preference:
 - 1) Locations that yield benefits to the same **receiving water** that receives runoff from the original **construction activity**
 - 2) Locations within the same Department of Natural Resource (**DNR**) **catchment area** as the original **construction activity**
 - 3) Locations in the next adjacent **DNR catchment area** up-stream
 - 4) Locations anywhere within the **permittee's** jurisdiction
- (b) Mitigation projects must involve the creation of new **structural stormwater BMPs** or the retrofit of existing **structural stormwater BMPs**, or the use of a properly designed regional **structural stormwater BMP**.
- (c) Routine maintenance of **structural stormwater BMPs** already required by this permit cannot be used to meet mitigation requirements of this Part.
- (d) Mitigation projects shall be completed within 24 months after the start of the original **construction activity**.
- (e) The **permittee** shall determine, and document, who is responsible for long-term maintenance on all mitigation projects of this Part.
- (f) If the **permittee** receives payment from the owner and/or operator of a **construction activity** for mitigation purposes in lieu of the owner or operator of that **construction activity** meeting the conditions for post-construction **stormwater** management in Part III.D.5.a(2), the **permittee** shall apply any such payment received to a public **stormwater** project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e).

(5) Long-term maintenance of **structural stormwater BMPs**

The **permittee's** Regulatory Mechanism(s) shall provide for the establishment of legal mechanism(s) between the **permittee** and owners or operators responsible for the long-term maintenance of **structural stormwater BMPs** not owned or operated by the **permittee**, that have been implemented to meet the conditions for post-construction **stormwater** management in Part III.D.5.a(2). This only includes **structural stormwater BMPs** constructed after the **effective date** of this permit, that are directly connected to the **permittee's MS4**, and that are in the **permittee's** jurisdiction. The legal mechanism shall include provisions that, at a minimum:

- (a) Allow the **permittee** to conduct inspections of **structural stormwater BMPs** not owned or operated by the **permittee**, perform necessary maintenance, and assess costs for those **structural stormwater BMPs** when the **permittee**

determines that the owner and/or operator of that **structural stormwater BMP** has not conducted maintenance.

- (b) Include conditions that are designed to preserve the **permittee's** right to ensure maintenance responsibility, for **structural stormwater BMPs** not owned or operated by the **permittee**, when those responsibilities are legally transferred to another party.
- (c) Include conditions that are designed to protect/preserve **structural stormwater BMPs** and site features that are implemented to comply with Part III.D.5.a(2). If site configurations or **structural stormwater BMPs** change, causing decreased **structural stormwater BMP** effectiveness, new or improved **structural stormwater BMPs** must be implemented to ensure the conditions for post-construction **stormwater** management in Part III.D.5.a(2) continue to be met.

b. Site plan review

The program shall include written procedures for site plan reviews conducted by the **permittee** prior to the start of **construction activity**, to ensure compliance with requirements of the Regulatory Mechanism(s).

c. Documentation of the following information:

- (1) Any supporting documentation used by the **permittee** to determine compliance with Part III.D.5.a, including the project name, location, owner and operator of the **construction activity**, any checklists used for conducting site plan reviews, and any calculations used to determine compliance
- (2) All supporting documentation associated with mitigation projects authorized by the **permittee**
- (3) Payments received and used in accordance with Part III.D.5.a(4)(f)
- (4) All legal mechanisms drafted in accordance with Part III.D.5.a(5), including date(s) of the agreement(s) and name(s) of all responsible parties involved

6. Pollution Prevention/Good Housekeeping For Municipal Operations

New permittees shall develop and implement, and **existing permittees** shall revise their current program, as necessary, and continue to implement, an operations and maintenance program that prevents or **reduces** the discharge of pollutants from **permittee** owned/operated facilities and operations to the **small MS4**. The operations and maintenance program shall include, at a minimum, the following:

a. Facilities Inventory

The **permittee** shall develop and maintain an inventory of **permittee** owned/operated facilities that contribute pollutants to **stormwater** discharges. Facilities to be inventoried may include, but is not limited to: composting, equipment storage and maintenance, hazardous waste disposal, hazardous waste handling and transfer; landfills, solid waste handling and transfer, parks, pesticide storage, public parking lots, public golf courses; public swimming pools, public works yards, recycling, salt storage, vehicle storage and maintenance (e.g., fueling and washing) yards, and materials storage yards.

- b. Development and Implementation of **BMPs** for inventoried facilities and municipal operations

Considering the source of pollutants and sensitivity of **receiving waters** (e.g., Outstanding Resource Value Waters (ORVWs), **impaired waters**, trout streams, etc.), the **permittee** shall develop and implement **BMPs** that prevent or **reduce** pollutants in **stormwater** discharges from the **small MS4** and from:

- (1) All inventoried facilities that discharge to the **MS4**, and
- (2) The following municipal operations that may contribute pollutants to **stormwater** discharges, where applicable:
 - (a) Waste disposal and storage, including dumpsters
 - (b) Management of temporary and permanent stockpiles of materials such as street sweepings, snow, deicing materials (e.g., salt), sand and sediment removal piles
 - (c) Vehicle fueling, washing and maintenance
 - (d) Routine street and parking lot sweeping
 - (e) Emergency response, including spill prevention plans
 - (f) Cleaning of maintenance equipment, building exteriors, dumpsters, and the disposal of associated waste and wastewater
 - (g) Use, storage, and disposal of **significant materials**
 - (h) Landscaping, park, and lawn maintenance
 - (i) Road maintenance, including pothole repair, road shoulder maintenance, pavement marking, sealing, and repaving
 - (j) Right-of-way maintenance, including mowing
 - (k) Application of herbicides, pesticides, and fertilizers
 - (l) Cold-weather operations, including plowing or other snow removal practices, sand use, and application of deicing compounds

- c. Development and implementation of **BMPs** for **MS4** discharges that may affect Source Water Protection Areas (Minn. R. 4720.5100-4720.5590)

The **permittee** shall incorporate **BMPs** into the **SWPPP** to protect any of the following drinking water sources that the **MS4** discharge may affect, and the **permittee** shall include the map of these sources with the **SWPPP** if they have been mapped:

- (1) Wells and source waters for DWSMAs identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330
- (2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health (MDH) under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13

- d. Pond Assessment Procedures and Schedule

The **permittee** shall develop procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all **permittee** owned/operated ponds constructed and used for the collection and treatment of **stormwater**. The schedule (which may exceed this permit term) shall be based on measureable goals and priorities established by the **permittee**.

e. Inspections

- (1) Unless inspection frequency is adjusted as described below, the **permittee** shall conduct annual inspections of **structural stormwater BMPs** (excluding **stormwater** ponds which are under a separate schedule below) to determine structural integrity, proper function and maintenance needs.

Inspections of **structural stormwater BMPs** shall be conducted annually unless the **permittee** determines if either of the following conditions apply: 1) Complaints received or patterns of maintenance indicate a greater frequency is necessary, or 2) Maintenance or sediment removal is not required after completion of the first two annual inspections; in which case the **permittee** may reduce the frequency of inspections to once every two (2) years. However, **existing permittees** are authorized under this permit to continue using inspection frequency adjustments, previously determined under the *general stormwater permit for small MS4s No.MNR040000*, effective June 1, 2006, provided that documentation requirements in Part III.D.6.h(2) are satisfied.

- (2) Prior to the expiration date of this permit, the **permittee** shall conduct at least one inspection of all ponds and **outfalls** (excluding underground **outfalls**) in order to determine structural integrity, proper function, and maintenance needs.
- (3) The **permittee** shall conduct quarterly inspections of stockpiles, and storage and material handling areas as inventoried in Part III.D.6.a, to determine maintenance needs and proper function of **BMPs**.

f. Maintenance

Based on inspection findings, the **permittee** shall determine if repair, replacement, or maintenance measures are necessary in order to ensure the structural integrity, proper function, and treatment effectiveness of **structural stormwater BMPs**. Necessary maintenance shall be completed as soon as possible to prevent or **reduce** the discharge of pollutants to **stormwater**.

g. Employee Training

The **permittee** shall develop and implement a **stormwater** management training program commensurate with employee's job-duties as they relate to the **permittee's SWPPP**, including reporting and assessment activities. The **permittee** may use training materials from the United States Environmental Protection Agency (USEPA), state and regional agencies, or other organizations as appropriate to meet this requirement. The employee training program shall:

- (1) Address the importance of protecting water quality
- (2) Cover the requirements of the permit relevant to the job duties of the employee
- (3) Include a schedule that establishes initial training for new and/or seasonal employees, and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements

h. Documentation of the following information:

- (1) Date(s) and description of findings of all inspections conducted in accordance with Part III.D.6.e
- (2) Any adjustments to inspection frequency as authorized under Part III.D.6.e(1)
- (3) A description of maintenance conducted, including dates, as a result of inspection findings
- (4) Pond sediment excavation and removal activities, including:
 - (a) The unique ID number (consistent with that required in Part III.C.2.a) of each **stormwater** pond from which sediment is removed
 - (b) The volume (e.g., cubic yards) of sediment removed from each **stormwater** pond
 - (c) Results from any testing of sediment from each removal activity
 - (d) Location(s) of final disposal of sediment from each **stormwater** pond
- (5) Employee **stormwater** management training events, including a list of topics covered, names of employees in attendance, and date of each event

E. Discharges to **Impaired Waters** with a USEPA-Approved **TMDL** that Includes an **Applicable WLA**

For each **applicable WLA** approved prior to the **effective date** of this permit, the **BMPs** included in the compliance schedule at application constitute a discharge requirement for the **permittee**. The **permittee** shall demonstrate continuing progress toward meeting each discharge requirement, on a form provided by the **Commissioner**, by submitting the following:

1. An assessment of progress toward meeting each discharge requirement, including a list of all **BMPs** being applied to achieve each **applicable WLA**. For each **structural stormwater BMP**, the **permittee** shall provide a unique identification (ID) number and **geographic coordinate**. If the listed **structural stormwater BMP** is also inventoried as required by Part III.C.2, the same ID number shall be used.
2. A list of all **BMPs** the **permittee** submitted at the time of application in the **SWPPP** document compliance schedule(s) and the stage of implementation for each **BMP**, including any **BMPs** specifically identified for the **small MS4** in the **TMDL** report that the **permittee** plans to implement
3. An up-dated estimate of the cumulative reductions in loading achieved for each **pollutant of concern** associated with each **applicable WLA**
4. An up-dated narrative describing any adaptive management strategies used (including projected dates) for making progress toward achieving each **applicable WLA**

F. Alum or Ferric Chloride Phosphorus Treatment Systems

If the **permittee** uses an **alum or ferric chloride phosphorus treatment system**, the **permittee** shall comply with the following:

1. Minimum Requirements of an **Alum or Ferric Chloride Phosphorus Treatment System**

a. Limitations

- (1) The **permittee** shall use the treatment system for the treatment of phosphorus in **stormwater**. **Non-stormwater discharges** shall not be treated by this system.
- (2) The treatment system must be contained within the conveyances and **structural stormwater BMPs** of a **small MS4**. The utilized conveyances and **structural stormwater BMPs** shall not include any **receiving waters**.
- (3) Phosphorus treatment systems utilizing chemicals other than alum or ferric chloride must receive written approval from the **Agency**.
- (4) In-lake phosphorus treatment activities are not authorized under this permit.

b. Treatment System Design

- (1) The treatment system shall be constructed in a manner that diverts the **stormwater** flow to be treated from the main conveyance system.
- (2) A **High Flow Bypass** shall be part of the inlet design.
- (3) A flocculent storage/settling area shall be incorporated into the design, and adequate maintenance access must be provided (minimum of 8 feet wide) for the removal of accumulated sediment.

2. Monitoring During Operation

- a. A designated **person** shall perform visual monitoring of the treatment system for proper performance at least once every seven (7) days, and within 24 hours after a rainfall event greater than 2.5 inches in 24 hours. Following visual monitoring which occurs within 24 hours after a rainfall event, the next visual monitoring must be conducted within seven (7) days after that rainfall event.
- b. Three benchmark monitoring stations shall be established. Table B-1 shall be used for the parameters, units of measure, and frequency of measurement for each station.
- c. Samples shall be collected as grab samples or flow-weighted 24-hour composite samples.
- d. Each sample, excluding pH samples, must be analyzed by a laboratory certified by the MDH and/or the MPCA, and:
 - (1) Sample preservation and test procedures for the analysis of pollutants shall conform to 40 CFR Part 136 and Minn. R. 7041.3200.
 - (2) Detection limits for dissolved phosphorus, dissolved aluminum, and dissolved iron shall be a minimum of 6 micrograms per liter ($\mu\text{g/L}$), 10 $\mu\text{g/L}$, and 20 $\mu\text{g/L}$, respectively.
 - (3) pH must be measured within 15 minutes of sample collection using calibrated and maintained equipment.

Table B-1:
Monitoring Parameters During Operation

Station	Alum Parameters	Ferric Parameters	Units	Frequency
Upstream-Background	Total Phosphorus	Total Phosphorus	mg/L	1 x week
	Dissolved Phosphorus	Dissolved Phosphorus	mg/L	1 x week
	Total Aluminum	Total Iron	mg/L	1 x month
	Dissolved Aluminum	Dissolved Iron	mg/L	1 x week
	pH	pH	SU	1 x week
	Flow	Flow	Mgd	Daily
Alum or Ferric Chloride Feed	Alum	Ferric	Gallons	Daily Total Dosed In Gallons
Discharge From Treatment	Total Phosphorus	Total Phosphorus	mg/L	1 x week
	Dissolved Phosphorus	Dissolved Phosphorus	mg/L	1 x week
	Total Aluminum	Total Iron	mg/L	1 x month
	Dissolved Aluminum	Dissolved Iron	mg/L	1 x week
	pH	pH	SU	1 x week
	Flow	Flow	Mgd	Daily

- e. In the following situations, the **permittee** shall perform corrective action(s) and immediately notify the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area):

- (1) The pH of the discharged water is not within the range of 6.0 and 9.0
- (2) Any indications of toxicity or measurements exceeding **water quality standards**
- (3) A spill, as defined in Minn. Stat. § 115.01, subd. 13, of alum or ferric chloride

3. Reporting and Recordkeeping

a. Annual Reporting

The **permittee** shall submit the following information with the Annual Report in Part IV.B. The Annual Report must include a month-by-month summary of:

- (1) Date(s) of operation
- (2) Chemical(s) used for treatment
- (3) Gallons of water treated
- (4) Gallons of alum or ferric chloride treatment used
- (5) Calculated pounds of phosphorus removed
- (6) Any performance issues and the corrective action(s), including the date(s) when corrective action(s) were taken

b. On-Site Recordkeeping

A record of the following design parameters shall be kept on-site:

- (1) Site-specific jar testing conducted using typical and representative water samples in accordance with ASTM D2035-08 (2003)
- (2) Baseline concentrations of the following parameters in the influent and **receiving waters**:

- (a) Aluminum or Iron
- (b) Phosphorus

(3) The following system parameters and how each was determined:

- (a) Flocculent settling velocity
- (b) Minimum required retention time
- (c) Rate of diversion of **stormwater** into the system
- (d) The flow rate from the discharge of the outlet structure
- (e) Range of expected dosing rates

4. Treatment System Management

The following site-specific procedures shall be developed and a copy kept on-site:

- a. Procedures for the installation, operation and maintenance of all pumps, generators, control systems, and other equipment
- b. Specific parameters for determining when the solids must be removed from the system and how the solids will be handled and disposed of
- c. Procedures for cleaning up and/or containing a spill of each chemical stored on-site

G. Stormwater Pollution Prevention Program (SWPPP) Modification

1. The **Commissioner** may require the **permittee** to modify the **SWPPP** as needed, in accordance with the procedures of Minn. R. 7001, and may consider the following factors:
 - a. Discharges from the **small MS4** are impacting the quality of **receiving waters**.
 - b. More stringent requirements are necessary to comply with state or federal regulations.
 - c. Additional conditions are deemed necessary to comply with the goals and applicable requirements of the Clean Water Act and protect water quality.
2. Modifications that the **permittee** chooses to make to the **SWPPP** document developed under Part II.D, other than modifications authorized in Part III.G.3 below, must be approved by the **Commissioner** in accordance with the procedures of Minn. R. 7001. All requests must be in writing, setting forth schedules for compliance. The request must discuss alternative program modifications, assure compliance with requirements of the permit, and meet other applicable laws.
3. The **SWPPP** document may only be modified by the **permittee** without prior approval of the **Commissioner** provided it is in accordance with a. or b. below, and the **Commissioner** is notified of the modification in the Annual Report for the year the modification is made.
 - a. A **BMP** is added, and none subtracted, from the **SWPPP** document.
 - b. A less effective **BMP** identified in the **SWPPP** document is replaced with a more effective **BMP**. The alternate **BMP** shall address the same, or similar, concerns as the ineffective or failed **BMP**.

PART IV. ANNUAL **SWPPP** ASSESSMENT, ANNUAL REPORTING, AND RECORD KEEPING

A. Annual **SWPPP** Assessment

The **permittee** shall conduct an Annual Assessment of their **SWPPP** to determine program compliance, the appropriateness of **BMPs**, and progress towards achieving the measurable goals identified in their **SWPPP** document. The Annual **SWPPP** Assessment shall be performed prior to completion of each Annual Report.

B. Annual Reporting

The **permittee** shall submit an Annual Report to the **Agency** by June 30th of each calendar year. The Annual Report shall cover the portion of the previous calendar year during which the **permittee** was authorized to discharge **stormwater** under this permit. The Annual Report shall be submitted to the **Agency**, on a form provided by the **Commissioner**, that will at a minimum, consist of the following:

1. The status of compliance with permit terms and conditions, including an assessment of the appropriateness of **BMPs** identified by the **permittee** and progress towards achieving the identified measurable goals for each of the MCMs in Part III.D.1-6. The assessment must be based on results of information collected and analyzed, including monitoring (if any), inspection findings, and public input received during the reporting period.
2. The **stormwater** activities the **permittee** plans to undertake during the next reporting cycle
3. A change in any identified **BMPs** or measurable goals for any of the MCMs in Part III.D.1-6
4. Information required in Part III.E, to demonstrate progress in meeting **applicable WLAs**
5. Information required to be recorded or documented in Part III
6. A statement that the **permittee** is relying on a partnership(s) with another regulated **Small MS4(s)** to satisfy one or more permit requirements (if applicable), and what agreements the **permittee** has entered into in support of this effort

C. Record Keeping

1. The **permittee** shall keep records required by the **NPDES** permit for at least three (3) years beyond the term of this permit. The **permittee** shall submit records to the **Commissioner** only if specifically asked to do so.
2. The **permittee** shall make records, including components of the **SWPPP**, available to the public at reasonable times during regular business hours (see 40 CFR § 122.7 for confidentiality provision).
3. The **permittee** shall retain copies of the permit application, all documentation necessary to comply with **SWPPP** requirements, all data and information used by the **permittee** to complete the application process, and any information developed as a requirement of this permit or as requested by the **Commissioner**, for a period of at least three (3) years beyond the date of permit expiration. This period is automatically extended during the course of an

unresolved enforcement action regarding the **small MS4** or as requested by the **Commissioner**.

D. Where to Submit

The **permittee** shall use an electronic submittal process, when provided by the **Agency**, when submitting information required by this permit. When submitting information electronically is not possible, the **permittee** may use the following mailing address:

Minnesota Pollution Control Agency (MPCA)
Attn: WQ Submittals Center
520 Lafayette Road North
St. Paul, MN 55155-4194

PART V. GENERAL CONDITIONS

- A. The **Agency's** issuance of a permit does not release the **permittee** from any liability, penalty, or duty imposed by Minnesota or federal statutes or rules or local ordinances, except the obligation to obtain the permit. (Minn. R. 7001.0150, subp.3, item A)
- B. The **Agency's** issuance of a permit does not prevent the future adoption by the **Agency** of pollution control rules, standards, or orders more stringent than those now in existence and does not prevent the enforcement of these rules, standards, or orders against the **permittee**. (Minn. R. 7001.0150, subp.3, item B)
- C. The permit does not convey a property right or an exclusive privilege. (Minn. R. 7001.0150, subp. 3, item C)
- D. The **Agency's** issuance of a permit does not obligate the **Agency** to enforce local laws, rules, or plans beyond that authorized by Minnesota statutes. (Minn. R. 7001.0150, subp.3, item D)
- E. The **permittee** shall perform the actions or conduct the activity authorized by the permit in accordance with the plans and specifications approved by the **Agency** and in compliance with the conditions of the permit. (Minn. R. 7001.0150, subp. 3, item E)
- F. The **permittee** shall at all times properly operate and maintain the facilities and systems of treatment and control and the appurtenances related to them which are installed or used by the **permittee** to achieve compliance with the conditions of the permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. The **permittee** shall install and maintain appropriate backup or auxiliary facilities if they are necessary to achieve compliance with the conditions of the permit and, for all permits other than hazardous waste facility permits, if these backup or auxiliary facilities are technically and economically feasible. (Minn. R. 7001.0150. subp. 3, item F.)
- G. The **permittee** may not knowingly make a false or misleading statement, representation, or certification in a record, report, plan, or other document required to be submitted to the **Agency** or to the **Commissioner** by the permit. The **permittee** shall immediately upon discovery report to the **Commissioner** an error or omission in these records, reports, plans, or other documents. (Minn. Stat. § 609.671; Minn.R. 7001.0150, subp.3, item G.; and Minn. R. 7001.1090, subp. 1, items G and H)
- H. The **permittee** shall, when requested by the **Commissioner**, submit within a reasonable time the information and reports that are relevant to the control of pollution regarding the construction, modification, or operation of the facility covered by the permit or regarding the conduct of the activity covered by the permit. (Minn. R. 7001.0150, subp. 3, item H)
- I. When authorized by Minn. Stat. §§ 115.04; 115B.17, subd. 4; and 116.091, and upon presentation of proper credentials, the **Agency**, or an authorized employee or agent of the **Agency**, shall be allowed by the **permittee** to enter at reasonable times upon the property of the **permittee** to examine and copy books, papers, records, or memoranda pertaining to the construction, modification, or operation of the facility covered by the permit or pertaining to the activity covered by the permit; and to conduct surveys and investigations, including sampling or monitoring, pertaining to the construction, modification, or operation of the facility covered by

the permit or pertaining to the activity covered by the permit. (Minn. R. 7001.0150, subp.3, item I)

- J. If the **permittee** discovers, through any means, including notification by the **Agency**, that noncompliance with a condition of the permit has occurred, the **permittee** shall take all reasonable steps to minimize the adverse impacts on human health, public drinking water supplies, or the environment resulting from the noncompliance. (Minn. R. 7001.0150, subp.3, item J)
- K. If the **permittee** discovers that noncompliance with a condition of the permit has occurred which could endanger human health, public drinking water supplies, or the environment, the **permittee** shall, within 24 hours of the discovery of the noncompliance, orally notify the **Commissioner**. Within five days of the discovery of the noncompliance, the **permittee** shall submit to the **Commissioner** a written description of the noncompliance; the cause of the noncompliance, the exact dates of the period of the noncompliance, if the noncompliance has not been corrected; the anticipated time it is expected to continue, and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. (Minn. R. 7001.0150, subp.3, item K)
- L. The **permittee** shall report noncompliance with the permit not reported under item K as a part of the next report, which the **permittee** is required to submit under this permit. If no reports are required within 30 days of the discovery of the noncompliance, the **permittee** shall submit the information listed in item K within 30 days of the discovery of the noncompliance. (Minn. R. 7001.0150, subp.3, item L)
- M. The **permittee** shall give advance notice to the **Commissioner** as soon as possible of planned physical alterations or additions to the permitted facility (**MS4**) or activity that may result in noncompliance with a Minnesota or federal pollution control statute or rule or a condition of the permit. (Minn. R. 7001.0150, subp. 3, item M)
- N. The permit is not transferable to any **person** without the express written approval of the **Agency** after compliance with the requirements of Minn. R. 7001.0190. A **person** to whom the permit has been transferred shall comply with the conditions of the permit. (Minn. R. 7001.0150, subp.3, item N)
- O. The permit authorizes the **permittee** to perform the activities described in the permit under the conditions of the permit. In issuing the permit, the state and **Agency** assume no responsibility for damage to **persons**, property, or the environment caused by the activities of the **permittee** in the conduct of its actions, including those activities authorized, directed, or undertaken under the permit. To the extent the state and **Agency** may be liable for the activities of its employees, that liability is explicitly limited to that provided in the Tort Claims Act, Minn. Stat. § 3.736. (Minn. R. 7001.0150, subp. 3, item O)
- P. This permit incorporates by reference the applicable portions of 40 CFR §§ 122.41 and 122.42 parts (c) and (d), and Minn. R. 7001.1090, which are enforceable parts of this permit.

APPENDIX A

SCHEDULES

Table 1
Application Submittal Schedule for Existing permittees

Group 1 Within 90 days after permit effective date		
Alexandria, City Andover, City Anoka Technical College Arden Hills, City Birchwood Village, City Cambridge, City Centerville, City Chaska, City Dakota County Technical College Detroit Lakes, City Excelsior, City	Glencoe, City Grand Rapids, City Greenwood, City Hibbing, City Hilltop, City Inver Hills Community College Little Falls, City Long Lake, City Maple Plain, City Minnetonka Beach, City Monticello, City Northland Comm & Technical College	Oak Grove, City Orono, City Ramsey, City Sartell, City South St Paul, City St Bonifacius, City St Cloud Technical College St Louis County St Paul Park, City Waite Park, City Woodland, City
Group 2 Within 120 days after permit effective date		
Anoka, City Anoka-Ramsey Community College Baxter, City Brainerd, City Buffalo, City Champlin, City Clay County Coon Creek WD Dayton, City Dilworth, City East Grand Forks, City Elk River, City Elko New Market, City Fridley, City	Hutchinson, City La Crescent, City Lake Superior College - Duluth Landfall, City Lauderdale, City Litchfield, City Mendota, City Midway Township MN State Comm and Tech College-Moorhead Moorhead, City Mounds View, City North Oaks, City	Nowthen, City Proctor, City Red Wing, City Shakopee, City South Washington WD Spring Park, City St Joseph, City St Michael, City Stearns County Tonka Bay, City West St Paul, City Willernie, City Winona, City
Group 3 Within 150 days after permit effective date		
Albert Lea, City Anoka County Apple Valley, City Austin, City Bemidji, City Benton County Big Lake, City Big Lake Township Blaine, City Bloomington, City Brockway Township	Hennepin Technical College Eden Prairie Hermantown, City Hopkins, City Houston County Hugo, City Independence, City Inver Grove Heights, City Jackson Township La Crescent Township Laketown Township Lakeville, City	Owatonna, City Pine Springs, City Plymouth, City Prior Lake, City Prior Lake-Spring Lake WSD Ramsey County Public Works Ramsey-Washington Metro WD Redwood Falls, City Rice Creek WD Rice Lake Township Richfield, City

Brooklyn Center, City	Lake Elmo, City	Robbinsdale, City
Brooklyn Park, City	Le Sauk Township	Rochester, City
Burnsville, City	Lexington, City	Rochester Community & Tech College
Capitol Region WD	Lilydale, City	Rochester Township
Carver, City	Lino Lakes, City	Rosemount, City
Carver County	Little Canada, City	Roseville, City
Cascade Township	Loretto, City	Sauk Rapids, City
Century College	Louisville Township	Sauk Rapids Township
Chanhassen, City	Mahtomedi, City	Savage, City
Circle Pines, City	Mankato, City	Osseo, City
Cloquet, City	Maplewood, City	Otsego, City
Columbia Heights, City	Maple Grove, City	Scott County
Coon Rapids, City	Marion Township	Sherburne County
Corcoran, City	Marshall, City	Shoreview, City
Cottage Grove, City	Medicine Lake, City	Shorewood, City
Credit River Township	Medina, City	Spring Lake Park, City
Crystal, City	Mendota Heights, City	Spring Lake, Township
Dakota County	Metropolitan State University	Saint Paul College
Deephaven, City	Minden Township	St Anthony Village, City
Dellwood, City	Minnehaha Creek WD	St Cloud, City
Duluth, City	Minnesota Correctional-Lino Lakes	St Cloud State University
Duluth Township	Minnesota Correctional-St Cloud	St Joseph Township
Eagan, City	Minnetonka, City	St Louis Park, City
East Bethel, City	Minnetrista, City	St Peter, City
Eden Prairie, City	MNDOT Metro District	Stillwater, City
Edina, City	MNDOT Outstate District	Sunfish Lake, City
Empire Township	MN State University-Moorhead	U of M-Duluth
Fairmont, City	Montevideo, City	U of M-Twin Cities Campus
Falcon Heights, City	Mound, City	Vadnais Heights, City
Faribault, City	Mpls Community/Technical College	Valley Branch WD
Farmington, City	New Brighton, City	Victoria, City
Federal Medical Center	New Hope, City	Waconia, City
Fergus Falls, City	New Ulm, City	Waseca, City
Forest Lake, City	Newport City	Washington County
Gem Lake, City	Normandale Community College	Watab Township
Golden Valley, City	North Branch, City	Wayzata, City
Grant, City	North Hennepin Community College	West Lakeland Township
Ham Lake, City	North Mankato, City	White Bear Lake, City
Hastings, City	North St Paul, City	White Bear Township
Haven Township	Northfield, City	Willmar, City
Haverhill Township	Oakdale, City	Woodbury, City
Hennepin County	Olmsted County	Worthington, City
Hennepin Technical College Brooklyn Pk		

Table 2
Existing Permittees – Schedule of Permit Requirements

<i>Permit Requirement</i>	<i>Schedule</i>
PART II. APPLICATION REQUIREMENTS • <i>Submit Part 2 of the permit application with the SWPPP document completed in accordance with Part II.D.</i>	• See Table 1 above.
PART III. STORMWATER POLLUTION PREVENTION PROGRAM (SWPPP) • <i>Complete revisions to incorporate requirements of Part III.A-F into current SWPPP.</i> <u>Part III.C Mapping and Inventory</u> Part III.C.2 Inventory • <i>Complete and submit inventory in accordance with Part III.C.2.</i> <u>Part III.D.6 Pollution Prevention/Good Housekeeping For Municipal Operations</u> Part III.D.6.e Inspections • <i>Conduct inspections.</i> <u>Part III.E Impaired Waters and TMDLs (if applicable)</u> • <i>Submit all information required by Part III.E.</i> <u>Part III.F. Alum or Ferric Chloride Phosphorus Treatment Systems (if applicable)</u> • <i>Meet requirements for treatment systems under Part III.F.</i>	• Within 12 months of the date permit coverage is extended, unless other timelines have been specifically established in this permit and identified below. • Within 12 months of the date permit coverage is extended. • Annually (Part III.D.6.e(1) and (2)), Quarterly (Part III.D.6.e(3)). • With each Annual Report required in Part IV.B. • Within 12 months of the date permit coverage is extended.
PART IV. ANNUAL SWPPP ASSESSMENT, ANNUAL REPORTING AND RECORD KEEPING <u>Part IV.A Annual SWPPP Assessment</u> • <i>Conduct assessment of the SWPPP.</i> <u>Part IV.B Annual Reporting</u> • <i>Submit an Annual Report</i>	• Annually and prior to completion of each Annual Report. • By June 30th of each calendar year.

Table 3
New Permittees – Schedule of Permit Requirements

<i>Permit Requirement</i>	<i>Schedule</i>
PART II. APPLICATION REQUIREMENTS • <i>Submit Part 1, and Part 2 of the permit application with the proposed SWPPP document as required by Part II.D.</i>	• Within 18 months of written notification from the Commissioner that the MS4 meets the criteria in Minn. R. 7090.1010, Subpart 1.A. or B. and permit coverage is required.
PART III. STORMWATER POLLUTION PREVENTION PROGRAM (SWPPP) • <i>Complete all requirements of Part III.A-F.</i> <u>Part III.A Regulatory Mechanism(s)</u> Illicit Discharge Detection and Elimination (see Part III.D.3)	• Within 36 months of the date permit coverage is extended, unless other timelines have been specifically established in this permit and identified below; or • Within timelines established by the Commissioner under Part I.F.2.

• <i>Develop, implement, and enforce Regulatory Mechanism.</i> Construction Site Stormwater Runoff Control (see Part III.D.4) • <i>Develop, implement, and enforce Regulatory Mechanism.</i> Post-Construction Stormwater Management (see Part III.D.5) • <i>Develop, implement, and enforce Regulatory Mechanism.</i> <u>Part III.B Enforcement Response Procedures (ERPs)</u> • <i>Develop and implement written ERPs for the Regulatory Mechanism(s) required under Part III.A.</i> <u>Part III.C Mapping and Inventory</u> Part III.C.1 Mapping • <i>Develop a storm sewer system map.</i> <u>Part III.C.2 Inventory</u> • <i>Complete and submit inventory in accordance with Part III.C.2.</i> <u>Part III.D Minimum Control Measures</u> <u>Part III.D.4 Construction Site Stormwater Runoff Control</u> • <i>Develop, implement, and enforce a Construction Site Stormwater Runoff Control program.</i> <u>Part III.D.5 Post-Construction Stormwater Management</u> • <i>Develop, implement, and enforce a Post-Construction Stormwater Management program.</i> <u>Part III.D.6 Pollution Prevention/Good Housekeeping for Municipal Operations</u> Part III.D.6.e Inspections • <i>Conduct inspections.</i> <u>Part III.E Impaired Waters and TMDLs (if applicable)</u> • <i>Submit all information required by Part III.E.</i> <u>Part III.F. Alum or Ferric Chloride Phosphorus Treatment Systems (if applicable)</u> • <i>Meet requirements for treatment systems under Part III.F.</i>	• Within 12 months of the date permit coverage is extended. • Within six (6) months of the date permit coverage is extended. • Within 24 months of the date permit coverage is extended. • Within 24 months of the date permit coverage is extended. • Within 24 months of the date permit coverage is extended. • Within 24 months of the date permit coverage is extended. • Within six (6) months of the date permit coverage is extended. See Part III.A Regulatory Mechanism(s). • Within 24 months of the date permit coverage is extended. See Part III.A Regulatory Mechanism(s). • Annually (Part III.D.6.e(1) and (2)), Quarterly (Part III.D.6.e(3)). • With each Annual Report required in Part IV.B. • Within 12 months of the date permit coverage is extended.
PART IV. ANNUAL SWPPP ASSESSMENT, ANNUAL REPORTING AND RECORD KEEPING <u>Part IV.A Annual SWPPP Assessment</u> • <i>Conduct assessment of the SWPPP.</i> <u>Part IV.B Annual Reporting</u> • <i>Submit an Annual Report.</i>	• Annually and prior to completion of each Annual Report. • By June 30th of each calendar year.

APPENDIX B

DEFINITIONS AND ABBREVIATIONS

The definitions in this Part are for purposes of this permit only.

1. **“Active Karst”** means geographic areas underlain by carbonate bedrock (or other forms of bedrock that can erode or dissolve) with less than 50 feet of sediment cover.
2. **“Agency”** means the Minnesota Pollution Control **Agency** or MPCA. (Minn. Stat. § 116.36, subd. 2.)
3. **“Alum or Ferric Chloride Phosphorus Treatment System”** means the diversion of flowing **stormwater** from a **MS4**, removal of phosphorus through the use a continuous feed of alum or ferric chloride additive, flocculation, and the return of the treated **stormwater** back into a **MS4** or **receiving water**.
4. **“Applicable WLA”** – means a **Waste Load Allocation** assigned to the **permittee** and approved by the USEPA.
5. **“Best Management Practices”** or **“BMPs”** means practices to prevent or **reduce** the pollution of the **waters of the state**, including schedules of activities, prohibitions of practices, and other management practices, and also includes treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge, or waste disposal or drainage from raw material storage. (Minn. R. 7001.1020, subp.5.)
6. **“Commissioner”** means the **Commissioner** of the Minnesota Pollution Control **Agency** or the **Commissioner’s** designee. (Minn. Stat. § 116.36, subd. 3.)
7. **“Common Plan of Development or Sale”** means a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.
8. **“Construction Activity”** includes **construction activity** as defined in 40 CFR § 122.26(b)(14)(x) and **small construction activity** as defined in 40 CFR § 122.26(b)(15). This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated **stormwater** runoff, leading to soil erosion and movement of sediment into **surface waters** or drainage systems. Examples of **construction activity** may include clearing, grading, filling, and excavating. **Construction activity** includes the disturbance of less than one acre of total land area that is a part of a larger **common plan of development or sale** if the larger common plan will ultimately disturb one (1) acre or more.
9. **“DNR Catchment Area”** means the Hydrologic Unit 08 areas delineated and digitized by the Minnesota DNR. The catchment areas are available for download at the Minnesota DNR Data Deli website. **DNR catchment areas** may be locally corrected, in which case the local corrections may be used.
10. **“Effective Date”** means the date, located on the front cover of this permit, on which this permit shall become effective.

11. **“Existing Permittee”** means an **Owner/Operator** of a **small MS4** that has been authorized to discharge **stormwater** under a previously issued **general permit** for **small MS4s** in the state of Minnesota.
12. **“General permit”** means a permit issued under Minn. R. 7001.0210 to a category of **permittees** whose operations, emissions, activities, discharges, or facilities are the same or substantially similar. (Minn. R. 7001.0010, subp.4.)
13. **“Geographic Coordinate”** means the point location of a **stormwater** feature expressed by X, Y coordinates of a standard Cartesian coordinate system (i.e. latitude/longitude) that can be readily converted to Universal Transverse Mercator (UTM), Zone 15N in the NAD83 datum. For polygon features, the **geographic coordinate** will typically define the approximate center of a **stormwater** feature.
14. **“Green Infrastructure”** means a wide array of practices at multiple scales that manage wet weather and that maintains or restores natural hydrology by infiltrating, evapotranspiring, or harvesting and using stormwater. On a regional scale, green infrastructure is the preservation or restoration of natural landscape features, such as forests, floodplains and wetlands, coupled with policies such as infill and redevelopment that reduce overall imperviousness in a watershed. On the local scale, green infrastructure consists of site and neighborhood-specific practices, such as bioretention, trees, green roofs, permeable pavements and cisterns.
15. **“High Flow Bypass”** means a function of an inlet device that allows a certain flow of water through, but diverts any higher flows away. **High flow bypasses** are generally used for **BMPs** that can only treat a designed amount of flow and that would be negatively affected by higher flows.
16. **“Illicit Discharge”** means any discharge to a **municipal separate storm sewer** that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than the **NPDES** permit for discharges from the **municipal separate storm sewer**) and discharges resulting from firefighting activities. (40 CFR § 122.26(b)(2))
17. **“Impaired Water”** means waters identified as impaired by the **Agency**, and approved by the USEPA, pursuant to section 303(d) of the Clean Water Act (33 U.S.C. § 303(d)).
18. **“Maximum Extent Practicable”** or **“MEP”** means the statutory standard (33 U.S.C. § 1342(p)(3)(B)(iii)) that establishes the level of pollutant reductions that an **Owner** or **Operator** of **Regulated MS4s** must achieve. The USEPA has intentionally not provided a precise definition of **MEP** to allow maximum flexibility in **MS4** permitting. The pollutant reductions that represent **MEP** may be different for each **small MS4**, given the unique local hydrologic and geologic concerns that may exist and the differing possible pollutant control strategies. Therefore, each **permittee** will determine appropriate **BMPs** to satisfy each of the six Minimum Control Measures (MCMs) through an evaluative process. The USEPA envisions application of the **MEP** standard as an iterative process.
19. **“Municipal separate storm sewer system”** or **“MS4”** means a conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains:
 - a. owned or operated by a state, city, town, county, district, association, or other public body, created by or pursuant to state law, having jurisdiction over disposal of sewage, industrial

wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district, or drainage district or similar entity, or an Indian tribe or an authorized Indian tribe organization, or a designated and approved management **Agency** under section 208 of the federal Clean Water Act, United States Code, title 33, section 1288, that discharges into **waters of the state**

- b. designed or used for collecting or conveying stormwater
- c. that is not a combined sewer; and
- d. that is not part of a publicly owned treatment works as defined in 40 CFR § 122.2

Municipal separate storm sewer systems do not include separate storm sewers in very discrete areas, such as individual buildings. (Minn. R. 7090.0080, subp. 8).

- 20. **“New development”** means all **construction activity** that is not defined as **redevelopment**.
- 21. **“New Permittee”** means an **Owner/Operator** of a **small MS4** that has not been authorized to discharge **stormwater** under a previously issued General **Stormwater** Permit for **small MS4s** in the state of Minnesota and that applies for, and obtains coverage under this permit.
- 22. **“Non-Stormwater Discharge”** means any discharge not composed entirely of **stormwater**.
- 23. **“Operator”** means the **person** with primary operational control and legal responsibility for the **municipal separate storm sewer system**. (Minn. R. 7090.0080, subp.10.)
- 24. **“Outfall”** means the point source where a **municipal separate storm sewer system** discharges to a **receiving water**, or the **stormwater** discharge permanently leaves the **permittee’s MS4**. It does not include diffuse runoff or conveyances that connect segments of the same stream or water systems (e.g., when a conveyance temporarily leaves an **MS4** at a road crossing).
- 25. **“Owner”** means the **person** that owns the **municipal separate storm sewer system**. (Minn. R. 7090.0080, subp.11.)
- 26. **“Permittee”** means a **person** or **persons**, that signs the permit application submitted to the **Agency** and is responsible for compliance with the terms and conditions of this permit.
- 27. **“Person”** means the state or any Agency or institution thereof, any municipality, governmental subdivision, public or private corporation, individual, partnership, or other entity, including, but not limited to, association, commission or any interstate body, and includes any officer or governing or managing body of any municipality, governmental subdivision, or public or private corporation, or other entity.(Minn. Stat. § 115.01, subd. 10.)
- 28. **“Pipe”** means a closed manmade conveyance device used to transport **stormwater** from location to location. The definition of **pipe** does not include foundation drain **pipes**, irrigation **pipes**, land drain tile **pipes**, culverts, and road sub-grade drain **pipes**.
- 29. **“Pollutant of Concern”** means a pollutant specifically identified in a USEPA-approved **TMDL** report as causing a water quality impairment.

30. **“Receiving Water”** means any lake, river, stream or **wetland** that receives **stormwater** discharges from an **MS4**.
31. **“Redevelopment”** means any **construction activity** where, prior to the start of construction, the areas to be disturbed have 15 percent or more of impervious surface(s).
32. **“Reduce”** means **reduce** to the **Maximum Extent Practicable (MEP)** unless otherwise defined in the context in which it is used.
33. **“Saturated Soil”** means the highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids being filled with water. **Saturated soil** is evidenced by the presence of redoximorphic features or other information.
34. **“Significant Materials”** includes, but is not limited to: raw materials, fuels, materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any chemical the facility is required to report pursuant to Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA); fertilizers, pesticides, and waste products such as ashes, slag, and sludge that have the potential to be released with **stormwater** discharges. When determining whether a material is significant, the physical and chemical characteristics of the material should be considered (e.g. the material’s solubility, transportability, and toxicity characteristics) to determine the material’s pollution potential. (40 CFR § 122.26(b)(12)).
35. **“Small Municipal Separate Storm Sewer System”** or **“small MS4”**, means all separate storm sewers that are:
1. Owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, **stormwater**, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management Agency under section 208 of the CWA that discharges to waters of the United States.
 2. Not defined as “large” or “medium” **Municipal Separate Storm Sewer Systems** pursuant to 40 CFR § 122.26 paragraphs (b)(4) and (b)(7) or designated under paragraph (a)(1)(v).
 3. This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.
36. **“Stormwater”** means **stormwater** runoff, snow melt runoff, and surface runoff and drainage. (Minn. R. 7090.0080, subp.12.)
37. **“Stormwater flow direction”** means the direction of predominant flow within a **pipe**. Flow direction can be discerned if **pipe** elevations can be displayed on the storm sewer system map.

38. **“Stormwater Pollution Prevention Program” or “SWPPP”** means a comprehensive program developed by the **permittee** to manage and **reduce** the discharge of pollutants in **stormwater** to and from the **small MS4**.
39. **“Structural Stormwater BMP”** means a stationary and permanent **BMP** that is designed, constructed and operated to prevent or **reduce** the discharge of pollutants in **stormwater**.
40. **“Total Maximum Daily Load” or “TMDL”** means the sum of the individual **Waste Load Allocations** for point sources and load allocations for nonpoint sources and natural background, as more fully defined in 40 CFR § 130.2, paragraph (i). A **TMDL** sets and allocates the maximum amount of a pollutant that may be introduced into a **water of the state** and still assure attainment and maintenance of **water quality standards**. (Minn. R. 7052.0010 subp. 42)
41. **“Waste Load Allocation” or “WLA”** means the portion of a receiving water's loading capacity that is allocated to one of its existing or future point sources of pollution, as more fully defined in Code of Federal Regulations, title 40, section 130.2, paragraph (h). In the absence of a **TMDL** approved by USEPA under 40 CFR § 130.7, or an assessment and remediation plan developed and approved according to Minn. R. [7052.0200](#), subp. 1.C, a **WLA** is the allocation for an individual point source that ensures that the level of water quality to be achieved by the point source is derived from and complies with all applicable **water quality standards** and criteria. (Minn. R. 7052.0010 subp. 45)
42. **“Water pollution”** means (a) the discharge of any pollutant into any waters of the state or the contamination of any waters of the state so as to create a nuisance or render such waters unclean, or noxious, or impure so as to be actually or potentially harmful or detrimental or injurious to public health, safety or welfare, to domestic, agricultural, commercial, industrial, recreational or other legitimate uses, or to livestock, animals, birds, fish or other aquatic life; or (b) the alteration made or induced by human activity of the chemical, physical, biological, or radiological integrity of waters of the state. (Minn. Stat. § 115.01, subd. 13)
43. **“Water Quality Standards”** means those provisions contained in Minn. R. 7050 and 7052.
44. **“Waters of the State”** means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof. (Minn. Stat. § 115.01, subd. 22.)
45. **“Wetlands”** are those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. **Wetlands** generally include swamps, marshes, bogs, and similar areas. Constructed **wetlands** designed for wastewater treatment are not **waters of the state**. **Wetlands** must have the following attributes:
1. A predominance of hydric soils
 2. Inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition and

3. Under normal circumstances support a prevalence of such vegetation. (Minn. R. 7050.0186, subp. 1a.B.)

ABBREVIATIONS AND ACRONYMS

- BMP - Best Management Practice
- CFR – Code of Federal Regulations
- CWA – Clean Water Act or the Federal Water Pollution Control Act, 33 U.S.C. §1251 *et seq*)
- DNR – Department of Natural Resources
- DWSMA – Drinking Water Supply Management Area
- ERPs– Enforcement Response Procedures
- IDDE - Illicit Discharge Detection and Elimination
- MCM – Minimum Control Measure
- MDH – Minnesota Department of Health
- MEP – Maximum Extent Practicable
- MS4 - Municipal Separate Storm Sewer System
- NPDES - National Pollutant Discharge Elimination System
- ORVW - Outstanding Resource Value Water
- SDS – State Disposal System
- TMDL - Total Maximum Daily Load
- TP – Total Phosphorus
- TSS - Total Suspended Solids
- USEPA - United States Environmental Protection Agency
- WLA – Waste Load Allocation


**Minnesota Pollution
Control Agency**

 520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

**for the NPDES/SDS General Small Municipal Separate
Storm Sewer System (MS4) Permit MNR040000
reissued with an effective date of August 1, 2013
Stormwater Pollution Prevention Program (SWPPP) Document**

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

Submittal: This *MS4 SWPPP Application for Reauthorization* form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: City of Roseville *County: Ramsey
(city, county, municipality, government agency or other entity)

*Mailing address: 2660 Civic Center Drive

*City: Roseville *State: MN *Zip code: 55113

*Phone (including area code): 651-792-7041 *E-mail: duane.schwartz@ci.roseville.mn.us

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Giga *First name: Kristine
(department head, MS4 coordinator, consultant, etc.)

*Title: Civil Engineer, MS4 Permit Coordinator

*Mailing address: 2660 Civic Center Drive

*City: Roseville *State: MN *Zip code: 55113

*Phone (including area code): 651-792-7048 *E-mail: kristine.giga@ci.roseville.mn.us

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Leaf First name: Ron
(department head, MS4 coordinator, consultant, etc.)

Title: SEH Inc. , Principal | Sr. Engineer

Mailing address: 3535 Vadnais Center Drive

City: St. Paul State: MN Zip code: 55110

Phone (including area code): 651.765.2998 E-mail: rleaf@sehinc.com

Verification

- I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this *MS4 SWPPP Application for Reauthorization* form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
- I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

Certification (All fields are required)

- ☒ Yes - 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.

I certify that 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.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Duane Schwartz
(This document has been electronically signed)

Title: Public Works Director Date (mm/dd/yyyy): 12/30/2013

Mailing address: 2660 Civic Center Drive

City: Roseville State: MN Zip code: 55113

Phone (including area code): 651-792-7041 E-mail: duane.schwartz@ci.roseville.mn.us

Note: The application will not be
processed without certification.

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☒ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

The City does not have any formal partnership agreements in place to satisfy requirements a of the permit. However, the City partners with several entities on a regular, but informal basis, on stormwater related issues. These entities include local watershed organizations, Ramsey County, MnDOT and adjacent cities.

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

1. If yes:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language
☒ Policy/Standards ☐ Permits
☐ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

- Regulatory mechanism is established in City Code, Section 803 (803.03).*
- Policies are established in the Comprehensive Surface Water Management Plan (Goal 5, Policy 3)*

Direct link:

- City Code can be found by accessing the following web links:*

a) *<http://www.cityofroseville.com/index.aspx?NID=1703>*

- Policy is in the Comprehensive Surface Water Management Plan:*

b) *<http://www.cityofroseville.com/DocumentCenter/Home/View/12712>*

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg*.

2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If **yes**:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☐ Contract language
☒ Policy/Standards ☐ Permits
☐ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

- 1) *Regulatory mechanism is established in City Code, Section 803 (803.04).*
2) *Policies are established in the Comprehensive Surface Water Management Plan (Goal 2, Policy 1)*

Direct link:

- 1) *City Code can be found by accessing the following web links:*

a) *<http://www.cityofroseville.com/index.aspx?NID=1703>*

- 2) *Policy is in the Comprehensive Surface Water Management Plan:*

b) *<http://www.cityofroseville.com/DocumentCenter/Home/View/12712>*

- ☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg.*

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The City's current ESC ordinance is as least as stringent as the MPCA Construction Stormwater (CSW) permit for most erosion and sediment control and waste control requirements and refers to the NPDES Construction Storm Water Permit. The city will review and update the current ordinance as necessary to meet and be in accordance with permit requirements (Part III.D.4.a). This effort will be completed within 12 months of the date permit coverage is extended.

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- | | |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion. | ☒ Yes ☐ No |
| 2. BMPs to minimize the discharge of sediment and other pollutants. | ☒ Yes ☐ No |
| 3. BMPs for dewatering activities. | ☐ Yes ☒ No |
| 4. Site inspections and records of rainfall events | ☐ Yes ☒ No |
| 5. BMP maintenance | ☒ Yes ☐ No |
| 6. Management of solid and hazardous wastes on each project site. | ☐ Yes ☒ No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | ☐ Yes ☒ No |
| 8. Criteria for the use of temporary sediment basins. | ☐ Yes ☒ No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.1- 8: The City will review and update their ordinance(s) and regulatory mechanism(s) as necessary to meet the above erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)) as listed above. This effort will be completed within 12 months of the date permit coverage is extended.

Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?

☒ Yes ☐ No

1. If **yes**:

a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☐ Contract language
☒ Policy/Standards ☐ Permits
☐ Rules
☐ Other, explain: _____

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

- 1) *Regulatory mechanism is established in City Code, Section 803.04 and Chapter 1017, Section 1017.26.*
2) *Policies are established in the Comprehensive Surface Water Management Plan (Goals 1 and 2, Policies - all).*
3) *Standards are established in a stand alone document titled "Storm Water Management Standards."*

Direct link:

1) *City Code can be found by accessing the following web links:*

- a) *<http://www.cityofroseville.com/index.aspx?NID=1703>*
b) *<http://www.cityofroseville.com/index.aspx?NID=1727>*

2) *Policy is in the Comprehensive Surface Water Management Plan:*

- b) *<http://www.cityofroseville.com/DocumentCenter/Home/View/12712>*

3. *Storm Water Management Standards (attached pdf)*

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg.*

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☒ Yes ☐ No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
- a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
- 2) Stormwater discharges of Total Suspended Solids (TSS).
- 3) Stormwater discharges of Total Phosphorus (TP).
- b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
- 2) Stormwater discharges of TSS.
- 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
- a. Limitations
- 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No
- a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.

- b) Where vehicle fueling and maintenance occur.
- c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
- d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
- 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No
- a) With predominately Hydrologic Soil Group D (clay) soils.
- b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
- c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
- d) Where soil infiltration rates are more than 8.3 inches per hour.
- 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. ☐ Yes ☒ No
4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
- 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
- 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
- 3) Locations in the next adjacent DNR catchment area up-stream
- 4) Locations anywhere within the permittee's jurisdiction.
- b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No
- c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☐ Yes ☒ No
- d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No
- e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☐ Yes ☒ No
- f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☐ Yes ☒ No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☒ Yes ☐ No
- b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☒ Yes ☐ No
- c. Include conditions that are designed to protect/preserve structural stormwater BMPs and ☒ Yes ☐ No

site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

B.2: The City will review and update their ordinance(s) and regulatory mechanism(s) as necessary to meet the requirements for stormwater management limitation and exceptions as described in the Permit (Part III.D.5.a.). This effort will be completed within 12 months of the date permit coverage is extended.

B.3: The City will review and update their ordinance(s) and regulatory mechanism(s) as necessary to meet the requirements for stormwater management limitation and exceptions as described in the Permit (Part III.D.5.a.). This effort will be completed within 12 months of the date permit coverage is extended.

B.4: The City will review and update their ordinance(s) and regulatory mechanism(s) as necessary to meet the requirements for mitigation provisions as described in the Permit (Part III.D.5.a.). This effort will be completed within 12 months of the date permit coverage is extended.

B.5: The City will review and update their ordinance(s) and regulatory mechanism(s) as necessary to meet the requirements for long-term amintenance as described in the Permit (Part III.D.5.a.). This effort will be completed within 12 months of the date permit coverage is extended.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☐ Yes ☒ No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.
2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

A.1. The City currently has some existing ERPs in Chapters 803 and 1017 and standard practices, however the City plans to review current ERP's and ensure they are in written format and housed so they are easy to find. This effort will be completed within 12 months of the date permit coverage is extended.

B. Describe your ERPs:

B.1. The City may issue stop work orders, notice of violations, impose penalties, charge fees and/or pursue criminal prosecution.

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

A. The City maintains a GIS map and data base for the City's storm sewer system. City staff updates the GIS map and database with the latest as-built drawing information. This allows us to provide real-time updates to the storm sewer system map and data base.

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☒ Yes ☐ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☐ Yes ☒ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☒ Yes ☐ No
4. All receiving waters. ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

B.2. A review of the current storm water system map will be done to ensure all outfalls are reflected and have unique identification numbers assigned. This effort will be completed within 12 months of the date permit coverage is extended.

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172.

Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☐ Yes ☒ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☐ Yes ☒ No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☐ Yes ☒ No
2. A geographic coordinate. ☐ Yes ☒ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☐ Yes ☒ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

D. The original pond inventory was completed by recording the information on paper survey sheets. Approximately 3/4 of the information has been entered into our Storm Map GIS system. This effort will be completed within 12 months of the date permit coverage is extended.

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*. ☐ Yes ☒ No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

A.1. The City of Roseville provides its citizens with storm water education in the form of displays, pamphlets, booklets, local newspaper, public television and utility stuffers. For the majority of the cases, the audience will be homeowners, businesses, and developers. The audience depends on the situation or campaign that may be occurring at the time. The method of distributing the materials is tailored to most efficiently reach the intended audience. The City of Roseville has created and will continuously update a link on the City's website containing storm sewer issues and pollution prevention programs in the City. General educational goals include increased awareness to storm water systems, activities that lead to storm water pollution, pollution prevention measures and awareness on the adverse effect pollution and toxins have on the water bodies and environment.

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
City Bulletin Board	Various brochures and information available year-round at City Hall. Track number of brochures made available each year.
Roseville City Newsletter	Article(s) that cover each major MCM published each year. Track number of articles published.
Roseville University	Annual classes including topics related to Stormwater. Track number of classes held with storm water topics.
Home and Garden Show	Annual show that the City has a booth at to provide info on lawn

	care, native plantings, rain water gardens, etc.
City Web Page	Review current information available through the City Web Page each year. Track hits to webpage annually.
BMP categories to be implemented	Measurable goals and timeframes

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

MS4 Permit Coordinator

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

B.1. The Annual Public SWPPP meeting includes an educational component. The City will notify the public 30 days prior to the annual meeting. The notice will refer to the SWPPP as being a topic of discussion at the meeting and will inform people on the location, date and time of the public meeting. The notice will also inform the public on where they may view a copy of the SWPPP and that they have an opportunity to comment on the SWPPP. Following the public meeting, all relevant material discussed concerning the SWPPP will be submitted with the annual report.

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/hpdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Comply with Public Notice Requirements	Annually, meet notice requirement of at least 30 days prior to meeting
Solicit Public Input and opinions on the Adequacy of the SWPPP	SWPPP is available at the meeting and public is given option to provide input at the annual meeting
Conduct public hearing for each permit year	Public Hearing is held annually in about May or June
Review and consider public Input	Any public comments are reviewed by staff prior to completing the annual report
Local resident participation events (e.g., Adopt-a-park, spring and fall clean up, storm stenciling)	Continue annual events. Track number of events held each year.
BMP categories to be implemented	Measurable goals and timeframes

3. Do you have a process for receiving and documenting citizen input? ☐ Yes ☒ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

B.3. The City currently solicits input and opinions from the public. This input is gathered and documented in our MS4 program. The City also tracks calls from the public on drainage issues and concerns in its asset management system. However the City plans to review current practices to ensure they are in a written format and housed so they are easy to find. This effort will be completed within 12 months of the date permit coverage is extended.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

MS4 Permit Coordinator

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

The City follows a number of measures to implement and enforce this program in order with the goal of pollution reduction in the City's water bodies. A storm sewer system map, depicting water bodies, conveyance systems, and outfalls has been completed. All pollution control devices (grit chambers, separators, etc) are inspected and documented annually to ensure proper function and request any repair. Public reporting of any illicit behavior, such as illicit connections or discharges is made possible on the City's webpage or at City Hall. The City of Roseville informs employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of wastes. Specific audiences may be targeted due to their type of business but the overall objective is to inform the audience of the ways to detect and eliminate illicit discharges and the hazards associated with illegal discharges and improper disposal of waste.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- | | |
|---|---|
| a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). | ☒ Yes ☐ No |
| b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. | ☒ Yes ☐ No |
| c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. | ☒ Yes ☐ No |
| d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. | ☐ Yes ☒ No |
| e. Procedures for the timely response to known, suspected, and reported illicit discharges. | ☐ Yes ☒ No |
| f. Procedures for investigating, locating, and eliminating the source of illicit discharges. | ☐ Yes ☒ No |
| g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. | ☐ Yes ☒ No |
| h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). | ☐ Yes ☒ No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.2. The City will review and update their Illicit Discharge Detection and Elimination Program as necessary to meet the requirements as found in the Permit (Part III.D.3.c.-g.). The City will review current procedures and ensure they are in a written format and housed so they are easy to access. This effort will be completed within 12 months of the date permit coverage is extended.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Maintain a GIS Storm Sewer Map	New or reconstructed storm sewer add as completed
Review ordinances and update as needed	Review ordinances for updates each year
Maintain an Illicit Detection and Elimination Program	The Illicit Detection and Elimination Program runs throughout each year of the permit. Track number of discharges identified each year.
Staff training on illicit discharges	Provide education material and hold a city staff training event on illicit discharges
Review non-storm water discharge list to evaluate significance of each potential source	Performed each year of the permit

BMP categories to be implemented	Measurable goals and timeframes
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4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☒ Yes ☐ No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

MS4 Permit Coordinator

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

D.1. The City currently has measures in place for Construction Site Storm Water Runoff Control. An erosion control ordinance was adopted in 2006. Construction specifications, which are included in all construction projects through out the City, require the Contractor to follow certain criteria that ensure environmental compliance. Site plan review and pertinent State and Federal permits also are required prior to construction to ensure environmental regulations are met.

Applicants are required to use temporary and permanent erosion and sediment control measures and use best management practices on the site to preserve shoreland and vegetation as defined in the erosion and sediment control ordinance. The City has developed an information sheet with a list and description of minimum erosion and sediment control measures/best management practices. This information sheet is made available to developers/ contractors/ construction site personnel.

The City receives and logs reports on non-compliance on construction sites by means of calls to City Hall and letters or comments submitted on the City website. The City's erosion control inspector follows-up on the reports and works with the contractor to bring sites into compliance when appropriate.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☒ Yes ☐ No
 - Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☒ Yes ☐ No
 - Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☒ Yes ☐ No
 - Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
 - Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
 - Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
 - Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☐ Yes ☒ No
 - Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☒ Yes ☐ No
 - Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☐ Yes ☒ No
 - Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☒ Yes ☐ No
 - Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

D.2. The City will review and update their Construction Site Stormwater Runoff Control program as necessary to meet the requirements found in the Permit (Part III.D.4.b). The City will review current procedures and ensure they are in a written format and housed so they are easy to access. This effort will be completed within 12 months of the date permit coverage is extended.

- List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Permit Application System	Process/review all applications for compliance with stormwater standards
Inspections	Inspections by City staff are conducted weekly and following rainfall events exceeding ½-inch
BMP categories to be implemented	Measurable goals and timeframes
Develop and maintain written procedures for erosion control development review and construction site inspection program	Create within 12 months of permit authorization, update annually as needed

- Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:
MS4 Permit Coordinator

E. MCM 5: Post-construction stormwater management

- The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

E.1. The City has a Stormwater Ordinance and Standards that establishes the required use of BMPs for rate control and water quality for new and redevelopment projects. As new developments and redevelopments come in for permit staff reviews them to ensure that they comply with the goals and policies included in the City's comprehensive surface water management plan. Green infrastructure BMPs such as rain gardens, infiltration trenches, biofiltration trenches, vegetated swales, etc. are encouraged to be installed to manage post-construction runoff.

- Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☒ Yes ☐ No
- Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
 - Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☒ Yes ☐ No
 - All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No
 - Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☐ Yes ☒ No
 - All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

E.3. The City will reiew and update current documentation of post-construction stormwater management according to the Permit (Part III.D.5.c). This effort will be completed within 12 months of the date permit coverage is extended.

- List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Incorporate new facilities into database and GIS map	New facilities are added to the data base and GIS map throughout each year
Maintain ordinances and regulatory mechanism to address construction runoff	Review and update as needed on a yearly basis
Require maintenance agreements on new private BMP's during the development approval process	This is done a per project basis throughout each year
Maintain private BMP maintenance agreement tracking system	This is done on a yearly basis
BMP categories to be implemented	Measurable goals and timeframes
Develop and maintain written procedures for post-construction stormwater management program	Create within 12 months of permit authorization, update annually as needed

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

MS4 Permit Coordinator

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

F.1. The City of Roseville performs maintenance activities and regular inspections of structural and nonstructural storm water controls to reduce floatables and other pollutants discharged from the City's separate storm sewers. Training seminars are conducted to instruct city employees on proper inspection for storm sewer structures. Proper documentation is completed and any actions recommended to improve current condition are sent to the party responsible for Pollution Prevention / Good Housekeeping measure and prompt corrective action is taken. Records are kept of all inspection results and any maintenance performed or recommended.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☒ Yes ☐ No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:
4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Street Sweeping	Once in the spring and once in the fall of each year
Conduct staff training event	Conducted at a minimum of one time each year
Inspection of structural pollution control devices	Inspect all structural pollution control devices at a minimum of one time each year
Annual, rotating, inspection of outfalls, sediment basins, and ponds	Inspection of a minimum of 20% of all outfalls, sediment basins, and ponds each year
Inspection of all exposed stockpile, storage, and material handling areas	Inspection conducted of the facilities grounds quarterly

Determination of repairs, replacement, and maintenance	Track system components maintained and the general condition of the system annually
BMP categories to be implemented	Measurable goals and timeframes

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☒ Yes ☐ No
- a. If **no**, continue to 6.
- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:
- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☒ Yes ☐ No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☒ Yes ☐ No
- c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☒ Yes ☐ No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☐ Yes ☒ No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No
8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality? ☐ Yes ☒ No
- b. Covers the requirements of the permit relevant to the duties of the employee? ☐ Yes ☒ No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

F.6 The City will review and create written procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for collection and treatment of stormwater, according to the Permit (Part III.D.6.d). This effort will be completed within 12 months of the date permit coverage is extended.

F.7. The City will review current procedures and create updated written procedures for inspection that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds, outfalls, stockpile, storage, and material handling areas. This effort will be completed within 12 months of the date permit coverage is extended.

F.8. The City will review the current staff training to ensure that it reviews stormwater management training commensurate with each employee's job duties as described above. This effort will be completed within 12 months of the date coverage is extended.

F.9. The City will review and update current documentation procedures to ensure inspections, maintenance, and training documentation is kept according to the Permit (Part III.D.6.h.(1)-(5)). This effort will be completed within 12 months of the date permit coverage is extended.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

MS4 Permit Coordinator

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☒ Yes ☐ No

1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program



Stormwater Impact Fund

The City of Roseville has developed specific requirements that apply to development and redevelopment projects. These standards are intended to help achieve the water resource goals of the City's Surface Water Management Plan (SWMP) and help the City maintain compliance with the National Pollutant Discharge Elimination System (NPDES) municipal permit program. These standards highlight important aspects of the requirements for stormwater quality, discharge rate and volume control, erosion control, and illicit discharge.

These standards do not replace or supersede City ordinances, watershed district regulations, state and federal rules or permits required for the project. For a more detailed listing of requirements see the specific policies of the City's SWMP and the applicable City ordinances, or consult with City staff on your specific project.

To accomplish the goals of the SWMP, it is important to the City to have consistent approaches to evaluating proposed development and redevelopment projects. Therefore, all hydrologic, hydraulic and water quality analysis must be prepared and submitted in a format that will allow for a timely and efficient review by City staff.

For permitted sites that cannot feasibly meet the City's Stormwater Requirements through Alternative Stormwater Compliance Sequencing, permittees shall have the option to pay into the City's Stormwater Impact Fund. The amount paid to the City will be based on a \$/cubic-foot for the required volume. The \$/cubic-foot will be approved by the City Council annually, and can be found within the City's Fee Schedule.

1) Alternative Stormwater Compliance Sequencing:

The alternative compliance sequencing process includes three steps that must be followed in order to meet the volume reduction standard. The sequencing steps to be followed are:

- a. First, the applicant shall comply or partially comply with the volume reduction standard to the fullest extent practicable on-site through alternative volume reduction methods. See the questions below for more information.
- b. Second, the applicant shall meet the volume reduction standard at an offsite location or through the use of qualified banking credit.
- c. Third, as a last alternative, the applicant shall pay into the City's Stormwater Impact Fund at a \$/CF rate. The dollar amount will be approved by the City Council and will be found within the City's Fee Schedule.

2) Mitigation Provisions:

- a) Stormwater requirements met through the Stormwater Impact Fund will be mitigated as close to the permitted site as possible, dependent on site constraints and project feasibility. The City will follow the hierarchy below to implement a project to offset the volume requirements. Projects will be sited:
 1. Within the same storm sewer drainage district, or
 2. Within the same drainage area to the same receiving water body, or
 3. Within the same watershed district.
- b) Mitigation projects must involve the creations of new structural stormwater BMP's or the retrofit of existing structural stormwater BMP's, or the use of a properly designed regional structural stormwater BMP.

- c) Routine Maintenance of structural stormwater BMP's already required by this permit cannot be used to meet mitigation requirements.
- d) Mitigation projects shall be completed within 24 months after the start of the original construction activity.
- e) The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part.
- f) If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management, the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e).



Stormwater Management Standards

The City of Roseville has developed specific requirements that apply to development and redevelopment projects. These standards are intended to help achieve the water resource goals of the City's Surface Water Management Plan (SWMP) and help the City maintain compliance with the National Pollutant Discharge Elimination System (NPDES) municipal permit program. These standards highlight important aspects of the requirements for stormwater quality, discharge rate and volume control, erosion control, and illicit discharge.

These standards do not replace or supersede City ordinances, watershed district regulations, state and federal rules or permits required for the project. For a more detailed listing of requirements see the specific policies of the City's SWMP and the applicable City ordinances, or consult with City staff on your specific project.

To accomplish the goals of the SWMP, it is important to the City to have consistent approaches to evaluating proposed development and redevelopment projects. Therefore, all hydrologic, hydraulic and water quality analysis must be prepared and submitted in a format that will allow for a timely and efficient review by City staff.

Project designers and/or applicants are encouraged to schedule and complete a pre-design meeting with the City before any data will be accepted. The purpose of the meeting is to specifically address approvals and permits, pond requirements, trunk storm drain analysis, wetland impacts, water quality treatment, erosion control and discharge to lakes and sensitive wetland resources.

1) General

- a) Erosion control standards apply to all land disturbance activity unless specifically exempted by the definition of the term "land disturbance activity" in the City's Erosion and Sedimentation Control Ordinance (Roseville City Code Chapter 803.04).
- b) The City's water quality treatment requirements apply to projects which result in twenty-one thousand, seven hundred eighty (21,780) square feet or more of disturbed area or five thousand (5,000) square feet or more of new or reconstructed impervious surface, and
- c) The City's rate/ volume control requirements apply to all projects, and
- d) Projects conducting mill and overlay or other surface pavement treatments, where aggregate base is left undisturbed, on existing impervious areas are exempt from the City's water quality treatment and rate control requirements. However, requirements must be met if the project impacts the base and/or sub-base materials for 5,000 square feet or more of disturbed area.
- e) Projects in a Shoreland, Wetland Protection or Stormwater Management Overlay District may have additional requirements which are defined in Roseville City Code Chapter 1017.
- f) Any work within a wetland, surface water, or Federal Emergency Management Agency (FEMA) designated floodplain may require permits to be obtained from, but not limited to the City, watershed district, Department of Natural Resources (DNR) and Army Corps of Engineers. All applicable permits for the specific project must be obtained prior to commencing land disturbance, construction, grading, clearing, or filling activities.
- g) The Applicant shall submit the information listed in Section 8 of these Standards to the City for review.

2) Water Quality Treatment

a) Infiltration/Volume Control Requirement

- 1) For all new or reconstructed impervious portions of a project, a runoff volume based on the requirements of the governing Capitol Region (CRWD), Ramsey-Washington Metro (RWMWD), or Rice Creek Watershed District (RCWD) rules. Within all other Watershed jurisdictions, a runoff volume of 1.1 inches must be treated through infiltration practices.
- 2) For all redevelopment impervious portions of a project, a runoff volume based on the requirements of the governing Capitol Region (CRWD), Ramsey-Washington Metro (RWMWD), or Rice Creek Watershed District (RCWD) rules. Within all other Watershed jurisdictions, a runoff volume of 1.1 inches must be treated through infiltration practices.
- 3) Filtration practices that are designed for partial recharge (e.g., bioretention basin with under drains) shall receive sixty-five percent (65%) credit for infiltration/volume control. Incorporation of trees and shrubs into filtration practices is encouraged.
- 4) No more than 15% of the new or reconstructed impervious surface may be left untreated.

b) Pollutant Removal Requirements. For projects that have met the infiltration/volume control requirements above, the pollutant removal requirements are considered to be met. For projects where infiltration or filtration is not feasible or is prohibited (see Item 5.a.), the following pollutant removal standards (based on a standard Nationwide Urban Runoff Program, NURP, particle size distribution) apply prior to reaching a downstream receiving water:

- 1) For new development and redevelopment portions of a site, provide treatment to remove ninety percent (90%) total suspended solids (TSS) and sixty percent (60%) total phosphorus (TP) modeled for an annual average rainfall.

c) For areas that are unable to meet the stormwater standards, the applicant shall pay into the City's Stormwater Impact Fund to cover the cost of implementing equivalent volume reduction elsewhere in the City. The required amount to contribute to the Stormwater Impact Fund will be set annually. Money contributed to the Fund will be allocated to volume reduction projects to help offset the volume that was not achieved on the permitted development.

- (a) To be eligible to pay into the Stormwater Impact Fund, applicants must prove that stormwater bmp's are not feasible on the site and must complete the Alternative Stormwater Compliance Sequencing:

(i) Alternative Stormwater Compliance Sequencing:

The alternative compliance sequencing process includes three steps that must be followed in order to meet the volume reduction standard. The sequencing steps to be followed are:

- a. First, the applicant shall comply or partially comply with the volume reduction standard to the fullest extent practicable on-site through alternative volume reduction methods. See the questions below for more information.
- b. Second, the applicant shall meet the volume reduction standard at an offsite location or through the use of qualified banking credit.
- c. Third, as a last alternative, the applicant shall pay into the City's Stormwater Impact Fund at a \$/CF rate. The dollar amount will be approved by the City Council and will be found within the City's Fee Schedule.

3) Rate/Volume Control.

- a) Discharge rates leaving the site must not exceed the current rates for the 2, 10 and 100-year, critical duration (24-hour) storm events, using a Type II storm distribution and antecedent moisture conditions 2 (AMC-2). The runoff from pervious and impervious areas within the model shall be modeled separately (i.e. Weighted Q, SBUH weighting, etc).
- b) The City of Roseville shall apply all City standards for developments and redevelopments outside of the City limits which discharge into waterbodies or storm drainage systems within the City limits. All plan submittals shall comply with City of Roseville storm water regulations.
- c) For development and redevelopment projects affecting stormwater problem areas identified in the City's SWMP, the City requires the applicant to incorporate such practices to resolve a proportionate share of the problem through a reduction based on existing runoff volumes.
 - 1) The "problem" as defined by the City is that excess volume of water that either causes a downstream storm sewer system to exceed a 10-year/24-hour design capacity or causes a downstream waterbody to exceed its designated 100-year flood elevation at a given point.
 - 2) Within an identified area, the applicant shall provide peak rate control for the 2, 10 and 100 year 24-hour rainfall events beyond the existing condition peak rate of runoff by reducing the peak rate to $\leq 80\%$ of the existing condition.

4) Design Computations.

- a) *Hydrologic Data Format:* All hydrologic data shall be completed using NRCS methodology; i.e. HydroCAD or TR20, XP-SWMM or a comparable, City approved method. The runoff from pervious and impervious areas within the model shall be modeled separately (Weighted Q or SBUH weighting, etc).
- b) *Rainfalls:* Rainfall amounts for hydrologic analysis shall be based on the precipitation frequency estimates of NOAA Atlas 14 for the 24-hour return period from 1 to 100 Years. City of Roseville analyses shall use the values in the following table.

Rainfall Frequency	Rainfall (Inches)
2-Year 24-Hour	2.8
10-Year 24-Hour	4.2
100-Year 24-Hour	7.4

- c) *Infiltration-Prohibitive Sites:* For projects not meeting the infiltration/volume control requirement as stated in Section 2(a), design engineers and applicants shall determine the pollutant removal efficiency of the best management practices (BMPs) incorporated into the site plan using the available industry standard models, including P8 (using a standard NURP particle size distribution for the analysis), PondNET or a comparable model approved by the City.
- d) *Wet-Detention Pond Storm Water Treatment:* As an alternative to preparing a site-specific model, the development may provide a treatment volume (dead storage) of not less than two and one-half (2.5) inches multiplied by the runoff coefficient calculated over the contributing drainage area to the pond. For example, a one (1) acre impervious site with a runoff coefficient of 0.90 that drains to a common treatment pond would be required to provide a dead storage volume of 0.19 acre-feet or eight thousand two hundred (8,200) cubic feet. The Natural Resources Conservation Service Method may also be used upon City approval.

- e) *Volume Reduction Calculation:* The volume reduction (in cubic feet) provided by surface infiltration practices shall be computed using the following:
- 1) For sites required to obtain a watershed permit within CRWD, RWMWD, or RCWD jurisdiction, follow Watershed District Rule C.
 - 2) For sites that do not require a watershed district permit due to project size, provide volume calculations based on the following formula:

$$V = \text{Area} \times 1.1 \text{ inch} / 12$$

Where V = Required Volume Reduction in cubic feet (cf)

A = New or Reconstructed Impervious Area in square feet (sf)

- f) *Storm Sewer Conveyance Design:* Local storm sewer systems shall be designed for the 10-year storm event within the crown of pipe. The Rational Method shall be the preferred methodology for the design of local systems. Culvert crossings or storm systems in County or State right-of-way may have a design frequency which differs from the City's 10-year design storm. The designer shall contact each agency/unit of government to determine the appropriate design frequency for hydrologically-connected systems.
- g) *Outfall Energy Dissipation:* For culvert outlet velocities less than or equal to four (4) feet per second (fps), check shear stress to determine if vegetation or riprap will be adequate. If vegetation is used, temporary erosion control during and immediately following construction shall be used until vegetation becomes established. For velocities greater than four (4) fps, energy dissipaters shall be designed in accordance with Mn/DOT Design Criteria.
- h) *Landlocked Basin HWL Determination:* High water elevations for landlocked areas (basins where no outlet exists) shall be established by first estimating the normal or initial water surface elevation at the beginning of a rainfall or runoff event using a documented water budget, evidence of mottled soil, and/or an established ordinary high water level. The high water level analysis shall be based on runoff volume resulting from a 100-year/10-day runoff (10.0 inches and saturated or frozen soil conditions [CN=100]) or the runoff resulting from a 100-year back-to-back event (7.4 inches followed by 7.4 inches). The high water elevation shall be the higher of these two conditions.
- i) *Building Low Opening:* The lowest floor openings of all buildings shall be set:
- 1) At least two (2) feet above the 100-year high water elevation and at least one (1) foot above a designated emergency overflow.
 - 2) For landlocked basins, at least two (2) feet above the higher of the elevations determined in Part 4h.
- j) *No Net Loss of Storage Capacity:* If encroachments within storm water retention basins are approved by the City Engineer, then calculations indicating the volume of encroachment and plans for volume mitigation must be submitted.

5) Volume Control/Infiltration Practices Design Criteria.

- a) Infiltration systems are prohibited:
- 1) Where the bottom of the infiltration basin is less than three (3) feet to bedrock or the seasonally high water table;

- 2) Low permeability soils (i.e., Hydrologic Soil Group C& D soils) or where a confining layer exists below the proposed basin;
 - 3) Within fifty (50) feet of a public or private water supply well (Minn. Rules, Chapter 4725);
 - 4) Potential storm water hot spots or contaminated soils (filling stations, industrial, etc.);
 - 5) Within ten (10) feet of a property line or building foundation; and
 - 6) Within thirty-five (35) feet of a septic system tank or drain field.
 - 7) Within a Drinking Water Supply Management Area (DWSMA)
 - 8) Where soil infiltration rates are greater than 8.3"/hr.
- b) Infiltration practices must be designed to draw down to the bottom elevation of the practice within forty-eight (48) hours. The pond depth shall be based on the soil infiltration rate determined from site-specific soils investigation data taken from the location of proposed infiltration practices on the site (e.g., double ring infiltrometer test). The maximum pond depth, regardless of infiltration rate shall be two (2) feet unless otherwise approved by the City Engineer. The soils investigation requirement may be waived for residential property practices where the maximum pond depth is one (1) foot or less. The following infiltration rates shall be used for the most restrictive underlying soil unless otherwise supported by an *in-situ* infiltration test:

Soil Group	Rate	Soil Textures	ASTM Unified Soil Class Symbols
A	1.63 in/hr	Gravel, sand, sandy gravel, silty gravel, loamy sand, sandy loam	GW, GP
	0.80 in/hr		GM, SW, SP
B	0.45 in/hr	Loam, silt loam	SM
	0.30 in/hr		ML, OL
C	0.20 in/hr	Sandy clay loam	GC, SC
D	0.06 in/hr	Clay loam, silty clay loam, sandy clay, silty clay, or clay	CL, CH, OH, MH

Source: *Minnesota Storm water Manual, January 2014.1*

- c) Infiltration practices shall have provisions for pretreatment of the runoff. Examples of pretreatment include: a mowed grass strip between a curb-cut and a small rain garden, a sump manhole or manufactured sediment trap prior to an infiltration basin, and a sediment forebay as the first cell of a two-cell treatment system. Where the infiltration system captures only clean runoff (e.g., from a rooftop) pretreatment may not be required.
- d) The design shall incorporate a diversion or other method to keep construction site sediment from entering the infiltration system prior to final stabilization of the entire contributing drainage area.
- e) The design shall incorporate provisions, where infiltration practices are proposed, that will prohibit the compaction of soils by construction equipment.

- f) A plan for maintenance of the system must be submitted that identifies the maintenance activities and frequency of activities for each infiltration practice on the site. A signed maintenance agreement will be required by the City.
- 6) Pond and Additional Infiltration System Design Criteria. Newly constructed or expanded/modified ponds and basins shall be designed and constructed to meet the following:
- a) All ponds or basins shall:
- 1) Have a 4:1 maximum slope (above the normal water level [NWL] and below the 10:1 bench, if a wet pond);
 - 2) Maximize the separation between inlet and outlet points to prevent short-circuiting of storm flows;
 - 3) Have an emergency overflow spillway identified and designed to convey storm flows from events greater than the 100-year event; and
 - 4) Be made accessible for maintenance and not be entirely surrounded by steep slopes or retaining walls which limit the type of equipment that can be used for maintenance. Vehicle access lane(s) of at least ten (10) feet shall be provided, at a slope less than fifteen percent (15%) from the access point on the street or parking area to the pond, to accommodate maintenance vehicles. Maintenance agreements will be required when the pond is not located on City property.
- b) All wet ponds shall:
- 1) Have an aquatic bench having a 10:1 (H:V) slope for the first ten (10) feet from the NWL into the basin;
 - 2) Have inlets be placed at or below the NWL;
 - 3) Have a skimming device designed to remove oils and floatable materials up to a five (5) year frequency event. The skimmer shall be set a minimum of twelve (12) inches below the normal surface water elevation and shall control the discharge velocity to 0.5 feet per second.
 - 4) Have an average four (4) feet of permanent pool depth (dead storage depth). This constraint may not be feasible for small ponds (less than about three [3] acre-feet in volume or less). In such cases, depths of three to four (3-4) feet may be used. To prevent development of thermal stratification, loss of oxygen, and nutrient recycling from bottom sediments, the maximum depth of the permanent pool should be less than or equal to ten (10) feet.
- 7) Erosion and Sediment Control (Roseville City Code Chapter 803.04)
- a) The City's Erosion Control Ordinance shall be followed for all projects, including those not regulated under the NPDES construction permit.
- b) Prior to the start of any excavation or land disturbing activity for the site, the Applicant or contractor must have in place a functional and approved method of erosion and sediment control. The contractor must have received authorization from the City prior to commencing construction activities.
- c) Development projects subject to the NPDES Construction Permit shall meet the requirements of the NPDES permit program, including the requirement to prepare and follow a storm water pollution prevention plan (SWPPP). The Applicant shall submit proof of receipt and approval by Minnesota Pollution Control Agency and/or watershed district of the permit application prior to commencing construction if required. A copy of the SWPPP prepared in accordance with the NPDES permit requirements, shall be submitted to the City if requested by the City Engineer.

8) Storm Water Plan Submittals.

- a) Property lines and delineation of lands included in the project application.
- b) Delineation of the subwatersheds contributing runoff from off-site, and proposed and existing subwatersheds on-site.
- c) Location, alignment and elevation of proposed and existing storm water facilities.
- d) Delineation of existing on-site wetlands, shoreland and/or floodplain areas. Removal or disturbance of stream bank and shoreland vegetation should be avoided. The plan shall address how unavoidable disturbances to this vegetation will be mitigated per the City's ordinances.
- e) Existing and proposed inlet and outlet elevations
- f) The 10-year and 100-year high water elevations on-site. For landlocked basins, the higher of the elevations determined in Part 4h. of these standards shall also be identified.
- g) The lowest opening elevation of all buildings and structures.
- h) Existing and proposed site contour elevations related to NGVD, 1929 datum.
- i) Construction plans and specifications of all proposed storm water management facilities.
- j) Storm water runoff volume and rate analyses for existing and proposed conditions.
- k) All hydrologic and hydraulic computations completed to design the proposed storm water quality management facilities. Computations shall include a summary of existing and proposed impervious areas.
- l) All pollutant removal computations for practices not meeting the volume control/infiltration requirement.
- m) Provision of outlots or easements for maintenance access to detention basins, retention basins, constructed wetlands, and/or other storm water management facilities.
- n) Maintenance agreement between applicant and City which addresses sweeping, pond inspection, sediment removal and disposal, etc.
- o) Inlets to detention basins, wetlands, etc., shown at or below the outlet elevation.
- p) Identification of receiving water bodies (lakes, streams, wetlands, etc).
- q) Identification of existing and abandoned wells and septic tanks on the development site.
- r) Documentation indicating conformance with these standards.

9) Prohibition of Illicit Discharges (Roseville City Code Chapter 803.03). No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the municipal separate storm sewer system any pollutants or waters containing any pollutants other than stormwater, i.e., swimming pool water which contains pollutants not found in stormwater. The following discharges are exempt from the prohibition provision above:

- a) Non-stormwater that is authorized by an NPDES point source permit obtained from the MPCA, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order

and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the (municipal/county) separate storm sewer system.

- b) Water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, dechlorinated swimming pools and any other water source not containing pollutants;
- c) Discharges or flows from fire fighting, and other discharges as necessary to protect public health and safety;
- d) Dye testing discharge, as long as the Public Works Director is provided verbal notification prior to the time of the test.



Storm Water Management Standards

The City of Roseville has developed specific requirements that apply to development and redevelopment projects. These standards are intended to help achieve the water resource goals of the City's Surface Water Management Plan (SWMP) and help the City maintain compliance with the National Pollutant Discharge Elimination System (NPDES) municipal permit program. These standards highlight important aspects of the requirements for storm water quality, discharge rate and volume control, erosion control, and illicit discharge.

These standards do not replace or supersede City ordinances, watershed district regulations, state and federal rules or permits required for the project. For a more detailed listing of requirements see the specific policies of the City's SWMP and the applicable City ordinances, or consult with City staff on your specific project.

To accomplish the goals of the SWMP, it is important to the City to have consistent approaches to evaluating proposed development and redevelopment projects. Therefore, all hydrologic, hydraulic and water quality analysis must be prepared and submitted in a format that will allow for a timely and efficient review by City staff.

Project designers and/or developers are encouraged to schedule and complete a pre-design meeting with the City before any data will be accepted. The purpose of the meeting is to specifically address approvals and permits, pond requirements, trunk storm drain analysis, wetland impacts, water quality treatment, erosion control and discharge to lakes and sensitive wetland resources.

1) General

- a) Erosion control standards apply to all land disturbance activity unless specifically exempted by the definition of the term "land disturbance activity" in the City's Erosion and Sedimentation Control Ordinance (Roseville City Code Chapter 803.04).
- b) The City's water quality treatment requirements apply to projects which result in twenty-one thousand, seven hundred eighty (21,780) square feet or more of disturbed area or five thousand (5,000) square feet or more of new or reconstructed impervious surface, and
- c) The City's rate/ volume control requirements apply to all projects, and
- d) Projects conducting mill and overlay or other surface pavement treatments, where aggregate base is left undisturbed, on existing impervious areas are exempt from the City's water quality treatment and rate control requirements. However, requirements must be met if the project impacts the base and/or sub-base materials for 21,780 square feet or more of disturbed area.
- e) Projects in a Shoreland, Wetland Protection or Storm Water Management Overlay District may have additional requirements which are defined in Roseville City Code Chapter 1017.
- f) Any work within a wetland, surface water, or Federal Emergency Management Agency (FEMA) designated floodplain may require permits to be obtained from, but not limited to the City, watershed district, Department of Natural Resources (DNR) and Army Corps of Engineers. All applicable permits for the specific project must be obtained prior to commencing land disturbance, construction, grading, clearing, or filling activities.
- g) The Applicant shall submit the information listed in Section 8 of these Standards to the City for review.

2) Water Quality Treatment

a) Infiltration/Volume Control Requirement

- 1) For all new or reconstructed impervious portions of a project, a runoff volume based on the requirements of the governing Capitol Region (CRWD) or Rice Creek Watershed District (RCWD) rules. Within all other Watershed jurisdictions, a runoff volume of one (1) inch must be treated through infiltration practices.
- 2) For all redevelopment impervious portions of a project, a runoff volume based on the requirements of the governing Capitol Region (CRWD) or Rice Creek Watershed District (RCWD) rules. Within all other Watershed jurisdictions, a runoff volume of one (1) inch must be treated through infiltration practices.
- 3) Filtration practices that are designed for partial recharge (e.g., bioretention basin with under drains) shall receive seventy percent (70%) credit for infiltration/volume control. Incorporation of trees and shrubs into filtration practices is encouraged.

b) Pollutant Removal Requirements. For projects that have met the infiltration/volume control requirements above, the pollutant removal requirements are considered to be met. For projects where infiltration or filtration is not feasible or is prohibited (see Item 5.a.), the following pollutant removal standards (based on a standard Nationwide Urban Runoff Program, NURP, particle size distribution) apply prior to reaching a downstream receiving water:

- 1) For new development and redevelopment portions of a site, provide treatment to remove ninety percent (90%) total suspended solids (TSS) and sixty percent (60%) total phosphorus (TP) modeled for an annual average rainfall.

3) Rate/Volume Control.

- a) Discharge rates leaving the site must not exceed the current rates for the 1, 2, 10 and 100-year, critical duration (24-hour) storm events, using a Type II storm distribution and antecedent moisture conditions 2 (AMC-2).
- b) The City of Roseville shall apply all City standards for developments and redevelopments outside of the City limits which discharge into waterbodies or storm drainage systems within the City limits. All plan submittals shall comply with City of Roseville storm water regulations.
- c) For development and redevelopment projects affecting storm water problem areas identified in the City's SWMP, the City requires the developer to incorporate such practices to resolve a proportionate share of the problem through a reduction based on existing runoff volumes.
 - 1) The "problem" as defined by the City is that excess volume of water that either causes a downstream storm sewer system to exceed a 10-year/24-hour design capacity or causes a downstream waterbody to exceed its designated 100-year flood elevation at a given point.
 - 2) The "proportionate share" of the problem is defined as a ratio of contributing runoff volume from a given parcel to the overall subwatershed contributing runoff volume upstream of the problem area.
 - 3) The procedure for computing the volume reduction for a development or redevelopment site is as follows:

- a) Find the ratio of existing runoff volumes from the parcel (V_{parcel}) to the total subwatershed (V_{total} , identified by the City):

$$\% \text{ contribution} = V_{parcel} / V_{total} \times 100$$

- b) Find the proportionate share of the problem (identified by the City).

$$V_{reduction} = \% \text{ contribution} \times V_{problem}$$

- c) Derive the % decrease in existing site runoff required on the development site to mitigate the proportionate share by the following formula:

$$\% \text{existing runoff volume reduction} = (V_{parcel} - V_{reduction}) / V_{parcel} \times 100$$

- d) Apply the above reduction to the 1-year, 2-year, 10-year and 100-year existing site runoff volumes. The proposed design runoff volumes cannot exceed these reduced runoff volumes.

4) Design Computations.

- a) *Hydrologic Data Format:* All hydrologic data shall be completed using NRCS methodology; i.e. HydroCAD or TR20/TR55, XP-SWMM or a comparable, City approved method. Hydraulic calculations will be accepted in the rational method format or in commonly used software packages such as FHWA HY-8, Eagle Point or XP-SWMM or a compatible, City approved method. These computations shall be submitted to the City upon request.
- b) *Rainfalls:* Rainfall amounts for hydrologic analysis shall be based on the precipitation frequency estimates of NOAA Atlas 14 for the 24-hour return period from 1 to 100 Years. City of Roseville analyses shall use the values in the following table.

Rainfall Frequency	Rainfall (Inches)
1-Year 24-Hour	2.5
2-Year 24-Hour	2.8
10-Year 24-Hour	4.2
100-Year 24-Hour	7.4

- c) *Infiltration-Prohibitive Sites:* For projects not meeting the infiltration/volume control requirement as stated in Section 2(a), design engineers and developers shall determine the pollutant removal efficiency of the best management practices (BMPs) incorporated into the site plan using the available industry standard models, including P8 (using a standard NURP particle size distribution for the analysis), PondNET or a comparable model approved by the City.
- d) *Wet-Detention Pond Storm Water Treatment:* As an alternative to preparing a site-specific model, the development may provide a treatment volume (dead storage) of not less than two and one-half (2.5) inches multiplied by the runoff coefficient calculated over the contributing drainage area to the pond. For example, a one (1) acre impervious site with a runoff coefficient of 0.90 that drains to a common treatment pond would be required to provide a dead storage volume of 0.19 acre-feet or eight thousand two hundred (8,200) cubic feet. The Natural Resources Conservation Service Method may also be used upon City approval.
- e) *Volume Reduction Calculation:* The volume reduction (in cubic feet) provided by surface infiltration practices shall be computed using the following:

- 1) For sites within CRWD jurisdiction, the Volume Control Worksheet (available online at www.capitolregionwd.org).
- 2) For sites within RCWD jurisdiction,
 - (a) Redevelopments: The Redevelopment Guidance Worksheet available at www.ricecreek.org.
 - (b) New Development: Provide calculations considering the same factors as RWCD Rule C(5)(b).
 - (c) Provide alternative computation method if approved by the City Engineer prior to the information being submitted to the City for review.
- 3) For all other sites, provide volume calculations based on the following formula:

$$V = \text{Area} \times 1 \text{ inch} \times 0.08333$$

Where V = Required Volume Reduction in cubic feet (cf)

A = New or Reconstructed Impervious Area in square feet (sf)

- f) *Storm Sewer Conveyance Design:* Local storm sewer systems shall be designed for the 10-year storm event within the crown of pipe. The Rational Method shall be the preferred methodology for the design of local systems. Culvert crossings or storm systems in County or State right-of-way may have a design frequency which differs from the City's 10-year design storm. The designer shall contact each agency/unit of government to determine the appropriate design frequency for hydrologically-connected systems.
- g) *Outfall Energy Dissipation:* For culvert outlet velocities less than or equal to four (4) feet per second (fps), check shear stress to determine if vegetation or riprap will be adequate. If vegetation is used, temporary erosion control during and immediately following construction shall be used until vegetation becomes established. For velocities greater than four (4) fps, energy dissipaters shall be designed in accordance with Mn/DOT Design Criteria.
- h) *Landlocked Basin HWL Determination:* High water elevations for landlocked areas (basins where no outlet exists) shall be established by first estimating the normal or initial water surface elevation at the beginning of a rainfall or runoff event using a documented water budget, evidence of mottled soil, and/or an established ordinary high water level. The high water level analysis shall be based on runoff volume resulting from a 100-year/10-day runoff (8.6 inches and saturated or frozen soil conditions [CN=100]) or the runoff resulting from a 100-year back-to-back event (7.4 inches followed by 7.4 inches). The high water elevation shall be the higher of these two conditions.
- i) *Building Low Opening:* The lowest floor openings of all buildings shall be set:
 - 1) At least two (2) feet above the 100-year high water elevation and at least one (1) foot above a designated emergency overflow.
 - 2) For landlocked basins, at least two (2) feet above the higher of the elevations determined in Part 4h.

- j) *No Net Loss of Storage Capacity*: If encroachments within storm water retention basins are approved by the City Engineer, then calculations indicating the volume of encroachment and plans for volume mitigation must be submitted.

5) Volume Control/Infiltration Practices Design Criteria.

a) Infiltration systems are prohibited:

- 1) Where the bottom of the infiltration basin is less than three (3) feet to bedrock or the seasonally high water table;
- 2) Low permeability soils (i.e., Hydrologic Soil Group D soils) or where a confining layer exists below the proposed basin;
- 3) Within fifty (50) feet of a public or private water supply well (Minn. Rules, Chapter 4725);
- 4) Potential storm water hot spots or contaminated soils;
- 5) Within ten (10) feet of a property line or building foundation; and
- 6) Within thirty-five (35) feet of a septic system tank or drain field.

- b) Infiltration practices must be designed to draw down to the bottom elevation of the practice within forty-eight (48) hours. The pond depth shall be based on the soil infiltration rate determined from site-specific soils investigation data taken from the location of proposed infiltration practices on the site (e.g., double ring infiltrometer test). The maximum pond depth, regardless of infiltration rate shall be two (2) feet unless otherwise approved by the City Engineer. The soils investigation requirement may be waived for residential property practices where the maximum pond depth is one (1) foot or less. The following infiltration rates shall be used for the most restrictive underlying soil unless otherwise supported by an *in-situ* infiltration test:

Soil Group	Rate	Soil Textures	ASTM Unified Soil Class Symbols
A	1.63 in/hr	Gravel, sand, sandy gravel, silty gravel, loamy sand, sandy loam	GW, GP
	0.80 in/hr		GM, SW, SP
B	0.60 in/hr	Loam, silt loam	SM
	0.30 in/hr		ML, OL
C	0.20 in/hr	Sandy clay loam	GC, SC
D	0.00 in/hr	Clay loam, silty clay loam, sandy clay, silty clay, or clay	CL, CH, OH, MH

Source: *Minnesota Storm water Manual, November 2005.*

- c) Infiltration practices shall have provisions for pretreatment of the runoff. Examples of pretreatment include: a mowed grass strip between a curb-cut and a small rain garden, a sump

manhole or manufactured sediment trap prior to an infiltration basin, and a sediment forebay as the first cell of a two-cell treatment system. Where the infiltration system captures only clean runoff (e.g., from a rooftop) pretreatment may not be required.

- d) The design shall incorporate a diversion or other method to keep construction site sediment from entering the infiltration system prior to final stabilization of the entire contributing drainage area.
 - e) The design shall incorporate provisions, where infiltration practices are proposed, that will prohibit the compaction of soils by construction equipment.
 - f) A plan for maintenance of the system must be submitted that identifies the maintenance activities and frequency of activities for each infiltration practice on the site. A signed maintenance agreement will be required by the City.
- 6) Pond and Additional Infiltration System Design Criteria. Newly constructed or expanded/modified ponds and basins shall be designed and constructed to meet the following:
- a) All ponds or basins shall:
 - 1) Have a 4:1 maximum slope (above the normal water level [NWL] and below the 10:1 bench, if a wet pond);
 - 2) Maximize the separation between inlet and outlet points to prevent short-circuiting of storm flows;
 - 3) Have an emergency overflow spillway identified and designed to convey storm flows from events greater than the 100-year event; and
 - 4) Be made accessible for maintenance and not be entirely surrounded by steep slopes or retaining walls which limit the type of equipment that can be used for maintenance. Vehicle access lane(s) of at least ten (10) feet shall be provided, at a slope less than fifteen percent (15%) from the access point on the street or parking area to the pond, to accommodate maintenance vehicles. Maintenance agreements will be required when the pond is not located on City property.
 - b) All wet ponds shall:
 - 1) Have an aquatic bench having a 10:1 (H:V) slope for the first ten (10) feet from the NWL into the basin;
 - 2) Have inlets be placed at or below the NWL;
 - 3) Have a skimming device designed to remove oils and floatable materials up to a five (5) year frequency event. The skimmer shall be set a minimum of twelve (12) inches below the normal surface water elevation and shall control the discharge velocity to 0.5 feet per second.
 - 4) Have an average four (4) feet of permanent pool depth (dead storage depth). This constraint may not be feasible for small ponds (less than about three [3] acre-feet in volume or less). In such cases, depths of three to four (3-4) feet may be used. To prevent development of thermal stratification, loss of oxygen, and nutrient recycling from bottom sediments, the maximum depth of the permanent pool should be less than or equal to ten (10) feet.
- 7) Erosion and Sediment Control (Roseville City Code Chapter 803.04)
- a) The City's Erosion Control Ordinance shall be followed for all projects, including those not regulated under the NPDES construction permit.

- b) Prior to the start of any excavation or land disturbing activity for the site, the Applicant or contractor must have in place a functional and approved method of erosion and sediment control. The contractor must have received authorization from the City prior to commencing construction activities.
- c) Development projects subject to the NPDES Construction Permit shall meet the requirements of the NPDES permit program, including the requirement to prepare and follow a storm water pollution prevention plan (SWPPP). The Applicant shall submit proof of receipt and approval by Minnesota Pollution Control Agency and/or watershed district of the permit application prior to commencing construction if required. A copy of the SWPPP prepared in accordance with the NPDES permit requirements, shall be submitted to the City if requested by the City Engineer.

8) Storm Water Plan Submittals.

- a) Property lines and delineation of lands included in the project application.
- b) Delineation of the subwatersheds contributing runoff from off-site, and proposed and existing subwatersheds on-site.
- c) Location, alignment and elevation of proposed and existing storm water facilities.
- d) Delineation of existing on-site wetlands, shoreland and/or floodplain areas. Removal or disturbance of stream bank and shoreland vegetation should be avoided. The plan shall address how unavoidable disturbances to this vegetation will be mitigated per the City's ordinances.
- e) Existing and proposed inlet and outlet elevations
- f) The 10-year and 100-year high water elevations on-site. For landlocked basins, the higher of the elevations determined in Part 4h. of these standards shall also be identified.
- g) The lowest opening elevation of all buildings and structures.
- h) Existing and proposed site contour elevations related to NGVD, 1929 datum.
- i) Construction plans and specifications of all proposed storm water management facilities.
- j) Storm water runoff volume and rate analyses for existing and proposed conditions.
- k) All hydrologic and hydraulic computations completed to design the proposed storm water quality management facilities. Computations shall include a summary of existing and proposed impervious areas.
- l) All pollutant removal computations for practices not meeting the volume control/infiltration requirement.
- m) Provision of outlots or easements for maintenance access to detention basins, retention basins, constructed wetlands, and/or other storm water management facilities.
- n) Maintenance agreement between developer and City which addresses sweeping, pond inspection, sediment removal and disposal, etc.
- o) Inlets to detention basins, wetlands, etc., shown at or below the outlet elevation.
- p) Identification of receiving water bodies (lakes, streams, wetlands, etc).

- q) Identification of existing and abandoned wells and septic tanks on the development site.
 - r) Documentation indicating conformance with these standards.
- 9) Prohibition of Illicit Discharges (Roseville City Code Chapter 803.03). No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the municipal separate storm sewer system any pollutants or waters containing any pollutants other than storm water, i.e., swimming pool water which contains pollutants not found in storm water. The following discharges are exempt from the prohibition provision above:
- a) Non-storm water that is authorized by an NPDES point source permit obtained from the MPCA, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the (municipal/county) separate storm sewer system.
 - b) Water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, dechlorinated swimming pools and any other water source not containing pollutants;
 - c) Discharges or flows from fire fighting, and other discharges as necessary to protect public health and safety;
 - d) Dye testing discharge, as long as the Public Works Director is provided verbal notification prior to the time of the test.

CHAPTER 803 STORM WATER DRAINAGE

SECTION:

- 803.01: Storm Water Drainage Utility
- 803.02: Connection to Storm Sewers
- 803.03: Storm Water Illicit Discharge and Connections
- 803.04: Erosion and Sedimentation Control

803.01: STORM WATER DRAINAGE UTILITY:

- A. Establishment: The Municipal storm sewer system shall be operated as a public utility pursuant to Minnesota Statute, section 444.075, from which revenues will be derived subject to the provisions of this Section and Minnesota statutes. The storm water drainage utility will be part of the Public Works Department and under the administration of the Public Works Director.
- B. Definition: "Residential equivalent factor, (REF)" - One REF is defined as the ratio of the average volume of runoff generated by one acre of a given land use to the average volume of runoff generated by one acre of typical single-family residential land during a standard one year rainfall event.
- C. Fees: Storm water drainage fees for parcels of land shall be determined by multiplying the REF for a parcel's land use by the parcel's acreage and then multiplying the REF for a parcel's land use by the parcel's acreage and then multiplying the resulting product by the storm water drainage rate. The REF values for various land uses are as follows¹:
For the purpose of calculating storm water drainage fees, all developed one-family and duplex parcels shall be considered to have an acreage of one-third (1/3) acre. The storm water drainage rate used to calculate the actual charge per property shall be established by City Council Resolution.
- D. Credits: The City Council may adopt policies recommended by the Public Works Director, by resolution, for adjustment of the storm water drainage fee for parcels based upon hydrologic data to be supplied by property owners, which data demonstrates a hydrologic response substantially different from the standards. Such adjustments of storm water drainage fees shall not be made retroactively.
- E. Exemptions: The following land uses are exempt from storm water drainage fees:
 - 1. Public rights of way.
 - 2. Vacant, unimproved land with ground cover.
- F. Payment of Fee: Statements for storm water drainage fee shall be computed every three months and

¹ CLASSIFICATION	LAND USES	REF
1	Cemeteries golf courses	0.25
2	Parks with parking facilities	0.75
3	Single-family and duplex residential	1.00
4	Public & private school, community center	1.25
5	Multiple-family residential, churches & government buildings	2.50
6	Commercial, industrial, warehouse	5.00
7	Improved vacant	As Assigned

invoiced by the Finance Officer for each account on or about the fifth day of the month following the quarter. Such statement shall be due on or before the last day of the month in which the statement is mailed. Any prepayment or overpayment of charges shall be retained by the City and applied against subsequent quarterly fees.

- G. Recalculation of Fee: If a property owner or person responsible for paying the storm water drainage fee questions the correctness of an invoice for such charge, such person may have the determination of the charge recomputed by written request to the Public Works Director made within twelve months of mailing of the invoice in question by the City.
- H. Penalty for Late Payment: Each quarterly billing for storm water drainage fees not paid when due shall incur a penalty charge of ten percent of the amount past due.
- I. Certification of Past Due Fees on Taxes: Any past due storm water drainage fees, in excess of 90 days past due, may be certified to the County Auditor for collection with real estate taxes, pursuant to Minnesota Statute, section 444.075, subdivision 3. In addition, the City shall also have the right to bring a civil action or to take other legal remedies to collect unpaid fees. (Ord. 937, 1-9-84; amd. 1995 Code) (Ord. 1383, 6-08-2009)

803.02: CONNECTION TO STORM SEWERS:

- A. Permit Required: No person shall connect any drain to a storm sewer of the City without first obtaining a permit to do so.
- B. Granting of Permits: The Public Works Director shall grant permits only to applicants who are licensed by the City.
- C. Hook Up Permit Fee: The fee for a permit to hook up to a City storm sewer shall be set by City Council resolution. (Ord. 377, 9-10-62; amd. 1995 Code)
- D. Additional Fees: Before any hook up permit shall be issued, the following conditions shall be complied with:
 - 1. No permit shall be issued to connect with any storm sewer system to the City directly or indirectly from any lot or tract of land unless the Public Works Director shall have certified:
 - a. That such lot or tract of land has been assessed for the cost of construction or the storm sewer main or line with which the connection is made, or
 - b. If no assessment has been levied for such construction cost, the proceedings for levying such assessment have been or will be completed in due course, or
 - c. If no assessment has been levied and no assessment proceedings will be completed in due course, that a sum equal to the portion of cost of constructing said storm sewer main which would be assessable against said lot or tract has been paid to the City, or
 - 2. If no such certificate can be issued by the Public Works Director no permit to connect to any storm sewer main shall be issued unless the applicant shall pay an additional connection fee which shall be equal to the portion of the cost of construction of the said storm sewer main which would be assessable against said lot or tract to be served by such connection. Said assessable cost is to be determined by the Public Works Director upon the same basis as any assessment previously levied against other property for the said main, including interest at a rate equal to the interest rate of the original assessment from the date of the original assessment and continuing for a period of 20 years or the amount of years the assessment was payable, whichever is less. Interest may be waived or decreased, when it is determined by the Public Works Director that the improvement was not subject to utilization until a later date. If no such assessment has been levied, the assessable cost will be determined upon the basis of the uniform charge which may have been or which shall be charged for similar storm sewer improvements, determined on the basis of the total assessable cost of said main or line, allocated on a frontage basis, acreage basis, or both.
 - 3. No building permit shall be issued for any building where the affected lot or parcel of land has been benefited by an assessed storm sewer improvement unless the provisions of this subsection have been complied with. (Ord. 745, 12-30-74; amd. 1995 Code)

803.03: STORM WATER ILLICIT DISCHARGE AND CONNECTIONS:

- A. Purpose: The purpose of the ordinance is to promote, preserve and enhance the natural resources within the City and protect them from adverse effects caused by non-storm water discharge by regulating discharges that would have an adverse and potentially irreversible impact on water quality and environmentally sensitive land. This ordinance will provide for the health, safety, and general welfare of the citizens of the City of Roseville through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:
1. To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by storm water discharges by any person.
 2. To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system.
 3. To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance.
- B. Definitions: For the purposes of this ordinance, the following terms, phrases, words and their derivatives shall have the meaning stated below.
1. **BEST MANAGEMENT PRACTICE (BMP):** Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.
 - a. **Non-structural BMP:** Practices that focus on preserving open space, protecting natural systems, and incorporating existing landscape features such as wetlands and stream corridors to manage storm water at its source. Other practices include clustering and concentrating development, minimizing disturbed areas, and reducing the size of impervious areas.
 - b. **Structural BMP:** a physical device that is typically designed and constructed to trap or filter pollutants from runoff, or reduce runoff velocities.
 2. **COMMERCIAL:** Activity conducted in connection with a business.
 3. **DISCHARGE:** Adding, introducing, releasing, leaking, spilling, casting, throwing, or emitting any pollutant, or placing any pollutant in a location where it is likely to pollute waters of the state.
 4. **EQUIPMENT:** Implements used in an operation or activity. Examples include, but are not limited to; lawn mowers, weed whips, shovels, wheelbarrows and construction equipment.
 5. **EROSION:** any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of man and nature.
 6. **GROUNDWATER:** Water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under conned, unconfined, or perched conditions, in near surface unconsolidated sediment or regolith, or in rock formations deeper underground.
 7. **ILLEGAL/ ILLICIT DISCHARGE:** Any direct or indirect non-storm water discharge to the storm drainage system, except as exempted in this chapter.
 8. **ILLICIT CONNECTION:** Either of the following:
 - a. Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system (including any non-storm water discharge) including wastewater, process wastewater, and wash water and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by the City; or,
 - b. Any drain or conveyance connected from a residential, commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the City.
 9. **IMPERVIOUS SURFACE:** A hard surface area which either prevents or retards the entry of water

into the ground. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, or other surfaces which similarly impede the natural infiltration of surface and storm water runoff.

10. **MAXIMUM EXTENT PRACTICABLE (MEP):** A standard for water quality that applies to all MS4 operators regulated under the NPDES program. Since no precise definition of MEP exists, it allows for maximum flexibility on the part of MS4 operators as they develop and implement their programs to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques and system, design and engineering methods, and such other provisions as the Administrator or the State determines appropriate for the control of pollutants.
11. **MECHANICAL CLEANING TECHNIQUES:** Arranging the collision between the substance being removed and some object. Mechanical cleaning techniques include: sweeping, shoveling, or blowing. This does NOT include using water to clean the surface.
12. **MPCA:** The Minnesota Pollution Control Agency.
13. **MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4):** The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and which is not used for collecting or conveying sewage.
14. **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES):** The national program for issuing, modifying, revoking, and reissuing, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements under sections 307, 318, 402, and 405 of the Clean Water Act, United States Code, title 33, sections 1317, 1328, 1342, and 1345.
15. **PERSON:** Any individual, firm, corporation, partnership, franchise, association or governmental entity.
16. **PERVIOUS SURFACE:** Pervious areas permit water to enter the ground by virtue of their porous nature or by large voids in the material. Commonly pervious areas have vegetation growing on them.
17. **POLLUTANT:** Any substance which, when discharged has potential to or does any of the following:
 - a. Interferes with state designated water uses;
 - b. Obstructs or causes damage to waters of the state;
 - c. Changes water color, odor, or usability as a drinking water source through causes not attributable to natural stream processes affecting surface water or subsurface processes affecting groundwater;
 - d. Adds an unnatural surface film on the water;
 - e. Adversely changes other chemical, biological, thermal, or physical condition, in any surface water or stream channel;
 - f. Degrades the quality of groundwater; or
 - g. Harms human life, aquatic life, or terrestrial plant and wildlife; A Pollutant includes but is not limited to dredged soil, solid waste, incinerator residue, garbage, wastewater sludge, chemical waste, biological materials, radioactive materials, rock, sand, dust, industrial waste, sediment, nutrients, toxic substance, pesticide, herbicide, trace metal, automotive fluid, petroleum-based substance, wastewater, and oxygen-demanding material.
18. **POLLUTE:** To discharge pollutants into waters of the state.
19. **POLLUTION:** The direct or indirect distribution of pollutants into waters of the state.
20. **PREMISES:** Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips
21. **SANITARY SEWER:** a pipe, conduit, or sewer owned, operated, and maintained by the City and which is designated by the Public Works Director as one dedicated to the exclusive purpose of carrying sanitary wastewater to the exclusion of other matter
22. **STATE DESIGNATED WATER USES:** Uses specified in state water quality standards.

23. **STORM DRAINAGE SYSTEM:** Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.
24. **STORM WATER:** Any surface flow, runoff, or drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.
25. **SURFACE WATERS** means all waters of the state other than ground waters, which include ponds, lakes, rivers, streams, wetlands, ditches, , and public drainage systems except those designed and used to collect, convey, or dispose of sanitary sewage.
26. **STORM WATER POLLUTION PREVENTION PLAN (SWPPP):** A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to Storm water, Storm water Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.
27. **VEHICLE:** Any "motor vehicle" as defined in Minnesota Statutes. Also includes watercraft, trailers and bicycles.
28. **WATERCOURSE:** A natural channel for water; also, a canal for the conveyance of water, a running stream of water having a bed and banks; the easement one may have in the flowing of such a stream in its accustomed course. A water course may be dry sometimes.
29. **WATERS OF THE STATE:** All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.
30. **WASTEWATER:** Any water or other liquid, other than uncontaminated storm water, discharged from a facility or the by-product of washing equipment or vehicles
- C. **Applicability:** This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by the City Council.
- D. **Administration:** The Public Works Director is the principal City official responsible for the administration, implementation, and enforcement of the provisions of this ordinance. The Director may delegate any or all of the duties hereunder
- E. **Exemptions:** No person shall cause any illicit discharge to enter the storm sewer system or any surface water unless such discharge:
 1. Consists of non-storm water that is authorized by an NPDES point source permit obtained from the MPCA;
 2. Is associated with fire fighting activities or other activities necessary to protect public health and safety;
 3. Is one of the following exempt discharges: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising groundwater, groundwater infiltration to storm drains, uncontaminated pumped groundwater, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, dechlorinated swimming pools and any other water source not containing pollutants;
 4. Consists of dye testing discharge, as long as the Public Works Director is provided a verbal notification prior to the time of the test.
- F. **Illegal Disposal and Dumping**
 1. No person shall throw, deposit, place, leave, maintain, or keep any substance upon any street, alley, sidewalk, storm drain, inlet, catch basin, or other drainage structure, business place, or upon any public or private land, so that the same might be or become a pollutant, unless the substance is in containers, recycling bags, or any other lawfully established waste disposal device.
 2. No person shall intentionally dispose of grass, leaves, dirt, or landscape material into a water resource, buffer, street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse,

flood control channel, canal, storm drain or any fabricated natural conveyance.

G. Illicit Discharges and Connections

1. No person shall use any illicit connection to intentionally convey non-storm water to the City's storm sewer system.
2. The construction, use, maintenance or continued existence of illicit connections to the storm sewer system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
3. A person is considered to be in violation of this ordinance if the person connects a line conveying wastewater to the storm sewer system, or allows such a connection to continue.

H. General Provisions: All owners or occupants of property shall comply with the following general requirements:

1. No person shall leave, store, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets or storm sewer system may occur. This section shall apply to both actual and potential discharges.
 - a. Private sanitary sewer connections and appurtenances shall be maintained to prevent failure, which has the potential to pollute surface water.
 - b. Recreational vehicle sewage shall be disposed to a proper sanitary waste facility. Waste shall not be discharged in an area where drainage to streets or storm sewer systems may occur.
 - c. For pools, the pool's water should be tested before draining to ensure that PH levels are neutral and chlorine levels are not detectable. Pool water should be discharged over a vegetated area before draining into the storm sewer system. Unsealed receptacles containing chemicals or other hazardous materials shall not be stored in areas susceptible to runoff.
2. The washing down of commercial equipment and vehicles shall be conducted in a manner so as to not directly discharge wastewater where drainage to streets or storm sewer system may occur.
3. Removal of pollutants such as grass, leaves, dirt and landscape material from impervious surfaces shall be completed to the maximum extent practicable using mechanical cleaning techniques.
4. Mobile washing companies (carpet cleaning, mobile vehicle washing, etc) shall dispose of wastewater to the sanitary sewer. Wastewater shall not be discharged where drainage to streets or storm sewer system may occur.
5. Storage of materials, machinery and equipment shall comply with the following requirements:
 - a. Objects, such as equipment or vehicle parts containing grease, oil or other hazardous substances, and unsealed receptacles containing chemicals or other hazardous materials shall not be stored in areas susceptible to runoff.
 - b. Any machinery or equipment that is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain leaks, spills, or discharges.
6. Debris and residue shall be removed as follows:
 - a. All vehicle parking lots and private streets shall be swept at least once a year in the spring to remove debris. Such debris shall be collected and disposed of according to state and federal laws governing solid waste.
 - b. Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries shall be contained immediately, removed as soon as possible and disposed of according to state and federal laws governing solid waste.
- I. Industrial or Construction Activity Discharges. Any person subject to an industrial activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a manner acceptable to the Public Works Director prior to the allowing of discharges to the storm sewer system. Any person responsible for a property or premise, who is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the storm sewer system. These BMPs shall be part of a storm water pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

J. Access to Facilities

1. When the City has determined that there is a danger to the health, safety or welfare of the public, city representatives shall be permitted to enter and inspect facilities subject to regulation under this ordinance to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to city representatives.
2. In lieu of an inspection by a City representative, the property owner shall furnish a certificate from a licensed plumber, in a form acceptable to the City, certifying that the property has not discharged prohibited material into the municipal storm sewer system. Failure to provide such certificate of compliance shall make the property owner immediately subject to the suspension of storm sewer access as provided for in section M of this section until the property is inspected and/or compliance is met, including any penalties and remedies as set forth in section N below.
3. Unreasonable delays in allowing city representatives access to a permitted facility is a violation of a storm water discharge permit and of this ordinance.
4. The City may seek issuance of a search warrant for the following reasons:
 - a. If city representatives are refused access to any part of the premises from which storm water is discharged, and there is probable cause to believe that there may be a violation of this ordinance; or
 - b. there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder; or
 - c. to protect the overall public health, safety, and welfare of the community.

K. Watercourse Protection. Every person owning property through which a watercourse passes or is directly adjacent to a watercourse, shall keep and maintain that part of the watercourse free of trash, debris, and other obstacles that would pollute, contaminate, or retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

L. Notification of Spills. Notwithstanding other requirements of law, as soon as any person has information of release of materials which result or may result in illegal discharges of pollutants into the storm sewer system, or water of the state, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release according to state and federal laws.

M. Suspension of Storm Sewer System Access

1. Suspension due to illicit discharges in emergency situation: The City may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge that presents or may present imminent and substantial danger to the environment, to the health or welfare of persons, to the storm sewer or waters of the state. If the violator fails to comply with a suspension order issued in an emergency, the city may take such steps as deemed necessary to prevent or minimize damage to the storm sewer system or the waters of the state, or to minimize danger to persons.
2. Suspension due to the detection of illicit discharge: All persons discharging to the MS4 in violation of this ordinance may have their access terminated if such termination serves to abate or reduce an illicit discharge. It is a violation of this ordinance to reinstate access to premises that have been terminated pursuant to this section without the prior approval of the City.

N. Enforcement

1. Notice of Violation: A violation of this ordinance is a Public Nuisance. When it has been determined that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the Public Works Director may order compliance by written notice of violation to the person(s) responsible for the violation. Such notice may require without limitation:
 - a. The performance of monitoring, analysis, and reporting;
 - b. The elimination of illicit connections or discharges;
 - c. That violating discharges, practices, or operations shall cease and desist;

- d. The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property;
- e. Payment of a fine to cover administrative and remediation costs;
- f. The implementation of source control or treatment BMPs;
- g. The development of a corrective action plan to prevent repeat discharges; and/ or
- h. Any other requirement deemed necessary.

If abatement of a violation and/ or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

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- 2. Appeal of Notice of Violation: Any person receiving a Notice of Violation may appeal the determination of the Public Works Director. The notice of appeal must be received within 7 days from the date of the Notice of Violation. Hearing on the appeal before the City Manager or his/her designee shall take place within 15 days from the date of receipt of the notice of appeal. The decision of the City Manager or his/ her designee shall be final.
- 3. Enforcement Measures after Appeal: If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 7 days of the decision of the City Manager upholding the decision of the Public Works Director, then city representatives shall have the right to enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow city representatives to enter upon the premises for the purposes set forth above.
- 4. Cost of Abatement of the Violation: Within 15 days after abatement of the violation, the person(s) responsible for the violation will be notified of the cost of abatement, including administrative costs. The person(s) given such notice may file a written protest objecting to the amount of the costs within 7 days. If the amount due is not paid within a timely manner as determined by the decision of the City Manager or by the expiration of the time in which to file an appeal, the amount due shall constitute a lien upon, and the City shall have the right to assess such cost against the property owned by such violator(s) pursuant to Minnesota Statute § 429.101.
- 5. Injunctive Relief: It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the City may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.
- 6. Compensatory Action: In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the City may impose upon a violator alternative compensatory action such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.
- 7. Violations Deemed a Public Nuisance: In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.
- 8. Criminal Prosecution: A violation of this ordinance is a misdemeanor.
- 9. Costs and Expenses: The City may recover all attorney's fees, court costs, staff expenses, clean-up costs, and any other expenses associated with enforcement of this ordinance including, but not limited to, sampling and monitoring expenses.
- 10. Remedies Not Exclusive: The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City to seek cumulative remedies.

(Ord. 1388, 2-22-2010)

803.04: EROSION AND SEDIMENTATION CONTROL:

- A. Purpose: The purpose of this article is to control or eliminate soil erosion and sedimentation resulting from construction activity within the City. This article establishes standards and specifications for conservation practices and planning activities that minimize soil erosion and sedimentation.
- B. Scope: Except as exempted by the definition of the term “land disturbance activity” in Section 803.04 C7, any person, entity, state agency, or political subdivision thereof proposing land disturbance activity within the City shall apply to the City for the approval of the erosion and sediment control plan. No land shall be disturbed until the plan is approved by the City and conforms to the standards set forth in this article.
- C. Definitions: The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
1. Best Management Practice (BMP): Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.
 2. Certificate of Completion: the certificate issued after the final inspection of the site has been completed, temporary erosion control has been removed and the site has been fully restored.
 3. City of Roseville Erosion Control Specifications: practices described in, but not limited to, the following manuals:
 - Minnesota Stormwater Manual
 - Minnesota Pollution Control Agency’s “Protecting Water Quality in Urban Areas” handbook
 - Ramsey County Erosion and Sediment Control Handbook
 4. Erosion: any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of man and nature.
 5. Erosion and sediment control plan: a document containing the requirements of Section 803.04 D that, when implemented, will prevent or minimize soil erosion on a parcel of land and off-site sediment damages.
 6. Erosion and sediment control practice specifications and erosion and sediment control practices: the management procedures, techniques, and methods to control soil erosion and sedimentation as officially adopted by the City.
 7. Land disturbance activity: land change greater than ~~10,000~~5,000 square feet, or land change on a parcel of land located directly adjacent to a water resource or located within the shoreland overlay district, that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands of the city, including clearing, grading, excavating, transporting and filling of land. Land disturbance activity does not mean the following:
 - a. Minor land disturbance activities such as home gardens and an individual’s home landscaping, repairs, and maintenance work.
 - b. Tilling, planting, or harvesting or agricultural, horticultural, or silvicultural crops.
 - c. Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles.
 - d. Emergency work to protect life, limb, or property and emergency repairs. However, if the land disturbance activity would have required an approved erosion and sediment control plan except for the emergency, the land area disturbed shall be shaped and stabilized in accordance with the requirement of the local plan-approving authority or the city when applicable.
 8. Permittee: a person, entity, state agency, corporation, partnership, or political subdivision thereof engaged in a land disturbance activity.
 9. Sediment: solid mineral or organic material that, in suspension, is being transported or has been moved from its original site by air, water, gravity, or ice, and has been deposited at another location.

10. Sedimentation: the process or action of depositing sediment that is determined to have been caused by erosion.

11. Water Resource: any stream, channel, wetland, storm pond, or lake within the City.

D. Erosion and Sediment Control Plan:

1. Required: Every Permittee for a building permit, a subdivision approval, or a permit to allow land disturbance activities must submit an erosion and sediment control plan to the City Engineer. No building permit, subdivision approval, or permit to allow land disturbance activities shall be issued and no earth disturbing activity shall commence until approval of the erosion and sediment control plan by the City.

Projects coordinated by Ramsey County or Mn/DOT do not require a permit; however, the City must be notified of the project and be provided a copy of the erosion and sediment control plan, as well as an estimated schedule for commencement and completion. The City will notify the designated contact if erosion control measures should fail or require maintenance with the expectation that the deficiencies will be corrected.

If no permit has been obtained, a stop work order shall be issued on the construction and a fine shall be issued in an amount equal to twice the required permit fee. A completed erosion and sediment control plan and permit application shall be submitted before construction will be allowed to resume. Obtaining a permit does not exempt the permittee from obtaining permits required by other government regulatory agencies.

2. Criteria addressed: The erosion and sediment control plan shall address the following criteria:

- a. Conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion.
- b. Stabilize all exposed soils and soil stockpiles
- c. Establish permanent vegetation
- d. Prevent sediment damage to adjacent properties and other designated areas
- e. Schedule of erosion and sediment control practices
- f. Criteria for the use of Use temporary sedimentation basins
- g. Stabilization of steep slopes
- h. Control the storm water leaving the site
- i. Stabilize all waterways and outlets
- j. Protect storm sewers from the entrance of sediment, debris and trash
- k. Control waste, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste, etc. that may adversely impact water quality
- l. When working in or crossing water resources, take precautions to contain sediment.
- m. Restabilize utility construction areas as soon as possible
- n. Protect paved roads from sediment and mud brought in from access routes
- o. Dispose of temporary erosion and sediment control measures
- p. Maintain all temporary and permanent erosion and sediment control practices
- q. Removal of sediment from streets at the end of each day
- r. Dewatering methods and outletting of stormwater
- s. Site inspection plan & record of rainfall amounts
- t. Final stabilization

3. Contents of Plan: The erosion and sediment control plan shall include the following:

- a. Contact information for the Permittee
- b. Project description: the nature and purpose of the land disturbance activity and the amount of grading involved
- c. Phasing of construction: the nature and purpose of the land disturbance activity and the amount of grading, utilities, and building construction
- d. Existing and proposed site conditions: existing and proposed topography, vegetation, and drainage

- e. Adjacent areas, neighboring streams, lakes, wetlands, residential areas, roads, etc., which might be affected by the land disturbance activity
- f. Soils: soil names, mapping units, erodibility
- g. Critical erosion and Environmentally Sensitive areas: areas on the site that have potential for serious erosion problems and local water resources.
- h. Erosion and sediment control measures: methods to be used to control erosion and sedimentation on the site, both during and after the construction process
- i. Temporary and Permanent stabilization: how the site will be stabilized during and after construction is completed, including specifications
- j. Storm water management: how storm runoff will be managed, including methods to be used if the development will result in increased peak rates or volume of runoff
- k. Maintenance: schedule of regular inspections and repair of erosion and sediment control structures
- l. Calculations: any that were made for the design of such items as sediment basins, diversions, waterways, and other applicable practices

E. Plan Review:

- 1. General: The City appoints the City Engineer to review the erosion and sediment control plan to ensure compliance with the City of Roseville Erosion and Sediment Control Standards.
- 2. Permit required: If the City determines that the erosion and sediment control plan meets the requirements of this article, the City shall issue a permit, valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of the erosion and sediment control plan.
- 3. Denial: If the City determines that the erosion and sediment control plan does not meet the requirements of this article, the City shall not issue a permit for the land disturbance activity. The erosion and sediment control plan must be resubmitted for approval before the land disturbance activity begins. No land use and building permits may be issued until the Permittee has an approved erosion and sediment control plan.
- 4. Permit suspension: If the City determines that the approved plan is not being implemented according to the schedule or the control measures are not being properly maintained, all land use and building permits must be suspended and stop work order issued until the Permittee has fully implemented and maintained the control measures identified in the approved erosion and sediment control plan.

F. Plan Implementation And Maintenance:

All storm water pollution controls noted on the approved erosion and sediment control plan shall be installed before commencing the land disturbance activity, and shall not be removed without City approval or issuance of a Certificate of Completion.

The Permittee shall be responsible for proper operation and maintenance of all stormwater pollution controls and soil stabilization measures in conformance with best management practices. The Permittee shall also be responsible for maintenance, clean-up and all damages caused by flooding of the site or surrounding area due to in-place erosion and sediment control. The foregoing responsibilities shall continue until a Certificate of Completion is issued to the Permittee by the City for the land disturbance activity.

G. Modification of Plan:

An approved erosion and sediment control plan may be modified on submission of an application for modification to the City and subsequent approval by the City Engineer. In reviewing such application, the City Engineer may require additional reports and data.

H. Escrow Requirement:

The City shall require the Permittee to escrow a sum of money sufficient to ensure the inspection, installation, maintenance, and completion of the erosion and sediment control plan and practices. Escrow amounts shall be set from time to time by the City Council. Upon project completion and the issuance of a Certificate of Completion any remaining amount held in escrow shall be returned to the

Permittee.

I. Enforcement:

If the City determines the erosion and sedimentation control is not being implemented or maintained according to the approved plan, the Permittee will be notified and provided with a list of corrective work to be performed. The corrective work shall be completed by the Permittee within forty-eight (48) hours after notification by the City. Notification may be given by:

- a. Personal delivery upon the Permittee, or an officer, partner, manager or designated representative of the Permittee.
- b. E-mail or facsimile by sending such notice to the e-mail address or facsimile number provided by the Permittee.

1. Failure to Do Corrective Work: If a Permittee fails to perform any corrective work or otherwise fails to conform to any provision of this ordinance within the time stipulated, the City may take any one or more of the following actions:

- a. Issue a stop work order whereupon the Permittee shall cease all land disturbance activity on the site until such time as the City determines the corrective measures that are necessary to correct the conditions for which the stop work order was issued. Once the necessary corrective actions have been determined the Permittee shall perform the corrective work. All corrective work must be completed before further land disturbance activity will be allowed to resume.
- b. Complete the corrective work using City forces or by separate contract. The issuance of a land disturbance permit constitutes a right-of-entry for the City or its contractor to enter upon the construction site for the purpose of completing the corrective work.
- c. Impose a monetary fine in an amount equal to twice the required permit fee.
- d. Charge the Permittee for all staff time expended and costs incurred by the City to:
 - i. perform any corrective work required by the City,
 - ii. perform such inspections and reinspections of the site on which the land disturbance activity is occurring as the City deems necessary, and/or
 - iii. coordinate and communicate with the Permittee regarding any corrective work, inspections, reinspections or other remedial actions which the City deems necessary to implement as a result of the failure of the Permittee to conform to the provisions of this ordinance, and
 - iv. remedy any other failure of the Permittee to conform to provisions of this ordinance.

The cost for staff time shall be determined by multiplying the staff member's hourly rate times 1.9 times the number of hours expended, for all staff members (including administrative employees) involved in such corrective work, communications, coordination of activities, inspections, reinspections and other remedial actions. All amounts charged shall be paid by the Permittee within 30 days of the delivery by the City of a written invoice which describes such charges.

- e. Draw on the escrow amount for all staff costs incurred, and payments due to the City as a result of the exercise by the City of any remedy available to the City pursuant to this ordinance.
- f. Assess that portion of any unpaid charges which are attributable to the removal or elimination of public health or safety hazards from private property pursuant to Minnesota Statutes Section § 429.101.
- g. Pursue any other legal equitable remedy which is available to the City.

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City to seek cumulative remedies. (Ord. 1416, 9-26-2011)



EROSION CONTROL & STORMWATER PERMIT

☐ Erosion Control ☐ Stormwater

Permit No: _____

APPLICATION DATE:			
SITE:	Address/Location:		
APPLICANT:	Company:	Daytime Phone:	
Address:		Email:	
City/State/Zip:		Contact Person:	
Applicant Signature:			
ESCROW DEPOSIT FROM:		Name:	
Address:		City/State/Zip:	
The applicant assumes all responsibilities for installation and maintenance of the erosion control on this site. Any problems identified by the City erosion control inspector shall be addressed within 48 hours of notification. The applicant understands that failure to install and maintain erosion control within the time allotted will result in the City using escrow funds to remedy deficiencies and for additional staff time. The issuance of this permit constitutes a right-of-entry for the City or its contractor to enter upon the construction site for the purpose of completing the corrective work.			
As Property Owner I further agree and understand that in the event that there are insufficient escrow funds, the cost for the work will be billed to the applicant. If payment is not made in full within 30 days of receiving the bill, the unpaid amount will be assessed to my property taxes, together with any additional administrative charges and interest (5%) of the unpaid amount. By signing this application I authorize the City of Roseville to certify to my property taxes any unpaid costs, together with additional administrative charges and interest. I understand that this authorization constitutes and is intended to be a full and complete waiver of any notice, hearing, irregularity, appeal, or any other rights that might otherwise apply to the City's imposition of costs or assessments under this permit.			
OWNER:	Name:	Daytime Phone:	
Address:		Email:	
City/State/Zip:		Contact Person:	
Property Owner Signature:			

PERMIT FEES

Number of Acres:			
Permit Fees for 1 year (circle one):			
Less than 1 acre = \$625.00	1-5 acres = \$900.00	Over 5 acres = \$1,400.00	
Escrow Fees:			
\$3,000.00 x number of acres		\$	
Permit Renewal Fees (circle one):			
Less than 1 acre = \$220.00	1-5 acres = \$320.00	Over 5 acres = \$480.00	
FOR OFFICE USE ONLY			
Amount Paid:	Date Paid:	Initials:	Original Permit Number (if applicable):

Fees adopted 11/22/10

Please call 651-792-7004 to schedule a site inspection meeting before beginning construction.

Engineering Dept ♦ 2660 Civic Center Dr ♦ Roseville, MN 55113 ♦ Phone: 651-792-7004 ♦ FAX: 651-792-7040

**Roseville Public Works, Environment and
Transportation Commission**

Agenda Item

Date: April 26, 2016

Item No: 9

Item Description: Look Ahead Agenda Items/ Next Meeting May 24, 2016

Suggested Items:

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Recommended Action:

Set preliminary agenda items for the May 24, 2016 Public Works, Environment & Transportation Commission meeting.