



City of Arden Hills, Minnesota

Storm Water Pollution Prevention Plan  
(SWPPP)

and

Permit Application

*For Coverage under General Permit MN R 040000  
Authorization to Discharge Storm Water Associated with  
Municipal Separate Storm Sewer Systems (MS4) under the  
National Pollutant Discharge Elimination System/State  
Disposal System Permit Program*

June 1, 2006

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

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

**NO FEE**

Application deadline: **June 1, 2006**

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

## I. MS4 Information

### A. Application Type

- New applicant (this MS4 has no previous application for MS4 coverage on file at MPCA)
- Application for re-issuance of coverage (this MS4 applied in 2003)

### B. MS4 Owner General Contact (the community, municipality, agency or other party having ownership or operation control of the MS4)

City of Arden Hills

*Community, municipality, agency or other party having ownership or operational control of the MS4*

1245 West Highway 96

*Mailing Address*

Arden Hills MN 55112-5743

City State Zip Code

Ramsey

*County*

41-6008992 9047998

*Federal Tax ID State Tax ID*

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

Hoag Greg Public Works Director

*Last Name First Name Title*

1245 West Highway 96

*Mailing Address*

Arden Hills MN 55112-5743

City State Zip Code

651-792-7847 greg.hoag@ci.arden-hills.mn.us

*Telephone (include area code) E-mail Address*

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

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

## III. Reporting and Recordkeeping

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

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

Arden Hills City Hall	www.ci.arden-hills.mn.us	
<i>Name of Location</i>	<i>If your SWPPP is available electronically, indicate location</i>	
<hr/>		
1245 West Highway 96		
<i>Street Address</i>		
<hr/>		
Arden Hills	MN	55112-5743
<i>City</i>	<i>State</i>	<i>ZIP Code</i>
<hr/>		
Kristine Giga	651-792-7849	
<i>Contact Name</i>	<i>Contact Phone Number</i>	
<hr/>		
Monday-Friday, 8:00 a.m.-4:30 p.m.; Summer hours (June-August): Monday-Thursday, 7:30 a.m.-5:00 p.m., Friday, 7:30 a.m.-11:30 a.m., excluding City recognized holidays		
<i>Hours of Availability</i>		

## IV. Limitations of Coverage

- A. Part II Limitations on Coverage and Appendix C**  Yes  
I have read and understand Part II *Coverage Under This Permit* and Appendix C *Limitations on Coverage* of the MS4 General Permit and certify that we intend to comply with the applicable requirements of those sections as well as the Permit as a whole.
- B. Outstanding Resource Value Waters (ORVWs)**  
Please refer to the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* to complete this section. An interactive map is available on the MPCA Web site that identifies Special Waters: <http://pca-gis04.pca.state.mn.us>

**1. Prohibited Waters**

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

Yes  No

**2. Restricted Discharge**

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

Yes  No

**3. Prohibited or Restricted Waters**

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

Yes  No

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

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

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

Name: N/A Position: N/A Phone: N/A

**C. Special Waters**

**1. Trout Waters**

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

Yes  No

**2. Wetlands**

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

Yes  No

**3. Environmental Review**

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

Yes  No

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

Name: Kristine Giga Position: Civil Engineer Phone: 651-792-7849

**4. Endangered or Threatened Species**

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

Yes  No

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

Name: Kristine Giga Position: Civil Engineer Phone: 651-792-7849

**5. Historic Places and Archeological Sites**

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges which may adversely affect properties listed or eligible for listing in the National Register of **Historic Places** or affecting known or discovered **archeological sites**? Yes No  
See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

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

Name: Kristine Giga Position: Civil Engineer Phone: 651-792-7849

**6. Drinking Water Sources**

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

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

**V. Owner or Operator Certification**

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

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

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

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

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

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

**X** Gregory R. Hoag 12/3/07 (Revised from 5/30/06)  
Authorized Signature Date

Hoag Greg Public Works Director  
Last Name First Name Title

1245 West Highway 96  
Mailing Address

Arden Hills MN 55112-5743  
City State ZIP Code

651-792-7847 greg.hoag@ci.arden-hills.mn.us  
Telephone (include area code) E-mail Address

## **II. Introduction**

### **History**

The Clean Water Act was enacted in 1972 to regulate discharges of pollutants into the surface waters of the United States. Water quality standards were set for all contaminants in surface waters. In 1987, the Clean Water Act was amended to require implementation of a two-phase comprehensive national program to address storm water runoff. Phase I of the National Pollutant Discharge Elimination System (NPDES) program regulated large construction sites, 10 categories of industrial facilities, and major metropolitan municipalities with populations greater than 100,000 (such as Minneapolis and Saint Paul). Implementation of Phase II in 1999 broadened the program to include smaller construction sites, municipally owned or operated industrial activity, and many more municipalities. The Environmental Protection Agency (EPA) delegated regulation of the Clean Water Act to the Minnesota Pollution Control Agency (MPCA).

### **Permit Goals**

The MPCA has identified the goals of this permit to restore and maintain the chemical, physical, and biological integrity of waters of the state through management and treatment of urban storm water runoff. This is accomplished by requiring the preparation of a Storm Water Pollution Prevention Program (SWPPP) from Municipal Separate Storm Sewer Systems (MS4).

### **Permit Coverage**

The City of Arden Hills has prepared the following permit in accordance with the MPCA. This permit authorizes discharges of storm water from Small Municipal Separate Storm Sewer Systems (MS4) as defined in 40 CFR 122.26 (b) (16). The City understands the limitations to the permit as listed in Part II, Section B of the General Permit.

### **Permit Requirements**

As a part of the NPDES Phase II permit, the City of Arden Hills is required to develop and implement a Storm Water Pollution Prevention Program (SWPPP) to reduce the discharge of pollutants from their storm sewer system to the maximum extent practicable. The SWPPP must cover the following six minimum control measures:

- Public education and outreach;
- Public participation/involvement;
- Illicit discharge, detection and elimination;
- Construction site runoff control;
- Post-construction site runoff control; and
- Pollution prevention/good housekeeping.

The SWPPP must identify best management practices (BMPs) and measurable goals associated with each minimum control measure. BMP summary sheets are located in the next section of this report, which describe each BMP and steps for implementation in more detail. An annual report on the implementation of the SWPPP must be submitted each year.

### **III. Minimum Control Measures and Best Management Practices (BMP) Summary Sheets**

MCM 1 Public education and outreach

MCM 2 Public participation/involvement

MCM 3 Illicit discharge, detection and elimination

MCM 4 Construction site runoff control

MCM 5 Post-construction site runoff control

MCM 6 Pollution prevention/good housekeeping

Additional BMPs

## **MCM-1 Public Education and Outreach**

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

The City of Arden Hills will provide its citizens with storm water education in the form of displays, pamphlets, booklets, local newspaper, public television and utility staffers. For the majority of the cases, the audience will be homeowners, businesses, and developers. The audience will depend on the situation or campaign that may be occurring at the time. The method of distributing the materials will always be tailored to most efficiently reach the intended audience. The City of Arden Hills 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 will 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.

The content of educational materials will assume the general public has a basic understanding of the subject matter and will attempt to relay the importance of storm water pollution control/prevention through various methods.

The Annual Public SWPPP meeting will also include 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. Following the public meeting, all relevant material discussed concerning the SWPPP will be submitted with the annual report.

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

**\*BMP Title:** Distribute Educational Materials

**\*BMP Description:**

1) Arden Hills Notes

This newsletter is distributed to all residents. It includes information on a variety of subjects that are of interest to the local population, including lawn care, recycling, spring and fall clean-up schedules, street sweeping schedules, ordinance changes, volunteer opportunities, phone numbers to call in for complaints and other storm water related information.

2) City website

The City has a website that has articles on a variety of subjects that are of interest to residents, including storm water related articles.

3) City Hall Postings

A variety of information, including that which is storm water related, is posted on the bulletin board at City Hall. Pamphlets are also available for residents and the general public at the front desk.

4) Community Events

The City organizes community events, such as town hall meetings and City celebrations. The City sets up a booth/display where information on good lawn care practices, native plantings and other such information is available for residents.

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

**\*Measurable Goals:**

1) Number of storm water related articles

Publication frequency  
Number of households to which it was sent

2) Number of storm water related articles and links

Number of hits

3) Number of storm water related informational sheets posted/pamphlets available

4) Community event occurred (y/n)

Attendance

**\*Timeline/Implementation Schedule:**

1-4) Currently in place and will continue annually

Solicit and develop new materials

**Specific Components and Notes:**

2) Information on the website includes updates on spring and fall clean-up, snow removal, volunteer opportunities in addition to information on storm water issues, access to ordinances, as well as matters of general interest

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

Name: 1) Noah Simon; 2) James Lehnhoff; 3) Greg Hoag; 4) Noah Simon

Department: 1) Administration; 2) Community Development; 3) Public Works; 4) Administration;

Phone: 1) 651-792-7811; 2) 651-792-7819; 3) 651-792-7847; 4) 651-792-7811

E-mail: noah.simon@ci.arden-hills.mn.us; greg.hoag@ci.arden-hills.mn.us,  
james.lehnhoff@ci.arden-hills.mn.us; noah.simon@ci.arden-hills.mn.us

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



# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<b>*BMP Title:</b> Education Program: Public Education and Outreach
<b>*Audience(s) Involved:</b> General Public- residents and business owners/employees of Arden Hills, civic groups, contractors; anyone who lives or works within the City.
<b>*Educational Goals for Each Audience:</b> Inform and educate about federal, state and local stormwater management regulations currently in place. Inform and educate about activities and issues in the City regarding the impacts of storm water discharge on water bodies and how the public can reduce pollutants in storm water runoff.
<b>*Activities Used to Reach Educational Goals:</b> City Newsletter (Arden Hills Notes) City website City Hall Postings Community events/public information meetings
<b>*Activity Implementation Plan:</b> Submit articles to newsletter (minimum of one per quarter) Continuously update website with newest information and links Ensure availability of materials/information for distribution at City Hall Schedule at least one public informational meeting per year
<b>*Performance Measures:</b> Number of articles published in newsletter Information available and number of hits on the website Number of pamphlets and postings in City Hall Number of meetings held, attendance at meetings
<b>*Responsible Party for this BMP:</b> Name: Greg Hoag Department: Public Works Phone: 651-792-7847 E-mail: greg.hoag@ci.arden-hills.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<b>*BMP Title:</b> Education Program: Public Participation
<b>*Audience(s) Involved:</b> General Public- residents and business owners/employees of Arden Hills, civic groups, contractors; anyone who lives or works within the City.
<b>*Educational Goals for Each Audience:</b> Inform and educate about federal, state and local stormwater management regulations currently in place. Inform and educate about activities and issues in the City regarding the impacts of storm water discharge on water bodies and how the public can reduce pollutants in storm water runoff. Encourage the public to participate in improving water quality in the City.
<b>*Activities Used to Reach Educational Goals:</b> <b>City Newsletter (Arden Hills Notes)</b> <b>City website</b> <b>Promoting existing programs, such as Blue Thumb</b>
<b>*Activity Implementation Plan:</b> Provide articles to the newsletter Continuously update the website Work together with Rice Creek Watershed District and Ramsey Conservation District to promote existing programs
<b>*Performance Measures:</b> Number of articles in newsletter Information available and number of hits on the website Number of opportunities to advertise existing programs (public meetings, open houses, etc.)
<b>*Responsible Party for this BMP:</b> Name: Greg Hoag Department: Public Works Phone: 651-792-7847 E-mail: greg.hoag@ci.arden-hills.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<b>*BMP Title:</b> Education Program: Illicit Discharge Detection and Elimination
<b>*Audience(s) Involved:</b> General public and City staff
<b>*Educational Goals for Each Audience:</b> Inform and educate residents and businesses about illicit discharge detection and elimination activities and issues in the City as it regards the impacts of storm water discharge on water bodies and how to reduce pollutants in storm water runoff. Inform residents on proper discharge of hazardous materials and proper sump pump connections. Inform commercial and industrial entities on proper disposal methods as it relates to their business. Inform and educate City staff on what illicit discharges are, what to look for in detecting illicit discharges, and how to inform the general public.
<b>*Activities Used to Reach Educational Goals:</b> <b>Articles in the City newsletter and postings on the City website that may include information on:</b> -Review/implementation of City Ordinances (see BMP 3b-1) -Promoting the Recycling Program (see BMP 3d-1)
<b>*Activity Implementation Plan:</b> 2008- develop materials for each target audience See 3b-1, 3d-1
<b>*Performance Measures:</b> Number of materials distributed Number of calls/reports of illicit discharge See 3b-1, 3d-1
<b>*Responsible Party for this BMP:</b> Name: Greg Hoag Department: Public Works Phone: 651-792-7847 E-mail: greg.hoag@ci.arden-hills.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<b>*BMP Title:</b> Education Program: Construction Site Run-off Control
<b>*Audience(s) Involved:</b> General public, developers, contractors and City staff
<b>*Educational Goals for Each Audience:</b> Inform and educate about federal, state and local stormwater management regulations (ordinances, site plan review and permitting processes) currently in place for construction site runoff control. Inform and educate about construction site runoff control activities and issues in the City as it regards the impacts of storm water discharge on water bodies and how to reduce pollutants in storm water runoff.
<b>*Activities Used to Reach Educational Goals:</b> City newsletter City website Distribution of information Training of City staff; encouraging contractors to attend training courses
<b>*Activity Implementation Plan:</b> Provide erosion control requirements to all builders/contractors Encourage staff to attend training courses offered through Mn/DOT/University of Minnesota Extension Programs
<b>*Performance Measures:</b> Number of articles in newsletter/on website Number of permits issued Number of staff attending training courses
<b>*Responsible Party for this BMP:</b> Name: Greg Hoag Department: Public Works Phone: 651-792-7847 E-mail: greg.hoag@ci.arden-hills.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<b>*BMP Title:</b> Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
<b>*Audience(s) Involved:</b> General public, contractors, developers and City staff
<b>*Educational Goals for Each Audience:</b> Inform and educate about federal, state and local stormwater management regulations currently in place for post construction storm water management. Inform and educate about post-construction storm water management in new development and redevelopment in the City as it regards the impacts of storm water discharge on water bodies and how to reduce pollutants in storm water runoff.
<b>*Activities Used to Reach Educational Goals:</b> <b>City newsletter</b> <b>City website</b> <b>Distribution of information</b> <b>Training of City staff; encouraging contractors to attend training courses</b>
<b>*Activity Implementation Plan:</b> Provide erosion control requirements to all builders/contractors Encourage staff to attend training courses offered through Mn/DOT/University of Minnesota Extension Programs
<b>*Performance Measures:</b> Effectiveness and continued maintenance of permanent storm water management features.
<b>*Responsible Party for this BMP:</b> Name: Greg Hoag Department: Public Works Phone: 651-792-7847 E-mail: greg.hoag@ci.arden-hills.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<b>*BMP Title:</b> Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
<b>*Audience(s) Involved:</b> General public and City staff
<b>*Educational Goals for Each Audience:</b> Inform and educate about the requirements of the NPDES program. Inform and educate about pollution prevention/good housekeeping for municipal operations in the City as it regards the impacts of storm water discharge on water bodies and how to reduce pollutants in storm water runoff.
<b>*Activities Used to Reach Educational Goals:</b> <b>Training, both in-house and seminars/courses, of City staff (see BMP 6a-1)</b> <b>Internal staff meetings to discuss updates/changes in regulations.</b>
<b>*Activity Implementation Plan:</b> Meet regularly with staff to discuss updates/changes in regulations Encourage staff to complete training courses offered by Mn/DOT/University of Minnesota Extension See 6a-1
<b>*Performance Measures:</b> Attendance at staff meetings Number of staff attending outside training See 6a-1
<b>*Responsible Party for this BMP:</b> Name: Greg Hoag Department: Public Works Phone: 651-792-7847 E-mail: greg.hoag@ci.arden-hills.mn.us

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





## **MCM-2 Public Participation and Involvement**

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

The City of Arden Hills will encourage public participation through a variety of community service projects that can be completed by any of the following: Boy/girl scouts, church or school groups, or any other group or person in the City of Arden Hills.

Public meetings will be held in order to obtain input on SWPPP prior to the annual report. All public input (written and oral) will be considered in the SWPPP and appropriate adjustments will be made. The public will be notified 30 days prior to the public meeting and relevant material gathered from the meeting will be submitted in the annual report.

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Comply with Public Notice Requirements</p>
<p><b>*BMP Description:</b></p> <p>The City will post a 30-day public notice prior to the annual storm water meeting. The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the website, City Hall bulletin board, local newspaper and any other location or by any means the City may deem necessary or appropriate. A copy of the meeting notice will be made available to the Agency, appropriate City and county officials, and all other interested person.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Completed public notice requirement (y/n) Number of locations notice was posted.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>30-day notice for annual storm water public meeting will be published every year through the life of the permit</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Greg Hoag Department: Public Works Phone: 651-792-7847 E-mail: greg.hoag@ci.arden-hills.mn.us</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Solicit Public Input and opinion on the Adequacy of the SWPPP</p>
<p><b>*BMP Description:</b></p> <p>The City will conduct an annual storm water meeting to discuss storm water issues and allow for public input to the SWPPP. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Meeting completed (y/n) Attendance at annual meeting</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Meetings will be conducted annually prior to the SWPPP submittal through the life of the Permit</p>
<p><b>Specific Components and Notes:</b></p> <p>Availability of SWPPP for public review Consideration of oral and written input to SWPPP</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Greg Hoag Department: Public Works Phone: 651-792-7847 E-mail: greg.hoag@ci.arden-hills.mn.us</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Consider Public Input</p>
<p><b>*BMP Description:</b></p> <p>Comments received at the annual meeting or at other times throughout the year will be considered in relation to the components of the city's SWPPP</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Number of comments received</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Annual; comments will be accepted at any time throughout the year</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Greg Hoag Department: Public Works Phone: 651-792-7847 E-mail: greg.hoag@ci.arden-hills.mn.us</p>

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



### **MCM-3 Illicit Discharges, Detection, and Elimination**

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

The following measures will be taken to develop, 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 will be completed by June 30, 2008. All pollution control devices (grit chambers, separators, etc) will be inspected and documented annually to ensure proper function and request any repair. The City will instigate ordinances that will enforce businesses or homeowner to comply with eliminating illicit discharges and connections. Public reporting of any illicit behavior, such as illicit connections or discharges, will be made possible on the City's webpage or at City Hall.

The City of Arden Hills will inform employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of wastes. This will be accomplished through brochures, pamphlets, and flyers in the utility bills, similar to as previously mentioned in the Public Education and Outreach measure. 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.

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Storm Sewer System Map</p>
<p><b>*BMP Description:</b></p> <p>The City maintains electronic maps of the storm sewer system and is in the process of completing its digital documentation and verification. Any changes/improvements to the system are included in periodic updates. The storm sewer map shows:</p> <ol style="list-style-type: none"><li>1) Ponds, streams lakes &amp; wetlands that are part of the MS4</li><li>2) Structural pollution devices that are part of the MS4</li><li>3) All pipes &amp; conveyances in the MS4 system, as goal – but at minimum – those pipes <math>\geq</math> 24 inches in diameter</li><li>4) Outfalls, including discharges from Arden Hills to other MS4s or waters and wetlands that are not part of Arden Hills (and do not have operational control); structures that discharge storm water directly into groundwater; overland discharge points and all other points of discharge from the MS4's system that are outlets, but not diffuse flow areas</li></ol> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• 2006 - Complete mapping and verification of 50%</li><li>• 2007 - Complete mapping and verification of 90%</li><li>• June 30, 2008 - Complete mapping and verification of 100%</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <ul style="list-style-type: none"><li>• 2006 - Complete mapping and verification of 50%</li><li>• 2007 - Complete mapping and verification of 90%</li><li>• June 30, 2008 - Complete mapping and verification of 100%</li><li>• Update mapping as infrastructure is constructed</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Greg Hoag Department: Public Works Phone: 651-792-7847 E-mail: greg.hoag@ci.arden-hills.mn.us</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

**\*BMP Title:** Regulatory Control Program

**\*BMP Description:**

- 1) Illicit discharge ordinance  
An ordinance that prohibits non-storm water discharge (including hazardous and non-hazardous materials) and has provision for enforcement procedures and violations
- 2) Illegal dumping/nuisance ordinance  
An ordinance that:
  - Prohibits throwing/placing leaves/trash or other materials in streets, alleys or gutters
  - Prohibits dumping of solid wastes anywhere in the City
  - Prohibits discharge of cesspools upon any private or public place, street, drain, stream, lake, drainage structure within the City
- 3) Illicit connection to storm sewer ordinance  
An ordinance that prohibits any person from connecting any drain to a storm sewer of the City without first obtaining a permit
- 4) Right-to-entry provision (ordinance)  
An ordinance to allow the Public Works Director or other designated staff bearing proper credentials to enter (at reasonable times) properties for the purpose of inspection, sampling and testing of all Municipal/public sewers and connections with them
- 5) Post-construction inspection of storm sewer (ordinance)- part of Erosion Control Ordinance  
An ordinance to allow inspection of all storm sewer connections after construction is completed
- 6) Septic systems prohibited in water management overlay districts (ordinance)  
An ordinance exists that prohibits on-site sewage treatment in all water management overlay districts

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

**\*Measurable Goals:**

Research ordinances in neighboring communities, consult with City Attorney to draft language appropriate/pertinent to Arden Hills  
Review and revise existing ordinances as necessary to meet current requirements

**\*Timeline/Implementation Schedule:**

- 1-4) 2008- Research and development of language, consultation with attorney  
2009- Present draft for review  
2010- Implementation of new ordinance.
- 5) 2008- Revise Erosion Control Ordinance
- 6) 2008- Review existing ordinance  
2009- Adopt revisions as needed

**Specific Components and Notes:**

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

Name: Kristine Giga

Department: Engineering

Phone: 651-792-7849

E-mail: kristine.giga@ci.arden-hills.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Illicit Discharge Detection and Elimination Plan</p>
<p><b>*BMP Description:</b></p> <p>The City of Arden Hills will follow four procedures in the detection and elimination of illicit discharges. The first procedure is designed to locate priority areas likely to have illicit discharges. The next two procedures will trace the source of an illicit discharge and aim to remove the source of discharge. The final procedure will include an evaluation and assessment of the overall program to detect and eliminate illicit discharges.</p> <p>In order to implement these procedures, a training component will be developed for City staff.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Number of illicit discharges located/reported Number of staff completing training</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2008- Develop and implement illicit discharge detection and elimination training program for City staff. Ongoing- Inspect sites as they are reported and document annually</p>
<p><b>Specific Components and Notes:</b></p> <p>Keep records of inspection, inform property owners and eliminate if present</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Public Works Supervisor Department: Public Works Phone: 651-792-7852 E-mail:</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Public and Employee Illicit Discharge Information Program</p>
<p><b>*BMP Description:</b></p> <p>The City of Arden Hills offers curb-side recycling for its residents. Ramsey County operates yard waste and compost sites, as well as Hazardous Waste Disposal and Used-Oil drop off sites. One of the yard waste sites and used-oil drop off sites are located in Arden Hills. In conjunction with the City of Shoreview, Arden Hills also organizes two community clean up days a year. This information is posted on the City's website, in City newsletters and special mailings.</p> <p>The City will work to inform and educate the public on the hazards of illegal discharges and improper disposal of waste. "No dumping" signs will be posted near parks and recreational areas, and other non-discreet areas that may have a history of illegal dumping. The City wide stenciling operation is another practice that will encourage citizens to eliminate illegal dumping into the storm sewer system.</p> <p>City staff will undergo training in conjunction with BMP 3c-1 and 6a-1.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Number of sources used to publish information Number of signs installed/maintained Number of stencils completed Number of staff trained</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Currently in place and will continue annually 2008- develop and implement staff training program</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Public Works Supervisor Department: Public Works Phone: 651-792-7852 E-mail:</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Identification of Non Stormwater Discharges and Flows</p>
<p><b>*BMP Description:</b></p> <p>The City has reviewed the following categories of non-Storm Water discharges or flows (i.e., illicit discharges) and has determined they are not significant contributors of pollutants to the City's Small MS4:</p> <ul style="list-style-type: none"><li>- water line flushing</li><li>- landscape irrigation</li><li>- diverted stream flows</li><li>- rising ground waters</li><li>- uncontaminated ground water infiltration (as defined at 40 CFR § 35.2005(b)(20))</li><li>- uncontaminated pumped ground water</li><li>- discharges from potable water sources</li><li>- foundation drains</li><li>- air conditioning condensation</li><li>- irrigation water</li><li>- springs</li><li>- water from crawl space pumps</li><li>- footing drains</li><li>- lawn watering</li><li>- individual residential car washing</li><li>- flows from riparian habitats and wetlands</li><li>- dechlorinated swimming pool discharges</li><li>- street wash water</li><li>- discharges or flows from fire fighting activities.</li></ul> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>N/A</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Reevaluate annually; develop process to investigate and evaluate the potential for the above mentioned discharges or flows to become significant contributors of pollutants if necessary.</p>
<p><b>Specific Components and Notes:</b></p>

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

Name: Public Works Supervisor

Department: Public Works

Phone: 651-792-7852

E-mail:

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

## **MCM-4 Construction Site Storm Water Runoff Control**

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

The City currently has measures in place for Construction Site Storm Water Runoff Control. An erosion control ordinance was adopted in 2001. 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.

In order to prevent pollution to water bodies during construction, contractors are required to provide acceptable erosion control measures and maintenance during the life of the contract. Special attention will be made to ensure that the water is not direction discharged into a lake, stream, or other body of water.

The City of Arden Hills falls entirely within the Rice Creek Watershed. Projects meeting certain criteria are reviewed by the Rice Creek Watershed District (RCWD) for consideration of potential water quality impacts. Based on their review, the RCWD may require a permit prior to any construction activity.

Pollutants from construction sites can cause physical, chemical, and biological harm to water bodies, eventually requiring dredging and destroying aquatic habitats. In order to prevent such action, the City of Arden Hills will develop a permit and require it be met for construction activity meeting a set of criteria. The permit will compliment the MPCA construction storm water permit as much as possible.

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Ordinance or other Regulatory Mechanism</p>
<p><b>*BMP Description:</b></p> <p>The City presently has an ordinance (adopted in 2001) that outlines permit requirements for land alteration, grading and filling. In addition, it has a Minimum Disturbance requirement standard for all developments in its ordinances. The City has developed a list of minimum erosion and sediment control measures and criteria for application on construction sites.</p> <p>The City will review, augment and strengthen its existing ordinances in the context of construction site erosion and sediment control to meet current requirements and include an enforcement component.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Review and revise ordinance to meet all current requirements. Review revisions with City Attorney. Present revisions to City Council for adoption.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Adopt revised ordinance in 2008, within 6 months of extension of permit coverage. Review annually.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Kristine Giga Department: Engineering Phone: 651-792-7849 E-mail: kristine.giga@ci.arden-hills.mn.us</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Construction Site Implementation of Erosion and Sediment Control BMPs</p>
<p><b>*BMP Description:</b></p> <p>The City has a review and permit process in place for all proposed land disturbances meeting specified criteria within the City. 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.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Number of plans reviewed</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Currently in place and will continue annually</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Kristine Giga Department: Engineering Phone: 651-792-7849 E-mail: kristine.giga@ci.arden-hills.mn.us</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Waste Controls for Construction Site Operators</p>
<p><b>*BMP Description:</b></p> <p>The City requires proper maintenance of construction sites to ensure cleanliness and sites that are free of debris, litter, chemicals and sanitary waste. The Contractor is required to obtain a NPDES permit and is held responsible for non-compliance.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Number of sites reviewed.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Currently in place and will continue annually</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Kristine Giga Department: Engineering Phone: 651-792-7849 E-mail: kristine.giga@ci.arden-hills.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Procedure for Site Plan Review</p>
<p><b>*BMP Description:</b></p> <p>Plan review procedures are identified in City ordinances, which require submittal, review and approval of required permit applications. Design standards and timelines for review are provided in the ordinance. The City uses this regulatory mechanism to ensure post-construction runoff control compliance with the approved Surface Water Management Plan. Final approval by the City Engineer is required, as well as compliance with the City's Comprehensive Surface Water Management Plan (CSWMP), National Urban Runoff Program (NURP) and the standards established by MPCA in their publication "Urban Best Management Practices."</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Number of plans reviewed Number of resulting BMPs</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Currently in place and will continue annually. Plan review procedures will be reviewed annually and modified as needed to meet MPCA requirements</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Kristine Giga Department: Engineering Phone: 651-792-7849 E-mail: kristine.giga@ci.arden-hills.mn.us</p>

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

## BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<b>*BMP Title:</b> Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance
<b>*BMP Description:</b> The City will receive and log reports of non-compliance on construction sites through calls made to City Hall or comments submitted on the website.  Location(s) in SWPPP of detailed information relating to this BMP:
<b>*Measurable Goals:</b> Number of complaints Enforcement of non-compliant sites
<b>*Timeline/Implementation Schedule:</b> Implement in 2008 and will continue annually
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Kristine Giga Department: Engineering Phone: 651-792-7849 E-mail: kristine.giga@ci.arden-hills.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Establishment of Procedures for Site Inspections and Enforcement</p>
<p><b>*BMP Description:</b></p> <p>The City has developed procedures for inspection and enforcement of construction site control measures related to erosion and sediment, as well as site waste. The City formalizes its construction site inspection program by outlining complaint and response procedures, specifying conditions that could lead to inspections and enforcement of control measures. Contractors are required to obtain an erosion and sediment control permit. City staff inspects sites as required by the MPCA NPDES Phase II permit requirements.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Number of permits issued Inspection log records retained for each site</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Implement in 2008 and will continue annually</p>
<p><b>Specific Components and Notes:</b></p> <p>Formalize Procedures Create inspection log sheet for documentation</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Kristine Giga Department: Engineering Phone: 651-792-7849 E-mail: kristine.giga@ci.arden-hills.mn.us</p>

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

## **MCM-5 Post-Construction Storm Water Management**

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

Two issues that are the primary focus of the Post-Construction Storm Water Management control measure include runoff pollution and runoff quantity. The City of Arden Hills will incorporate the construction of storm water treatment features into each of its street improvement projects to the maximum extent possible. Ordinances will be reviewed and/or developed to ensure runoff from new development and redevelopment is addressed. The City will also develop operation and maintenance programs for its constructed storm water treatment facilities/BMPs.

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Development and Implementation of Structural and/or Non-structural BMPs</p>
<p><b>*BMP Description:</b></p> <p>Detention/retention ponds Both detention and retention storm sewer ponds are installed to control post-construction runoff within the City (as determined through the plan review process)</p> <p>Infiltration/biofiltration features BMPs such as rain gardens, infiltration trenches, biofiltration trenches, vegetated swales, etc. are installed to manage post-construction runoff</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Number and type of structural/non-structural BMPs installed</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Currently in place and will continue annually Review and update BMPs annually</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Kristine Giga Department: Engineering Phone: 651-792-7849 E-mail: kristine.giga@ci.arden-hills.mn</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment</p>
<p><b>*BMP Description:</b> Impervious surface coverage (ordinance) Through zoning ordinances, the City limits the amount of impervious coverage that can be created on a site.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> Review annually</p>
<p><b>*Timeline/Implementation Schedule:</b> Currently in place, review annually</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Kristine Giga Department: Engineering Phone: 651-792-7849 E-mail: kristine.giga@ci.arden-hills.mn</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

<p><b>*BMP Title:</b> Long-term Operation and Maintenance of BMPs</p>
<p><b>*BMP Description:</b></p> <p>The City has a Local Stormwater Management Plan (LSWMP) that is adopted by resolution. The LSWMP outlines City and agency goals and policies regarding storm water management. The City operates and maintains the majority of the BMPs in the City. The City has applied a maintenance agreement to several City-installed/resident maintained rain gardens in the City.</p> <p>The City has a fertilizer ordinance that limits phosphate application within the City. This reduces the amount of phosphorus reaching the stormwater system, which in turn, reduces operation and maintenance costs attributable to phosphorus loadings.</p> <p>The City currently has a surface water utility fee to assist with funding the long term operation and maintenance of BMPs and the storm sewer system. The City is currently undergoing a utility rate study and will revise these rates as appropriate once the study is complete.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Implement LSWMP Maintain records for maintenance as described in BMPs 6b-2 to 6b-7 Develop/maintain tracking system for private maintenance agreements</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Review LSWMP annually; next update 2009 2008- Develop tracking system for private maintenance agreements; update as new agreements are developed Review fertilizer ordinance annually, update as needed Review surface water utility rates and update as needed</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Kristine Giga Department: Engineering Phone: 651-792-7849 E-mail: kristine.giga@ci.arden-hills.mn</p>

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

## **MCM-6 Pollution Prevention/Good Housekeeping**

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

The goal of the Pollution Prevention / Good Housekeeping measure is to improve and/or protect the quality of receiving waters by altering the performance of MS4 operations. It can also result in cost-savings due to proper and timely maintenance that could avoid damage from age and neglect. The City of Arden Hills will perform maintenance activities, maintenance schedules, and long-term inspection procedures for structural and nonstructural storm water controls to reduce floatables and other pollutants discharged from the City's separate storm sewers.

Training seminars will be conducted to instruct city employees on proper inspection for storm sewer structures. Proper documentation will be made, any action recommended to improve current condition will be sent to the party responsible for Pollution Prevention / Good Housekeeping measure and prompt corrective action will be taken. Records will be kept of all inspection results and any maintenance performed or recommended.

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

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

**\*BMP Description:**

The City will develop and implement an operation and maintenance program to reduce pollutant runoff from daily operations. This program will include a training component to educate employees on ways to reduce storm water pollution as they complete their duties. The program will include information on fleet/equipment maintenance and oil recycling, fertilizer/pesticide/herbicide practices, street sweeping, park maintenance, sanitary sewer maintenance, storm sewer maintenance, erosion control and other applicable topics.

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

**\*Measurable Goals:**

Develop training program  
Number of training sessions held  
Number of employees attending training

**\*Timeline/Implementation Schedule:**

2008 Develop training program  
2009 Begin annual training sessions

**Specific Components and Notes:**

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

Name: Greg Hoag  
Department: Public Works  
Phone: 651-792-7847  
E-mail: greg.hoag@ci.arden-hills.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

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

**\*BMP Description:**

Street sweeping is conducted by the City twice a year, usually once in the spring (late March/early April) and again in the fall (late September/early October). Storm water quality areas are swept on a priority basis throughout the year.

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

**\*Measurable Goals:**

Street sweeping program and procedures exist

**\*Timeline/Implementation Schedule:**

Program in place and will continue annually

**Specific Components and Notes:**

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

Name: Public Works Supervisor

Department: Public Works

Phone: 651-792-7852

E-mail:

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

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

**\*BMP Description:**

The City currently has inspection in place for all structural pollution devices annually.

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

**\*Measurable Goals:**

Number of devices inspected

Number of devices from which sediment was removed

**\*Timeline/Implementation Schedule:**

Currently in place and will continue annually

**Specific Components and Notes:**

Keep records of inspection results, date and any maintenance performed or recommended

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

Name: Public Works Supervisor

Department: Public Works

Phone: 651-792-7852

E-mail:

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

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

**\*BMP Description:**

A minimum of 20% of the ponds, sediment basins and outfalls in the City will be inspected annually in rotation until all have been inspected during the Permit period. A log describing the inspection and cleaning (if necessary) will be maintained.

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

**\*Measurable Goals:**

Number of outfalls and ponds inspected (20% minimum/year)

Number of outfalls or ponds where sediment was removed

**\*Timeline/Implementation Schedule:**

Inspect 20% of current outfalls and ponds annually and maintain log of inspection and cleaning (where necessary)

**Specific Components and Notes:**

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

Name: Public Works Supervisor

Department: Public Works

Phone: 651-792-7852

E-mail:

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

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

**\*BMP Description:**

The City has a well-defined ice control policy that is in adherence with guidelines established by the State of Minnesota. The staff keeps current with new technologies and techniques. The City Public Works Department shares a maintenance facility with the Ramsey County Public Works Department. To minimize stockpiles, storage and material handling areas, the City and the County share a covered salt and sand storage facility. This facility is maintained by Ramsey County Public Works.

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

**\*Measurable Goals:**

Assist Ramsey County as needed with inspection/maintenance of stockpile and storage areas.

**\*Timeline/Implementation Schedule:**

Currently in place and will continue annually

**Specific Components and Notes:**

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

Name: Public Works Supervisor

Department: Public Works

Phone: 651-792-7852

E-mail:

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

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

**\*BMP Description:**

The City currently conducts inspection of the storm conveyance system and any auxiliary appurtenances not covered by other inspections on an annual basis and makes repairs and replacements if necessary.

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

**\*Measurable Goals:**

Storm water conveyance system inspection completed (y/n)

Documentation of maintenance actions completed (y/n)

**\*Timeline/Implementation Schedule:**

Currently in place and will continue annually

**Specific Components and Notes:**

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

Name: Public Works Supervisor

Department: Public Works

Phone: 651-792-7852

E-mail:

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

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

**\*BMP Description:**

- 1) Pond, sediment basins and MS4 outfall inspection and cleaning  
A minimum of 20% of the ponds, sediment basins and outfalls in the City will be inspected annually in rotation until all have been inspected during the Permit period. A log describing the inspection and cleaning (if necessary) will be maintained.
- 2) Structural pollution devices inspection and cleaning  
The City currently has inspection in place for all structural pollution devices annually.

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

**\*Measurable Goals:**

- 1) Number of outfalls, ponds inspected (20% minimum/year)  
Number of outfalls, ponds where sediment was removed
- 2) Number of devices inspected  
Number of devices from which sediment was removed

**\*Timeline/Implementation Schedule:**

Currently in place and will continue annually

**Specific Components and Notes:**

Keep records of inspection results, date and any maintenance performed or recommended

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

Name: Public Works Supervisor  
Department: Public Works  
Phone: 651-792-7852  
E-mail:

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

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

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

**\*BMP Title:** Evaluation of Inspection Frequency

**\*BMP Description:**

Evaluate the inspections conducted as a part of 6b-2 and 6b-3. After two years of inspections, if patterns of maintenance become apparent, adjust frequency of inspections. If maintenance or sediment removal is required as a result of each of the first two annual inspections, the frequency of inspection shall be increased to two times annually. If maintenance or sediment removal is not required as part of the first two annual inspections, frequency may be decreased to once every two years.

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

**\*Measurable Goals:**

Adjust inspections

**\*Timeline/Implementation Schedule:**

Re-evaluate inspection frequency every two years

**Specific Components and Notes:**

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

Name: Public Works Supervisor

Department: Public Works

Phone: 651-792-7852

E-mail:

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

# Additional MP Summary Sheet Copy as Necessary

**MS4 Name:** City of Arden Hills

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

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

**\*BMP Title:** Good Housekeeping Programs

**\*BMP Description:**

1) Buckthorn program

The City encourages residents to clear buckthorn on their property and schedules curb-side pick-up and chipping.

2) Recycling program

There is a City-wide residential recycling program managed by designated City staff

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

**\*Measurable Goals:**

1) Buckthorn-pickup completed (y/n) Quantity picked up.

2) Amount of residential recycling picked up

**\*Timeline/Implementation Schedule:**

1) Currently in place and will continue annually.

2) Currently in place and will continue annually.

**Specific Components and Notes:**

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

Name: 1) Public Works Supervisor; 2) James Lehnhoff

Department: 1) Public Works; 2) Community Development

Phone: 1) 651-792-7852; 2) 651-792-7819

E-mail: 2) james.lehnhoff@ci.arden-hills.mn.us

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

## **Additional BMPs**

### **Impaired Waters**

Part IV. D of the MS4 Permit requires cities to conduct a review of the storm water discharges to impaired waters. This BMP identifies the process the City of Arden Hills will follow to meet this requirement.

### **Drinking Water Sources**

This BMP identifies the process the City of Arden Hills will follow to ensure that future storm water infiltration BMPs give adequate consideration to the potential for causing ground water quality impacts.

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

**Minimum Control Measure:** IV.D Section 303(d) listings

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

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

**\*BMP Description:**

The following terms are used in the course of this BMP Description:

- trigger event
- impaired waters evaluation
- impaired waters report

These terms are used to describe steps of a process to address a specific MS4 Permit requirement. These terms do not imply or mandate the creation of written reports or materials that must be submitted to the MPCA. Written documentation from these steps will be retained as part of the City's MS4 Permit records. These records will be retained as per Part VI.B. of the MS4 General Permit and available to the MPCA upon request.

For waters that are impaired only for mercury, only Step 1 of this BMP will be implemented. Based on the Minnesota statewide mercury TMDL, it is being assumed that the City's MS4 discharge does not contribute to the mercury impairment. This assumption also applies to waters with multiple impairments that include mercury. For these waters, only the other non-mercury impairments must be addressed through Steps 2 through 5.

As per 40 CFR 122.2 and 122.3, the measures in this BMP will not be applied to flows from irrigated agriculture or agricultural stormwater runoff within the City's jurisdiction.

The steps included in this BMP will be instigated by one or more of the following trigger events:

1. the extension of MS4 Permit coverage upon approval of the City's submittal materials and Application by the MPCA Commissioner
2. the release of a new 303(d) list of Impaired Waters by the MPCA that is approved by the USEPA.

In **Step 1**, the City will review the Impaired Waters List to determine whether there are any impaired waters located within five miles of the City's boundaries that receive discharge from the City's MS4. Such waters will be identified as "impaired waters of concern". This term is used only for the purposes of this BMP to define the set of impaired waters that must be addressed in the subsequent steps. The City will depend on the 303(d) list of Impaired Waters to make this determination. Where the information in the list is insufficient, the City will contact the MPCA for further clarification.

In **Step 2**, the City will identify the location(s) of discharge(s) from the City's MS4 to the impaired waters of concern identified in Step 1. Discharges may include pipes, outlets, ditches, swales, street gutters, or other discrete conveyances for stormwater runoff. As part of Step 2, the City will also delineate the watershed area within the City's jurisdiction that discharges to each impaired water of concern identified in Step 1.

In **Step 3**, the City will prepare an impaired waters evaluation addressing the hydrology, land use, and other characteristics of each watershed area delineated in Step 2.

In **Step 4**, the City will prepare an impaired waters report. This report will address the results of the steps listed above along with a determination of whether changes to the City's SWPPP are warranted to reduce the impact from the City's MS4 stormwater discharge to each impaired water of concern.

In **Step 5**, the City will incorporate the changes identified in the impaired waters report into the City's SWPPP, as per the provisions of the MS4 General Permit regarding SWPPP modifications. The changes to the SWPPP will be reported in the subsequent Annual Report, along with a summary of the process (as listed above) that resulted in the changes

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

**\*Measurable Goals:**

**Step 1:** Completion of the City's determination whether there are impaired waters of concern

**Step 2:** A map showing the locations of discharges and delineated watershed areas.

**Step 3:** Completion of the impaired waters evaluation

**Step 4:** Completion of the impaired waters report

**Step 5:** Changes to the City's SWPPP

**\*Timeline/Implementation Schedule:**

**Step 1:** Within 6 months of a trigger event

**Step 2:** Within 6 months of a trigger event

**Step 3:** Within 12 months of a trigger event

**Step 4:** Within 12 months of a trigger event

**Step 5:** With 18 months of a trigger event

**Specific Components and Notes:**

The steps listed in this BMP will be executed in response to the listing of impaired waters. It is likely that these tasks will precede (perhaps by years) the initiation and completion of the TMDL Study and Waste Load Allocation for these impaired waters. The data, information, and understanding of the water quality problems and solutions for the impaired waters will be significantly less at the time of the preparation of these materials than when the TMDL Study and the Waste Load Allocation have been completed. For this reason, the level of analysis and the breadth of the response by the City will be significantly less for the preparation of these materials and modifications to the SWPPP at this time than at the time of the completion of the TMDL Study and the Waste Load Allocation. The City's analysis and response for this BMP will be based on data and information that are readily available at the time.

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

Name: Kristine Giga

Department: Engineering

Phone: 651-792-7849

E-mail: kristine.giga@ci.arden-hills.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Arden Hills

**Minimum Control Measure:** Drinking Water Sources

**Unique BMP Identification Number:** Source Water Protection

**\*BMP Title:** Source Water Protection Areas

**\*BMP Description:**

The City of Arden Hills will evaluate drinking water sources when considering storm water infiltration projects. The following steps will be taken:

- The City will determine if any part of the proposed infiltration site is within a vulnerable wellhead protection area or drinking water supply management areas as defined by Minnesota Rules (4720.5100-5590), what aquifer is used by drinking water supply wells, where the aquifer is vulnerable to contamination from land-disturbing activities, what are the existing and/or proposed land uses in the area, what are the contaminants of concern in the storm water.
- The City will follow the Minnesota Department of Health's (MDOH) guidance on evaluation storm water infiltration projects in vulnerable wellhead protection areas to determine if infiltration practices are appropriate in the proposed area.

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

**\*Measurable Goals:**

Develop a map identifying potentially vulnerable wellhead protection areas or drinking water sources. Keep records of the evaluation process and conclusions for proposed infiltration projects in vulnerable areas.

**\*Timeline/Implementation Schedule:**

2008- Develop map identifying vulnerable drinking water sources. Review annually to update map with any changes.

Review MDOH guidance for changes prior to each project in areas of vulnerable drinking water sources.

**Specific Components and Notes:**

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

Name: Kristine Giga

Department: Engineering

Phone: 651-792-7849

E-mail: kristine.giga@ci.arden-hills.mn.us

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