

STORMWATER MANAGEMENT IMPLEMENTATION PLAN

No.	Project Description	MS4 Permit Requirement	Initial 12 Month Requirement	Annual Requirement	Projects, Programs, & Studies	Responsible Position
1-A	<u>Develop Written Partnership Agreements</u> - Provide mutually beneficial partnerships to address MS4 permit requirements of providing educational opportunities, illicit discharge detection and elimination, and maintenance of the city conveyance systems. Agreements will be pursued between the City of Columbia Heights and the Rice Creek Watershed District.	✓	✓			Engineering
1-B	<u>Education Activity Implementation Plan</u> - The City will provide stormwater education and outreach programs for residents within the City. The City will complete an outline of the education program and implementation schedule for the upcoming permit cycle.	✓	✓	✓		Engineering
1-C	<u>Education Program</u> : The City or its designee will raise awareness to the audience involved by providing information on stormwater pollution prevention, effects of illicit discharges, best management practices, components of the SWPPP and outside entity resources available to City residents and business owners.	✓	✓	✓		Engineering
1-D	<u>City Website</u> - The City updates their web page by providing information on high priority stormwater pollution prevention topics and effects of illicit discharge to City residents and business owners. The goal will be to add new material as it becomes available and record the number of website hits annually.	✓		✓		Engineering
1-E	<u>City Newsletter</u> - City staff will develop then distribute stormwater related articles in the City newsletter. This goal will be met by distributing a minimum of two stormwater related articles in the City newsletter each year.	✓		✓		Public Works
1-F	<u>Coordination of Education Program</u> - The City will collaborate and coordinate the development and implementation of the City's educational activities schedule with all three of the City's Watershed Management Commissions.	✓	✓	✓		Public Works
2-A	<u>Comply with Public Notice Requirements</u> - Provide public notice of meeting to provide input on the SWPPP in accordance with City public hearing notification requirements.	✓		✓		Engineering

No.	Project Description	MS4 Permit Requirement	Initial 12 Month Requirement	Annual Requirement	Projects, Programs, & Studies	Responsible Position
<u>2-B</u>	<u>Annual Meeting</u> - Hold annual public meeting combined with City Council Meeting or other public participation/involvement event to solicit public input on the SWPPP, discuss its effectiveness, or amendments. Explore new venues and enhance meeting effectiveness and participation. Effectiveness will be evaluated based upon the amount of resident feedback received.	✓	✓	✓		Engineering
<u>2-C</u>	<u>Public Input Consideration and Response Procedures</u> - City staff will respond to all public comments and statements received from the public meeting, and document any proposed changes to the SWPPP for final approval by the City Engineer (if applicable). The goal of this BMP will be met by documenting all written and oral input into the record of decision and submitted in conjunction with the annual report to the MPCA.	✓	✓	✓		Engineering
<u>2-D</u>	<u>Online Availability of Stormwater Pollution Prevention Program Document</u> - Provide an electronic document of the SWPPP document to allow viewing anytime and easier access to these documents.	✓	✓	✓		Engineering
<u>3-A</u>	<u>Storm Sewer System Mapping</u> - Update storm sewer map to meet the requirements of Part II.D.4. of the MS4 General Permit. Identify outfalls, including unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. Update pond inventory and submit to MPCA.	✓	✓	✓		Engineering
<u>3-B</u>	<u>Illicit Discharge Detection and Elimination (IDDE) and Enforcement Ordinance/Rules</u> - Review ordinance annually to ensure that ordinance continues to meet the needs of the City and legal requirements.	✓	✓	✓		Engineering
<u>3-C</u>	<u>Illicit Discharge Detection and Elimination (IDDE) Program</u> - Develop written program and implement it as defined in City SWPPP to meet requirements of Part III.D.3.c.h. of the MS4 General Permit. Include procedures to meet permit requirements for the following items: -Inform Public about illicit discharges -Employee Training Program (maintain 2 annual training events in spring and fall) -IDDE Inspections -IDDE Investigations and elimination	✓	✓	✓	✓	Engineering

No.	Project Description	MS4 Permit Requirement	Initial 12 Month Requirement	Annual Requirement	Projects, Programs, & Studies	Responsible Position
3-D	<u>IDDE Program Updates</u> - Develop written procedures for illicit discharge inspections, investigations, and response actions. Develop a process to document information as described in the Permit (Part III.3.h.) within 12 months following the date permit coverage is extended.	✓	✓	✓	✓	Engineering
3-E	<u>Illicit Discharge Inspections</u> - In year 1, the City will map out areas that are identified as high-priority outfalls and around high-risk establishments (fast food restaurants, dumpsters, car washes, mechanics, and oil changes). In years 2-5, the City will integrate those sites into its annual MS4 inspection activities.	✓	✓	✓	✓	Engineering/Public work
3-F	<u>Illicit Discharge Investigation</u> - As needed, City staff or a consultant will be used to televise a section of the sewer system, collect grab samples or perform other effective testing procedures to find illicit connection identified in the system.	✓	✓	✓	✓	Public Works
3-G	<u>Standard Operating Procedures (SOPs)</u> - Develop SOPs for IDDE within 12 months of the date of permit coverage	✓	✓	✓		Engineering
4-A	<u>Construction Site Stormwater Runoff Ordinance</u> - Review the recently updated (December 19, 2011) ordinance to ensure it meets the requirements of Part III.D.4.a.(1)-(8) of the MS4 General Permit and that it is at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity.	✓	✓	✓		Engineering
4-B	<u>Construction Site Implementation of Erosion and Sediment Control BMPs</u> - Review and evaluate the efficacy of construction site erosion control plans through regular (weekly to monthly) inspections for construction sites to ensure compliance with City ordinances. Document all inspections and enforcement actions (public and private) and keep on file at City.	✓		✓		Engineering

No.	Project Description	MS4 Permit Requirement	Initial 12 Month Requirement	Annual Requirement	Projects, Programs, & Studies	Responsible Position
<u>4-C</u>	<u>Waste Control BMP's for Construction Site Operators</u> - Maintain established guidelines, inspection criteria, and enforcement procedures for the management of construction site waste. Continue to inspect construction sites for compliance with waste control ordinances for materials that include discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality.	✓		✓		Engineering
<u>4-D</u>	<u>Construction Site Plan Review</u> - The City will require every applicant for a building permit, to meet the requirements for erosion and sediment control for the applicant's project.	✓		✓		Public Works
<u>4-E</u>	<u>Receipt and Consideration of Non-Compliance for Construction Site Stormwater Controls</u> - The City will establish a procedure for the public to report potential construction site erosion control and waste disposal infractions. The goal of this BMP will be achieved by completing the timeline/implementation.	✓	✓	✓		Engineering
<u>4-F</u>	<u>Stormwater Compliance Inspections</u> - Develop written procedures, checklist and responsible persons to ensure that at least 10% of inspections conducted annually are performed at deemed high priority inspection sites (e.g., near sensitive receiving waters, projects larger than 5 acres)	✓	✓	✓		Engineering
<u>4-G</u>	<u>Standard Operating Procedures (SOPs)</u> - Complete an annual review of SOPs for site inspections and site plan reviews by evaluating checklists and existing guidelines to ensure they are up-to-date to reflect MPCA's current construction general permit requirements.	✓	✓	✓		Engineering
<u>4-H</u>	<u>Develop Enforcement Response Procedures (ERPs)</u> - Establish/outline Enforcement Response Procedures for Construction Site Activities.	✓	✓	✓		Engineering
<u>4-I</u>	<u>Permit Update</u> - Update the City Grading, Building, and ROW permits and Construction Site Stormwater Runoff ordinance to meet the new permit requirements within 12 month following the date permit coverage is extended.	✓	✓	✓		Public Works
<u>4-J</u>	<u>Prioritize Inspections</u> - The City will develop a process to determine the frequency for inspecting high priority inspection sites (e.g. near sensitive receiving waters, projects larger than 5 acres).	✓	✓	✓		Public Works

No.	Project Description	MS4 Permit Requirement	Initial 12 Month Requirement	Annual Requirement	Projects, Programs, & Studies	Responsible Position
4-K	<u>Permit Application System</u> - Develop procedures to integrate construction site stormwater runoff review and inspection documents into permit tracking program.	✓	✓	✓		Engineering
5-A	<u>Site Plan Review Program</u> - The City will review and revise (if necessary, during the plan review process) permanent BMP designs and criteria for post-construction stormwater management associated with new development and redevelopment projects of one acre or more. The City will also actively look for non-structural opportunities where prudent and feasible. The goal of this BMP will be met if the City conducts plan reviews on new development and redevelopment projects of one acre or more.	✓	✓	✓	✓	Engineering and Planning
5-B	<u>Update Ordinance to Meet New Permit Requirements</u> - Complete Ordinance updates for post-construction runoff from new development and redevelopment within 12 months of extension of permit coverage.	✓	✓	✓		Engineering
5-C	<u>SOPs</u> - In addition to existing stormwater management design guidelines and standards the City will develop SOPs within 12 months of the date of permit coverage to strengthen Post Construction Stormwater Management	✓	✓	✓		Engineering
5-D	<u>Document Pertinent Project Information</u> - Maintain all related documents pertaining to each new or redevelopment project in more user-friendly filing system for better records management. Implement within 12 months of the date of permit coverage.	✓	✓	✓		Engineering
6-A	<u>Parking Lots & Street Cleaning</u> - Sweep City maintained streets 2 times per year	✓		✓		Street Maintenance
6-B	<u>Storm Sewer Inspection Program</u> - Conduct one inspection of all City-owned ponds and outfalls prior to expiration date of the MS4 General Permit. Annually inspect 100% of structural pollution control devices.	✓	✓	✓		Street Maintenance
6-C	<u>Inspection of All Exposed Stockpile, Storage and Material Handling Areas</u> - Based on storm sewer inspection findings determine if repair, replacement, or maintenance measures are necessary to ensure proper function and treatment effectiveness.	✓	✓	✓		Street Maintenance

No.	Project Description	MS4 Permit Requirement	Initial 12 Month Requirement	Annual Requirement	Projects, Programs, & Studies	Responsible Position
<u>6-D</u>	<u>Structural Stormwater BMP Maintenance Program</u> - Develop written program to utilize results from storm sewer inspection findings to determine if repair, replacement, or maintenance measures are necessary to ensure structures proper function and treatment effectiveness. Document annually the number of structures repaired or scheduled for maintenance. Annually inspect 20% of known public outfalls, sediment basins and ponds each year on a rotating basis	✓	✓	✓		Engineering / Street Maintenance
<u>6-E</u>	<u>Asset Management System for Record Reporting and Retention</u> - The City will retain all records of inspection, maintenance, and corrective actions of the City's stormwater system. The goal of this BMP will be met if the City retains these records for a period of three years past the expiration of this permit.	✓		✓	✓	Engineering
<u>6-F</u>	<u>Evaluation of Inspection Frequency</u> - Develop written procedures to modify the frequency of inspections, if after two years of inspections patterns develop warranting a reduction or increase in the frequency of inspection.			✓		Public Works/ Engineering
<u>6-G</u>	<u>Landscaping and Lawn Care</u> - Develop written program to track roadside mowing and maintenance on all City roads twice annually (June and Sept) and seven year tree trimming rotation for all City trees.			✓	✓	Public Works/ Parks
<u>6-H</u>	<u>Road Salt Application Review</u> - The City will record the annual activates of the salt distribution program and adjust current practices as necessary.			✓	✓	Public Works
<u>6-I</u>	<u>Evaluation of Proposed Stormwater Infiltration Projects for Impacts on Source Water</u> - The City will prohibit the construction of the infiltration area or incorporate specific BMPs to reduce pollutants from infiltrating within vulnerable DWSMA's.			✓	✓	Public Works
<u>6-J</u>	<u>Park and Open Space Training</u> - Develop written procedures for the existing program to train full-time and seasonal employees on proper use and application of fertilizers and pesticides for maintenance of City lands.	✓	✓	✓	✓	Public Works/ Parks
<u>6-K</u>	<u>Fleet and Building Maintenance Training Program</u> - Training focused on automotive maintenance program (automotive inspections and washing), spill cleanup training, hazardous materials training, building leak prevention and inspection training.	✓	✓	✓	✓	Public Works

No.	Project Description	MS4 Permit Requirement	Initial 12 Month Requirement	Annual Requirement	Projects, Programs, & Studies	Responsible Position
<u>6-L</u>	<u>Stormwater Systems Maintenance Training Program</u> - Training focused on parking lot and street cleaning, storm drain systems cleaning, road salt materials management.	✓	✓	✓	✓	Public Works
<u>6-M</u>	<u>Spill Prevention & Control Plans for Municipal Facilities</u> - Ensure that plans describing spill prevention and control procedures are consistent among all departments. Conduct annual spill prevention and response training sessions to all municipal employees. Distribute education materials to each municipal facility by the end of year 2.	✓	✓	✓		Engineering
<u>6-N</u>	<u>Facility Inventory</u> - Develop facilities inventory to include potential pollutants at each site. Create a map of all identified facilities.	✓	✓	✓		Engineering
<u>6-O</u>	<u>Pond Assessment Procedures & Schedule</u> - In year 1, develop procedures for determining TSS and TP treatment effectiveness of city owned ponds use for treatment of stormwater. Implement schedule in year 2-5.	✓	✓	✓	✓	Engineering
<u>7-A</u>	<u>TMDL Review & Implementation</u> - Columbia Heights will work cooperatively with the Minnesota Pollution Control Agency and other outside organizations to develop and implement all future TMDL implementation plan(s) for impaired waters designated under Section 303(d), receiving MS4 discharges from within or adjacent to the City.	✓	✓	✓	✓	Engineering

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

Part II.D.1.

BMP Title:

BMP Description:

Provide mutually beneficial partnerships to address MS4 permit requirements of providing educational opportunities, illicit discharge detection and elimination, and maintenance of the city conveyance systems. Agreements will be pursued between the City of Columbia Heights and the Rice Creek Watershed District.

Measurable Goals:

Determine if this partnership beneficial in the educational, training, and/or enforcement aspects of the MS4 program.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City will provide stormwater education and outreach programs for residents within the City. The City will complete an outline of the education program and implementation schedule for the upcoming permit cycle.

Measurable Goals:

The City will document the number of publications and households served by publication. The effectiveness of this BMP will be measured by the number of articles and brochures published in newsletters, distributed via City mailings/website and RCWD workshops, and visits to the City's website. Success of this BMP is defined as developing then implementing the educational activities schedule and distributing/hosting a minimum of four educational materials, workshops, or presentations per year.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

[Part III.D.1.](#) [Part III.D.1.](#) [Part III.D.1.](#) [Part III.D.1.](#) [Part III.D.1.](#)

BMP Title:

BMP Description:

The City or its designee will raise awareness to the audience involved by providing information on stormwa

Measurable Goals:

The City will document the number of publications and households served by publication. The effectiveness of this BMP will be measured by the number of articles and brochures published in newsletters, distributed via City mailings/website and RCWD workshops, and visits to the City's website. Success of this BMP is defined as developing then implementing the educational activities schedule and distributing/hosting a minimum of four educational materials, workshops, or presentations per year.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City updates their web page by providing information on high priority stormwater pollution prevention topics and effects of illicit discharge to City residents and business owners. The goal will be to add new material as it becomes available and record the number of website hits annually.

Measurable Goals:

Track website hits to the stormwater documents available. Track the comments left by community members about the stormwater program.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

City staff will develop then distribute stormwater related articles in the City newsletter. This goal will be met by distributing a minimum of two stormwater related articles in the City newsletter each year.

Measurable Goals:

Track the number of newsletters that were distributed.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City will collaborate and coordinate the development and implementation of the City's educational activities schedule with all three of the City's Watershed Management Commissions.

Measurable Goals:

Track the number of community members who give input and attend the educational activities.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Provide public notice of meeting to provide input on the SWPPP in accordance with City public hearing notification requirements.

Measurable Goals:

Make sure the notice for the public is posted within the acceptable timeframe for public input. The effectiveness of this BMP will be measured by the number of public notices posted.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Hold an annual public meeting combined with a City Council meeting or other public participation/involvement event to solicit public input on the SWPPP, discuss its effectiveness, or make amendments to current SWPPP. Explore new venues and enhance meeting effectiveness and participation.

Measurable Goals:

Document attendance and record minutes at the public meeting, record statements and written comments and document changes made to the SWPPP. Effectiveness will be evaluated based upon the amount of resident feedback is received.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE

Implementation Table

Unique Identifying Number:

Permit Requirements Addressed by this BMP:

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[Part III.D.2.](#)

[Part III.D.2.](#)

[Part III.D.2.](#)

[Part III.D.2.](#)

BMP Title:

BMP Description:

The City will conduct a public meeting and host a web page on the City's Storm Water Pollution Prevention Program. City staff will respond to all public comments and statements received from the public meeting, and document any proposed changes to the SWPPP for final approval by the City Engineer (if applicable).

Measurable Goals:

The goal of this BMP will be met by documenting all written and oral input into the record of decision and submitted in conjunction with the annual report to the MPCA.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Provide an electronic document of the SWPPP document to allow viewing anytime and easier access to these documents.

Measurable Goals:

The effectiveness of this BMP will be measured by tracking the number of website hits to the SWPPP and the amount of public input submitted electronically.

Responsible Person:

Name:	Kathy Young
Title:	Asst. City Engineer
Phone:	(763) 706-3704
Email:	kyoung@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Update storm sewer map to meet the requirements of Part II.D.4. of the MS4 General Permit. Identify outfalls, including unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. Update pond inventory and submit to MPCA.

Measurable Goals:

The effectiveness of this BMP will be defined as mapping all storm sewer conveyances 12" or greater that are owned by the City. The success of this BMP will be measured by annually updating all City owned storm sewer conveyances equal to or greater than 12".

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Review ordinance annually to ensure that ordinance continues to meet the needs of the City and legal requirements. Elements of this ordinance will include, but are not limited to, defining allowable discharges, setting policy as it pertains to violations and penalties, and mitigation requirements.

Measurable Goals:

The effectiveness of this BMP will be measured by the number of enforcement actions issued annually. Success will be defined as the review of existing ordinances or amendments made to the illicit discharge ordinance.

Responsible Person:

Name:	Kevin Hansen
Title:	Public Works Director
Phone:	(763) 706-3705
Email:	khansen@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Develop written program and implement it as defined in City SWPPP to meet requirements of Part III.D.3.c.h. of the MS4 General Permit. This BMP includes providing information on recycling options, services, and programs within the City. The City will also review the current educational activities undertaken by its staff to eliminate illicit discharges from general City operations.

Measurable Goals:

The City will continue to annually review the educational content of printed literature for adequacy and update as necessary. BMP effectiveness will be measured by the number of calls to the City regarding illegal dumping or illicit discharges. Also, success will be defined by providing educational material to the City staff a minimum of one time annually.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Develop written procedures for illicit discharge inspections, investigations, and response actions. Develop a process to document information as described in the Permit (Part III.3.h.) within 12 months following the date permit coverage is extended. Elements of this ordinance will include, but are not limited to, defining allowable discharges and mitigation requirements.

Measurable Goals:

The effectiveness of this BMP will be measured by the number of enforcements actions issued annually.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

In year 1, the City will map out areas that are identified as high-priority outfalls and around high-risk establishments (fast food restaurants, dumpsters, car washes, mechanics, and oil changes). In years 2-5, the City will integrate those sites into its annual MS4 inspection activities. The City will notify the MPCA state duty officer of any hazardous material spills or discharges.

Measurable Goals:

The effectiveness of this BMP will be measured by:

1. Annually documenting the number of miles covered by trash and debris collection,
2. Annually documenting all reported non-stormwater discharges occurring on City owned land, private property, and right-of-way, as well as any remedial actions taken (if applicable).

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

As needed, City staff or a consultant will be used to televise a selection of the sewer system, collect grab samples, or perform other effective testing procedures to find illicit connection identified in the system.

Measurable Goals:

All non-stormwater discharges (as defined in Part III.D.3.f.) were evaluated and determined to be insignificant sources of pollutants to the MS4.

Responsible Person:

Name:	Lauren McClanahan
Title:	Utilities
Phone:	(763) 706-3711
Email:	lmccclanahan@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Measurable Goals:

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Review the City's ordinance to ensure it meets the requirements of Part III.D.4.a.(1)-(8) of the MS4 General Permit and that it is at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity.

Measurable Goals:

The City will annually review and update as necessary the City's erosion control ordinances. This BMP effectiveness will be calculated by tracking the compliance issues with construction sites.

Responsible Person:

Name:	Kevin Hansen
Title:	Public Works Director
Phone:	Engineering
Email:	khansen@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Review and evaluate the efficacy of construction site erosion control plans through regular (weekly to monthly) inspections for construction sites to ensure compliance with City ordinances. Document all inspections and enforcement actions (public and private) and keep on file at City. As part of the City's permit approval standards, BMPs must be implemented in accordance with the NPDES permit.

Measurable Goals:

Success of this BMP will be determined by site inspections per NPDES Phase II requirements and City permit approvals.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Maintain established guidelines, inspection criteria, and enforcement procedures for the management of construction site waste. Continue to inspect construction sites for compliance with waste control ordinances for materials that include discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality.

Measurable Goals:

The effectiveness of this BMP will be measured by the annual recorded number of remedial actions against construction site operations. Success of this BMP will be defined as operator compliance to the City's Waster and Material Disposal, 1350.06 ordinance and NPDES Phase II permit regulations.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Every applicant for a city permit to allow land disturbing activities is required to submit a project specific stormwater management plan (if applicable) and/or erosion control plan to the City for review and approval. Construction permits will be required to meet MPCA NPDES Phase II guidelines for erosion and sediment control and all applicable City ordinances and codes.

Measurable Goals:

No City permit to allow land disturbing activities shall be issued until approval of a stormwater management plan (if applicable) and/or erosion control plan, or waiver of the approval requirement has been obtained. Success will be defined as enforcing the permit's submittal requirement.

Responsible Person:

Name:	Kathy Young
Title:	Asst. City Engineer
Phone:	(763) 706-3704
Email:	kyoung@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City will establish a phone line and website contact information through which the public may report potential construction site erosion control and waste disposal infractions. Reported incidents will be inspected within 24 hours of receipt or on the next scheduled work day by the City. Hazardous material spills or discharges will be reported to the MPCA State Duty Officer within 24 hours.

Measurable Goals:

The City will establish contact information for receipt of construction site violations. The City will record:

- The number of calls and emails related to SWPPP issues.
- The number of illicit discharge and construction site complaints.
- The number of clean-up activities or SWPPP charges resulting from calls or emails.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Construction site operators must conform to all NPDES construction permit standards and City ordinances pertaining to construction site erosion control and waste disposal. Inspection procedures consist of NPDES Phase II inspection requirements and violations reported by the public as defined in BMP Summary Sheets 3-C and 4-E.

Measurable Goals:

The City will begin to annually evaluate the effectiveness of site inspections and enforcement procedures via enforcement actions taken annually. Additional and/or revised procedures will be added (if applicable) when deemed necessary or found non-conforming to NPDES Phase II requirements.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	Engineering
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Complete an annual review of SOPs for site inspections and site plan reviews by evaluating checklists and existing guidelines to ensure they are up-to-date to reflect MPCA's current construction general permit requirements.

Measurable Goals:

The effectiveness of this BMP and the SOPs for IDDE will be calculated by the amount of regulation as well as maintaining compliance with the NPDES MS4 permit.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Establish/outline enforcement response procedures (ERPs) for construction site activities that enforce the standard operating procedures and permit requirements.

Measurable Goals:

The effectiveness of this BMP will be measured by the amount of violations and enforcement actions taken place throughout each year within the City.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Update the City Grading, Building, and ROW permits and Contraction Site Stormwater Runoff ordinance to meet the new permit requirements within 12 month following the date permit coverage is extended. City staff will review and revise (if applicable) current City ordinances and codes annually for conformance to new or amended NPDES construction permit and/or watershed district erosion control standards.

Measurable Goals:

The City will annually review and update as necessary the City's erosion control ordinances.

Responsible Person:

Name:	Kevin Hansen
Title:	Public Works Director
Phone:	(763) 706-3705
Email:	khansen@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City will develop a process to determine the frequency for inspecting high priority inspection sites (e.g. near sensitive receiving waters, projects larger than 5 acres). The process will be developed onto a city map that calls out these sensitive areas.

Measurable Goals:

The City will begin to annually evaluate the effectiveness of site inspections and enforcement procedures via enforcement actions taken annually. Additional and/or revised procedures will be added (if applicable) when deemed necessary or found non-conforming to NPDES Phase II requirements.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Develop procedures to integrate construction site stormwater runoff review and inspection documents into permit tracking program. The documents will help to maintain compliance with the MPCA and the City Code on these construction sites.

Measurable Goals:

The effectiveness of this BMP will be determined by the amount of permits applied for and the ease to complete the inspections of the construction sites.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City will review and revise (if necessary, during the plan review process) permanent BMP designs and criteria for post-construction stormwater management associated with new development and redevelopment projects of one acre or more. The City will also actively look for non-structural opportunities where prudent and feasible.

Measurable Goals:

The goal of this BMP will be met if the City conducts plan reviews on new development and redevelopment projects of one acre or more. Success of this BMP is defined as annually recording all revised BMP designs and implemented structural and non-structural BMPs on City properties.

Responsible Person:

Name:	Kathy Young
Title:	Asst. City Engineer
Phone:	(763) 706-3704
Email:	kyoung@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Complete Ordinance updates for post-construction runoff from new development and redevelopment within 12 months of extension of permit coverage.

Measurable Goals:

The City will annually review and update as necessary the City's post-construction ordinance and permit requirements.

Responsible Person:

Name:	Kevin Hansen
Title:	Public Works Director
Phone:	(763) 706-3705
Email:	khansen@columbiaheightsmn.gov

BMP PAGE

Implementation Table

Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

In addition to existing stormwater management design guidelines and standards, the City will develop SOPs within the initial 12 months of the date of permit coverage to strengthen Post Construction Stormwater Management.

Measurable Goals:

The effectiveness of this BMP and the SOPs for post-construction will be calculated by the amount of regulation as well as maintaining compliance with the NPDES MS4 permit.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Maintain all related documents pertaining to each new or redevelopment project in more user-friendly filing system for better records management. Implement within 12 months of the date of permit coverage.

Measurable Goals:

The effectiveness of this BMP will be measured by the ability to track records of inspections and maintenance pertaining to this minimal control measure.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City currently brush or vacuum sweeps City owned streets a minimum of twice per year in an effort to reduce the amount of sediment and trash from reaching the storm sewer system. One street sweeping activity will occur in the spring (April-June) on all streets, and the second activity will occur in the fall (September –November) on selected areas (as determined by the City Administrator).

Measurable Goals:

The City will continue recording the frequency and miles of streets that are annually swept, and quantify the amount of trash/debris removed per sweeping occurrence. Success of this BMP is defined as recording two street sweeping occurrences per year.

Responsible Person:

Name:	Mike O'Riley
Title:	Streets
Phone:	(763) 706-3721
Email:	mo'reilly@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Conduct one inspection of all City-owned ponds and outfalls prior to expiration date of the MS4 General Permit. Annually inspect of 100% of structural pollution control devices. Newly constructed and rebuild structural pollution control devices will be added to the storm sewer map (BMP summary sheet 3-A) and inspected within one year of post construction.

Measurable Goals:

Maintenance and repair specifications and schedules will be developed and implemented as necessary. Success of this BMP will be defined as annually conducting and documenting inspections, repairs, and maintenance projects of all structural pollution control devices.

Responsible Person:

Name:	Mike O'Riley
Title:	Streets
Phone:	(763) 706-3721
Email:	mro'reilly@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

City staff will annually locate and inspect all exposed stockpiles and storage/material handling areas on City owned properties. All existing onsite BMP's will be inspected for conformance to NPDES Phase II permit requirements. Any identified erosion control issues will be corrected and documented.

Measurable Goals:

The effectiveness of this BMP will be measured by the frequency of inspections and corrective actions. Success will be defined as locating and inspecting all exposed stockpiles and storage/material handling on City property a minimum of once each year.

Responsible Person:

Name:	Mike O'Riley
Title:	Streets
Phone:	(763) 706-3721
Email:	mo'reilly@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

This plan will consist of (at a minimum) training materials and workshops for City staff to help reduce storm water pollution caused from park maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance. Document annually number or structures repaired or scheduled for maintenance.

Measurable Goals:

The effectiveness of this BMP will be measured by City staff annually evaluating conformance to the municipal operations pollution prevention plan, and revising (if necessary) the plan components. Success is defined as developing, implementing, and achieving the goals detailed within the plan by the implantation dates described below.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City Administrator will retain all records of inspection, maintenance, and corrective actions of the City's storm water system. Records will be available, by request, to the public upon approval by the City Administrator.

Measurable Goals:

The City will record the number of record requests and distributed materials annually. Success will be defined by the City providing the records or materials as requested.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City will retain the records of inspection results and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections may be adjusted at the discretion of the City's engineering consultant.

Measurable Goals:

The effectiveness of this BMP will be measured by the annual recording of all inspections completed the previous year. Success of this BMP will be defined as annually reviewing the frequency of inspections to the maintenance completed by the City.

Responsible Person:

Name:	Kathy Young
Title:	Asst. City Engineer
Phone:	(763) 706-3704
Email:	kyoung@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City will continue to annually review and, if necessary, adjust its current practices in the use of fertilizer, pesticide and herbicide application, mowing and discharge operations, grass clipping collection, mulching and composting.

Measurable Goals:

The City will continue to annually review and adjust (if necessary) its current methods (as previously specified) of landscaping and lawn care maintenance. The City will annually document the results of the review. Success will be defined as annually reviewing and adjusting current practices (if necessary).

Responsible Person:

Name:	Tim Lund
Title:	Parks Foreman
Phone:	(763) 706-3710
Email:	tlund@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City will review the practices and policies of road salt applications such as alternative products, calibration of equipment, inspection of vehicles and staff training.

Measurable Goals:

The City will record, review, then adjust (if applicable) its practices in salt distribution. Success will be defined as reviewing and adjusting current practices as necessary.

Responsible Person:

Name:	Mike O'Riley
Title:	Streets
Phone:	(763) 706-3721
Email:	mo'reilly@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

If the proposed infiltration/discharge is determined by the City to potentially affect the local drinking water supply, the City will prohibit the construction of the infiltration area or incorporate the necessary BMPs to minimize the identified pollutant(s) prior to infiltrating the vulnerable portions of the drinking water supply management areas (DWSMAs).

Measurable Goals:

The effectiveness of this BMP will be measured by the reduction on pollutants discharged into protected stormwater.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Develop written procedures for the existing program to train full-time and seasonal employees on proper use and application of fertilizers and pesticides for maintenance of City lands.

Measurable Goals:

The effectiveness of this BMP will be maintained by holding the training sessions during times of the year when most seasonal employees are present.

Responsible Person:

Name:	Tim Lund
Title:	Parks Foreman
Phone:	(763) 706-3710
Email:	tlund@columbiaheightsmn.gov

BMP PAGE

Implementation Table

Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Training focused on automotive maintenance program (automotive inspections and washing), spill cleanup training, hazardous materials training, building leak prevention and inspection training.

Measurable Goals:

The effectiveness of this BMP will be measured by City staff annually attending appropriate training sessions throughout the year that focus on stormwater management within the fleet and building maintenance.

Responsible Person:

Name:	Steve Synoczynski
Title:	Shop Foreman
Phone:	(763) 706-3715
Email:	ssynoczynski@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Training focused on parking lot and street cleaning, storm drain systems cleaning, road salt materials management.

Measurable Goals:

The effectiveness of this BMP will be measured by City staff annually attending appropriate training sessions throughout the year that focus on stormwater management.

Responsible Person:

Name:	Mike O'Riley
Title:	Streets
Phone:	(763) 706-3721
Email:	mo'reilly@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Ensure that plans describing spill prevention and control procedures are consistent among all departments. Conduct annual spill prevention and response training sessions to all municipal employees. Distribute education materials to each municipal facility by the end of year 2.

Measurable Goals:

A spill prevention and control plan effectively reduces the risk of surface and ground water contamination. However, to be effective, workers must be trained, materials and cleanup equipment available, and procedures followed.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

The City will develop and maintain an inventory of City-owned facilities that contribute pollutants to stormwater discharges. The inventory will include a map of all identified facilities.

Measurable Goals:

The effectiveness of this BMP will be determined by the reduction of pollutants running off of these sites as well as the usability of the inventory.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

[Part III.D.6.](#) [Part III.D.6.](#) [Part III.D.6.](#)

BMP Title:

BMP Description:

In year 1, develop procedures for determining TSS and TP treatment effectiveness of city owned ponds use for treatment of stormwater. Implement schedule in year 2-5. The schedule (which may exceed this permit term) shall be based on measureable goals and priorities established by the City.

Measurable Goals:

The effectiveness of this BMP will be measured by the reduction of TSS and TP discharge into the stormwater systems. Success of this BMP will be defined as conducting and documenting inspections, repairs, and maintenance to the stormwater ponds.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmn.gov

BMP PAGE



Unique Identifying Number:

Permit Requirements Addressed by this BMP:

BMP Title:

BMP Description:

Columbia Heights will work cooperatively with the Minnesota Pollution Control Agency and other outside organizations to develop and implement all future TMDL implementation plan(s) for impaired waters designated under Section 303(d), receiving MS4 discharges from within or adjacent to the City.

Measurable Goals:

1. Establish a baseline of information– determine what processes are in place and what has already been accomplished (i.e. TMDL studies underway) that will help meet these permit conditions during this MS4 permit cycle.
2. Prepare a written inventory of all impaired waters within the jurisdictional boundaries of the MS4, as well as those outside these boundaries likely to have an impact as a result of receiving stormwater discharge from the MS4; compile as much detail about the stormwater discharges they receive from the MS4 as is available.
3. Prepare a map that includes all impaired waters that the MS4 discharge may impact, all MS4 discharge points that may impact these water(s), and delineated watershed(s) that may contribute to the impairment.
4. Complete for records a written overview of the conclusions reached through this review, including the decision making process used to determine what SWPPP revisions may be needed.
5. Prepare a projected schedule and timeline to incorporate any necessary changes into the SWPPP.

Responsible Person:

Name:	Lauren Letsche
Title:	Stormwater Specialist
Phone:	(763) 706-3709
Email:	lletsche@columbiaheightsmin.gov