

**NPDES Phase II MS4 Permit Application
Storm Water Pollution Prevention Program**

General Storm Water Permit Application
(MN R 040000)

December 22, 2008

Prepared for West Lakeland Township

Prepared by
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NPDES Phase II MS4 Permit Application Storm Water Pollution Prevention Program

General Storm Water Permit Application (MN R 040000)

West Lakeland Township

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

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

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

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BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

*BMP Title: Distribute Educational Materials
*BMP Description: In cooperation with Washington County, VBWD, MSCWMO, and/or neighboring communities, stormwater pamphlets and fliers promoting stormwater education and positive behaviors will be developed, or existing relevant material will be assembled, and made publicly available. Public service organizations may help provide distribution, which will include posting, handouts, and displays throughout the Township. West Lakeland Township has partnered with the Washington Conservation District to develop education material.
*Measurable Goals: <ul style="list-style-type: none">• Number of stormwater-related materials developed and distributed.• Number of people informed and participating.
*Timeline/Implementation Schedule: 2009: <ul style="list-style-type: none">• Identify possible collaborative efforts with agencies or groups listed above by June 2009.• In cooperation with above agencies or groups, develop and/or assemble relevant existing stormwater handout information.• Establish pamphlets racks in community areas near the Township.• Distribute pamphlets and other stormwater information at public meetings or Township events. 2009 - 2010: <ul style="list-style-type: none">• Continue with the distribution of SWPPP information, revising as necessary after soliciting comments and suggestions
Specific Components and Notes:
*Responsible Party for this BMP: Name: Dan Kylo Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kyllo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

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

***BMP Description:**

In cooperation with Washington County, VBWD, MSCWMO, and/or neighboring communities the Township will develop and implement an educational program that individually addresses each minimum control measure for the selected audience groups. The minimum control measures include: (1) public education and outreach, (2) public participation, (3) illicit discharge detection and elimination, (4) construction site storm water runoff control, (5) post construction storm water management in new development and redevelopment, and (6) pollution prevention/good housekeeping for municipal operations. The audience groups include Township staff, general public, and contractors. West Lakeland Township has partnered with the East Metro Water Resource Education Program to fulfill the education requirements. The program summary is attached as an appendix to this plan. The Township contributes financially to be a member of this program which helps support a full time stormwater education staff position responsible for education efforts, workshops and handout material development.

***Measurable Goals:**

- Number of educational materials developed and distributed.
- Number of educational workshops developed and presented.
- Number of people attending workshops.

***Timeline/Implementation Schedule:**

2009:

- Assign individual to lead education program planning process by January 2009.
- Identify possible collaborative efforts with agencies/groups listed above by February 2009.
- Develop a procedure for creating and implementing an educational program.

2009 - 2010:

- Assign individual to develop educational program by January 2009.
- Establish an education budget, develop, and implement an educational program. Evaluate and modify the educational program as necessary to meet permit goals.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

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

***Audience(s) Involved:**

General public including Township residents, homeowners, business owners, and school children (students K-12).

***Educational Goals for Each Audience:**

Increase public awareness and understanding of stormwater issues within the community. Inform and educate the public about the impacts of stormwater runoff on water quality.

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

- 1) In cooperation with Washington County, VBWD and MSCWMO, highlight stormwater issues through Township sponsored community events and programs that focus on public participation. such as:
 - Volunteer community cleanup days.
 - Volunteer river, stream, and pond cleanup program.
 - Volunteer native tree and shrub planting program.
 - Volunteer storm drain stencil program.
- 2) In cooperation with Washington County, VBWD and MSCWMO, establish a stormwater hotline for citizens to report illegal dumping.
- 3) Articles in the community newsletter that highlight seasonal stormwater issues and stormwater related community events and programs.
- 4) Stormwater information on the Township web site or in cooperation with Washington County, VBWD and MSCWMO. Possible content could include:
 - Copy of West Lakeland Township SWPPP
 - Electronic copies of pamphlets
 - Links to other stormwater sites
- 5) Stormwater educational materials provided at public places.
 - Stormwater poster display and educational guides at the Township Administrative Office and local public library.
 - Signage in public places

***Activity Implementation Plan:**

2009:

- Assign individual to lead education program planning process by January 2009.

2009 - 2010:

- In cooperation with Washington County, VBWD and MSCWMO, develop stormwater page on a web site and post for public access by June 2009.
- In cooperation with Washington County, VBWD and MSCWMO, develop a plan for sponsoring and implementing the volunteer public participation events and programs by June 2009. This plan could include holding community cleanup days on a periodic basis, promoting County tree and shrub planting programs and promoting school programs to stencil storm drains.

- In cooperation with Washington County, VBWD and MSCWMO, research what educational materials are available and effective and have these materials in place for the public to view by the end of 2009.
- Evaluate the attendance data for trends
- Review public education outreach efforts.
- Track number and location of illegal dumping incidents reported.
- Publish stormwater articles in the community newsletter or on a web page.

***Performance Measures:**

- In cooperation with Washington County, VBWD and MSCWMO, complete a plan and implement volunteer public participation events and programs.
- Cleaner waters documented by measures such as before and after photographs.
- Number of storm drains that are marked by 2010 in targeted neighborhoods.
- In cooperation with Washington County, VBWD and MSCWMO, track the number of “hits” on the appropriate web site.

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

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**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

***BMP Title:** Education Program: Public Participation

***Audience(s) Involved:**

General public including Township residents, homeowners, and business owners.

***Educational Goals for Each Audience:**

- 1) Increase public awareness and understanding of stormwater issues within the community.
- 2) Inform and educate the public about the impacts of stormwater runoff on water quality and what they can do to actively protect local lakes and streams from polluted stormwater runoff.
- 3) Inform and educate the public about how the Township manages stormwater runoff through its' Stormwater Pollution Prevention Program (SWPPP).

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

- 1) The Township will report on their website about activities related to managing stormwater and implementing the SWPPP. Topics for the newsletter may include information about the water quality of our Township lakes and streams; events and programs the public can participate in to raise their awareness about stormwater impacts; specific stormwater management activities the Township is implementing; and the stormwater budget/fees.
- 2) An annual meeting on the SWPPP will be held to update citizens on the Townships progress toward implementing the SWPPP, and to provide information on stormwater related budget/fee issues. To encourage citizens to attend, the Township will plan the public information meeting to coincide with another Township sponsored event.

***Activity Implementation Plan:**

2009 - 2010:

- Assign individual to plan public participation events by June 2009.
- In cooperation with Washington County, VBWD and MSCWMO, periodically publish articles on stormwater management and the SWPPP.
- In cooperation with Washington County, VBWD and MSCWMO, hold one annual meeting. Provide notice of the meeting 30 days prior to the meeting/event date.

Performance Measures:

- In cooperation with Washington County, VBWD and MSCWMO, publish stormwater articles periodically.
- In cooperation with Washington County, VBWD and MSCWMO, complete public notice.
- In cooperation with Washington County, VBWD and MSCWMO, track the number of citizens attending the meeting/event.
- In cooperation with Washington County, VBWD and MSCWMO, track the number of questions about the SWPPP/stormwater issues addressed at the meeting.
- In cooperation with Washington County, VBWD and MSCWMO, at the end of 2009, the Township will evaluate the effectiveness of the Education Program for Public Participation and make adjustments as needed to increase public awareness and participation.

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

***BMP Title:** Education Program: Illicit Discharge Detection and Elimination

***Audience(s) Involved:**

Activities planned under the Illicit Discharge Detection and Elimination Measures portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed towards elected officials or employees of the Township and persons doing related inspections for the Township. Audiences will also include the residents of the Township as well as future Township staff members. What constitutes an illicit discharge and how residents can report an illicit discharge will be posted on the Township's website in conjunction with BMP Summary Sheet 1c-1.

***Educational Goals for Each Audience:**

The SWPPP activities under Minimum Control Measure (MCM) 3 will focus on development, implementation, and enforcement of management strategies that will lead to the reduction, elimination and the impact of illicit pollutant discharges into the stormwater system throughout the Township.

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

As of December 2008, the Township does not have any employees outside of a part time clerk. In the event that the Township adds staff in the future (there are no current plans to add staff), the Township will educate its employees on the hazards of improper waste disposal and ways to detect and eliminate illicit discharges. The educational program will include procedures in locating priority areas likely to have illicit discharges; procedures for tracing the source of illicit discharge; procedures for removing the source of discharge; and the procedures for program evaluation and assessment. This information will be provided through educational training, information brochures, posters, web page and inspections of the storm drain system.

***Activity Implementation Plan:**

2009:

- In cooperation with Washington County, VBWD, and WCD, continue educational activities. The Township does not have any intentions to add staff beyond its current staff consisting of a part time Clerk. In the event that the Township looks to add staff, the Township will require necessary training.

***Performance Measures:**

- The number of illicit discharges reported.
- The effective training of any added Township Staff.
- Develop illicit discharge information on a stormwater page on a web site and post for public access by June 2009.

***Responsible Party for this BMP:**

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**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

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

***Audience(s) Involved:**

Activities planned under the Construction Site Storm Water Runoff Control portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed toward contractors, construction site operators, inspectors, and enforcement personnel of the Township.

***Educational Goals for Each Audience:**

The SWPPP activities implemented under this will focus on program development, implementation, and enforcement of management strategies that will reduce or eliminate the impacts of stormwater runoff into the storm sewer system from any construction activity that results in a land disturbance of greater than or equal to one acre.

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

In cooperation with Washington County, VBWD, and MSCWMO, develop procedures to educate contractors on construction site Best Management Practices (BMPs), inspections and enforcement of installed erosion and sedimentation control measures. This program will address contractor BMP educational and training measures.

***Activity Implementation Plan:**

2009:

- In cooperation with Washington County, VBWD, and MSCWMO, develop procedures and educate contractors on BMPs and inspections.
- Coordinate with building permit issuance.

2009 - 2010:

- Begin BMP enforcement.

***Performance Measures:**

- The number of enforcement actions taken.
- The number of site inspections.
- The number of contractors trained.

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

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**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

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

***Audience(s) Involved:**

Activities planned under the Post-Construction Storm Water Management in New Development and Redevelopment portion of the Storm Water Pollution Prevention Program will be directed toward developers, contractors, construction site operators, inspectors and enforcement personnel. The WCD has an ongoing effort to educate contractors and developers in the county and watershed through seminars and workshops.

***Educational Goals for Each Audience:**

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

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

In the event that any development or re-development occurs within the Township, the Township will provide information about educational outreach on developing, implementing, and enforcing a program that will reduce or eliminate the impacts of stormwater runoff from new development and re-development projects disturbing greater than or equal to one acre, including projects that are less than one acre and are part of a larger development plan, that discharge into the stormwater conveyance system throughout the Township.

***Activity Implementation Plan:**

2009 - 2010:

- Provide information about existing educational programs in conjunction with the building permit process that any new development or redevelopment requires.

***Performance Measures:**

- Number of flyers, posters, or other public education tools distributed.
- Number of training programs available to Township staff and contractors.

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

*BMP Title: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
*Audience(s) Involved: Activities planned under the Pollution Prevention (Good Housekeeping) portion of the Storm Water Pollution Prevention Program will be directed primarily toward Township personnel and contract service providers.
*Educational Goals for Each Audience: The SWPPP activities implemented under this Minimum Control Measure will focus on developing and implementing general procedures for an operations and maintenance program that will reduce or eliminate the impacts of stormwater pollution from open space maintenance, snow disposal, vehicle and building maintenance, land disturbances, and stormwater conveyance system maintenance.
*Activities Used to Reach Educational Goals: The Township does not currently have staff beyond a part time clerk. The Township uses contractors for maintenance operations. The Township will review with the current contractor available information about existing educational outreach programs that will reduce or eliminate the impacts of stormwater runoff from facilities and maintenance operations that discharge into the stormwater conveyance system.
*Activity Implementation Plan: 2009 - 2010: <ul style="list-style-type: none">• Coordinate with Washington County, VBWD and MSCWMO to develop information about existing educational outreach programs.• Provide information about existing educational outreach programs.
*Performance Measures: <ul style="list-style-type: none">• Periodically check with Township contractors to assure that they are aware of and practice measures for stormwater pollution prevention and good housekeeping.
*Responsible Party for this BMP: Name: Dan Kyлло Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kyllo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

<p>*BMP Title: Coordination of Education Program</p>
<p>*BMP Description:</p> <p>West Lakeland Township will coordinate its education program with other agencies that focus on storm water education. These agencies may include, but are not limited to: Washington County, Washington Soil and Water Conservation District, Valley Branch Watershed District, Middle St. Croix Water Management Organization, and the Minnesota Pollution Control Agency. The Township contributes financially to be a member of the East Metro Water Resource Education Program. The program has a full time stormwater education staff to support education efforts, workshops and handout material development. Attached at the end of this document is a summary of annual ongoing activities.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Number of consistent messages delivered (educational, promotional or motivational) through all media.• Number of instances when educational program is coordinated.• Staff participation on cooperative stormwater committees and periodic coordination meetings.• Establishment of financial relationships to foster joint educational programs.
<p>*Timeline/Implementation Schedule:</p> <p>2009:</p> <ul style="list-style-type: none">• Assign individual to develop procedures for coordination of educational program by June 2009.• Develop procedures for coordination of educational programs with agencies listed above. <p>2009 - 2010:</p> <ul style="list-style-type: none">• Implement the program. Evaluate the program for strength and weaknesses. Implement improved methods.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Dan Kyлло</p> <p>Department: West Lakeland Township Chairman</p> <p>Phone: 651-436-1134</p> <p>E-mail: Dan.kyllo@comcast.net</p>

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

<p>*BMP Title: Annual Public Meeting</p>
<p>*BMP Description:</p> <p>A public informational meeting will be held annually to address the Storm Water Pollution Prevention Program (SWPPP). The annual meeting will be held at the Township Hall or in a place that is generally convenient to persons expected to attend the meeting. Notice of the public meeting will be provided 30 days prior and will include the date, time, and meeting location, and include location of a public copy of the Township's SWPPP. Distribution of this notice to the community will be published through the Township's official newspaper. The community will be encouraged to attend, allowing its members to discuss various viewpoints and provide input concerning appropriate stormwater management policies and Best Management Practices. A copy of the meeting notice will be sent to MPCA, appropriate Township and County officials, and all other persons who have requested that they be informed of such a public meeting.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Number of Annual Public meetings conducted.• Notice of public meeting provided.• Annual report to MPCA submitted.
<p>*Timeline/Implementation Schedule:</p> <p>2009 - 2010:</p> <ul style="list-style-type: none">• Conduct annual public informational meeting on the SWPPP by June 30th of each year.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Dan Kylo Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kylo@comcast.net</p>

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

<p>*BMP Title: Comply with Public Notice Requirements</p>
<p>*BMP Description:</p> <p>Notice of the public meeting will be provided 30 days prior to the meeting. The notice must contain a reference to the Storm Water Pollution Prevention Program, the date, time, and meeting location, a concise description of the manner in which the meeting will be conducted and include location of a public copy of the Township's SWPPP. Distribution of this notice to the community will be published through the Township's official newspaper. The community will be encouraged to attend, allowing its members to discuss various viewpoints and provide input concerning appropriate stormwater management policies and Best Management Practices. A copy of the meeting notice will be sent to the MPCA, appropriate Township and County officials, and all other persons who have requested that they be informed of such a public meeting. Joint public meeting may be held in cooperation with the WCD and other neighboring communities to allow better presentations and public participation</p> <p>Alternative advertising methods need to be used whenever possible, such as announcements in flyers.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Number of public meetings conducted.• Number and methods of alternative advertising methods used.
<p>*Timeline/Implementation Schedule:</p> <p>2009 - 2010:</p> <ul style="list-style-type: none">• Hold an annual public meeting.• Implement the distribution program.• Implement advertising methods.• Monitor the program.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Dan Kylo Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kylo@comcast.net</p>

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

***BMP Title:** Solicit Public Input and Opinion on the Adequacy of the SWPPP

***BMP Description:**

- 1) In cooperation with Washington County, VBWD and MSCWMO, the Township will use the education and outreach efforts outlined on BMP Summary Sheet 1c-2 (Education Program: Public Participation) for providing information to the general public about how the Township manages stormwater runoff through its Stormwater Pollution Prevention Program (SWPPP), to encourage the public to learn about the SWPPP, and to facilitate public input and comment on the SWPPP.
- 2) If the annual public meeting on the SWPPP is scheduled to occur during a regular meeting of the Town Board, the Township will request that the SWPPP be placed on the meeting agenda at a time that will be conducive to the public attending and providing input on the SWPPP (i.e. not at the end of the agenda).
- 3) At the annual meeting, the Township will provide a presentation on the purpose, goals, and requirements of the SWPPP to educate, inform, and encourage citizens to provide input and comment on the SWPPP.
- 4) The Township will provide opportunity for interested persons to make oral statements or provide written comments on the SWPPP at the meeting. A reasonable amount of time will be made available at the meeting for a questions and comments relating to the SWPPP. Persons not able to attend the meeting may submit written comments on the SWPPP within the time identified in the public notice for the meeting.
- 5) The Township will also solicit public input and provide opportunity for comment on the SWPPP at any other subsequent public meetings, as needed, regarding modifications of or amendments to the SWPPP.

***Measurable Goals:**

- 1) Increase citizen's understanding of the impacts of stormwater runoff and increase public input on the SWPPP. Evaluate the level of public participation and input on the SWPPP; review the Education Program for Public Participation and make adjustments as needed to increase public participation/involvement on the SWPPP.
- 2) Track the number of attendees at the annual public meeting on the SWPPP.
- 3) Prepare and provide a presentation on the SWPPP.
- 4) Track the number of oral and written comments received on the SWPPP, and the number of questions addressed at the annual public meeting. A summary of the comments submitted on the SWPPP and the questions addressed at the meeting will be made available on the Township web site stormwater page.
- 5) Hold additional public meeting regarding modifications and/or amendments to the SWPPP; track the level of public input.

***Timeline/Implementation Schedule:**

2009:

- In cooperation with Washington County, VBWD and MSCWMO, implement the education and outreach efforts according to the timeline/implementation schedule in BMP Summary Sheet 1c-2.

2009 - 2010:

- Review the Education Program for Public Participation, make adjustments as needed.
- Hold a public meeting on the SWPPP annually. Annual meetings must be held by June 30th of each year.

Specific Components and Notes:

The Township staff will pose questions or initiate discussion at the meeting in an effort to encourage the public to ask questions and submit comments on the SWPPP.

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

***BMP Title:** Consider Public Input

***BMP Description:**

The Township will document public input from the annual public informational meeting that is outlined on BMP Summary Sheet 2a-1 (Comply with Public Notice Requirements) and BMP Summary Sheet 2b-1 (Solicit Public Input and Opinion on the Adequacy of the SWPPP). The Township will review and consider all public input for incorporation to the SWPPP, if appropriate.

***Measurable Goals:**

- Documentation of attendance numbers at the annual meeting.
- Summary memo documenting recommendations and action taken as a result of the meeting.
- Document public input received at the annual meeting.

***Timeline/Implementation Schedule:**

2009 - 2010:

- A public informational meeting will be held annually so recommendations can be reviewed and considered for incorporation to the SWPPP.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3a-1

<p>*BMP Title: Storm Sewer System Map</p>
<p>*BMP Description:</p> <p>Identify (1) ponds, streams, lakes, and wetlands that are part of the conveyance system, (2) structural pollution control devices (grit chambers, separators, etc.), (3) all pipes and conveyances that are at least 24 inches in diameter, and (4) outfalls, including discharges from the Township drainage system to other MS4s or waters and wetlands that are not part of the Township drainage system, (5) structures that discharge stormwater directly into groundwater and overland discharge points, and (6) all other points of discharge from the Township outlets.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• The number of pollution control devices recorded.• The number of discharge points identified.
<p>*Timeline/Implementation Schedule:</p> <p>2009 - 2010:</p> <ul style="list-style-type: none">• The Township's Storm Sewer map will be modified to show the locations of township storm sewer systems, culverts, stormwater ponds, etc. and any new storm water structures. The map will be publicly available.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Dan Kyлло Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kyllo@comcast.net</p>

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3b-1

<p>*BMP Title: Regulatory Control Program</p>
<p>*BMP Description:</p> <p>The Regulatory Control Program establishes ways the illicit discharge is detected and eliminated. Other BMPs need to be established that would enable illicit discharge to be detected and eliminated. A combination of the Township's zoning code, Valley Branch Watershed District regulatory stormwater management provisions and county regulatory provisions and Township inspection authorities provide the needed regulatory mechanism to address the illicit discharge issue. Township elected officials or inspectors who are contracted with the Township provide the authority to take appropriate enforcement actions if illicit discharges are detected.</p> <p>The Township will develop and implement a program to detect and address non-stormwater discharges, including illegal dumping, to its system.</p> <p>The Program to detect and address illicit discharges is the central component of this measure. The plan is dependent upon several factors including the MS4's available resources, size of staff, and degree and character of its illicit discharges. There are four steps of a recommended plan:</p> <ul style="list-style-type: none">• Procedures for locating priority areas likely to have illicit discharges• Procedures for tracing the sources of an illicit discharge• Procedures for removing the source of the discharge• Procedures for program evaluation and assessment
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Regulatory Program is reviewed• Other BMPs are implemented
<p>*Timeline/Implementation Schedule:</p> <p>2009 - 2010:</p> <ul style="list-style-type: none">• Evaluate the Regulatory Program, policies, and enforcement procedures that may help prevent illicit discharges to stormwater systems. Revise, as needed, the regulatory program and/or policies by December 2010.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Dan Kylo Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kylo@comcast.net</p>

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

*BMP Title: Illicit Discharge Detection and Elimination Plan
*BMP Description: The City will in conjunction with the Watershed District, continue program activities to detect and identify illicit discharges, including a plan to control and eliminate the contributors, which will adhere to the following steps: <ul style="list-style-type: none">• Locate the problem area by using public complaints• Visual screening of outfalls during the dry weather, and or during regular system maintenance and inspection activities• Find the source of illicit discharge• Remove or correct the problem• Document the actions taken and summarize for the annual report Illicit discharges may include lawn irrigation water, chlorinated water, and residential car washing water.
*Measurable Goals: <ul style="list-style-type: none">• The number of illicit discharges reported and identified.• The number of illicit discharges prevented, stopped or removed.
*Timeline/Implementation Schedule: 2009 - 2010: <ul style="list-style-type: none">• Continue detection and elimination programs in conjunction with the county and/or watershed district.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Dan Kylo Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3d-1

***BMP Title:** Public and Employee Illicit Discharge Information Program

***BMP Description:**

In cooperation with Washington County, VBWD and WCD, the Township will use the education efforts outlined on BMP Summary Sheet 1c-3 (Education Program: Illicit Discharge Detection and Elimination) for providing information to the general public concerning the hazards associated with illegal discharges and the improper disposal of wastes. The Township's building permit and zoning inspection activities will provide information to the public on this issue. The Township has no public works employees and contracts engineering services to a firm that is aware of this issue and assists with public works projects.

***Measurable Goals:**

- 1) See BMP Summary Sheet 1c-3 for Measurable Goals concerning public education efforts regarding Illicit Discharge Detection and Elimination.
- 2) Have the city consulting engineer periodically indicate that the engineering firm's staff is up to date.

***Timeline/Implementation Schedule:**

See BMP Summary Sheet 1c-3 for Timeline/Implementation Schedule concerning public education efforts regarding Illicit Discharge Detection and Elimination.

2009 - 2010:

- In cooperation with Washington County, VBWD and WCD, participate in training activities for educating City elected officials and city contractors about the hazards associated with illegal discharges and the improper disposal of wastes which relate to their work activities.

Specific Components and Notes:

To identify areas which may be addressed as part of retraining/focused training efforts, the Township will develop a process for conducting an illicit discharge evaluation of Township public works projects.

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

***BMP Title:** Identification of Non Stormwater Discharges and Flows

***BMP Description:**

The Township will develop a process to evaluate whether any of the following categories of non-stormwater discharges or flows are significant contributors of pollutants to its MS4: landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, and discharges or flows from fire fighting activities.

For any non-stormwater discharges or flows which the Township finds to be a significant contributor of pollutants to the MS4, the Township will develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.

***Measurable Goals:**

- 1) Have the consulting engineer evaluate the potential for the non-stormwater discharges identified in permit Part V.G.3.e (see above) to be significant contributors of pollutants to our MS4.
- 2) Conduct investigation and evaluation of non-stormwater discharges and flows.
- 3) For those non-stormwater discharges or flows identified as significant contributors of pollutants to our MS4, develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.
- 4) Implement the action plan for significant non-stormwater discharges and flows.

***Timeline/Implementation Schedule:**

2009 - 2010:

- Continue with an action plan concerning significant non-stormwater discharges and flows.
- Evaluate the implementation phase of the action plans and make adjustments, as necessary, to prepare for a permanent program for the identification of non-stormwater discharges.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**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: West Lakeland Township

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

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

***BMP Description:**

The Township has existing construction site erosion and sedimentation control policies that are referenced in the Township ordinance. The Township will update and adopt ordinances and policies to reflect the erosion, sedimentation and pollution control plan and will refine necessary procedures for the submittal, review, approval, and enforcement of erosion and sediment control plans. The ordinance will address certification requirements for staff and, at a minimum, include the following components:

- (1) Requirements for Construction Site Plan submittal by site operators to the MS4 which includes erosion and sediment control and stormwater treatment BMPs,
- (2) Site Plan review and approval by MS4 prior to activity on site,
- (3) Requirements and design standards for temporary erosion and sediment controls during construction activities,
- (4) Requirements for record keeping of rainfall amounts and inspections by Site Operators,
- (5) Regular inspections by site operators,
- (6) Requirements and criteria for the site operator to conduct dewatering and/or basin draining at the site,
- (7) Requirements and criteria for BMP maintenance,
- (8) Requirements concerning waste controls for solid and hazardous wastes,
- (9) Requirements and design standards for permanent stormwater management controls following the completion of construction activities, and
- (10) Requirements for stable slopes and the establishment of perennial vegetative cover on all exposed soils upon the completion of any construction activity.
- (11) Outline for sanctions to ensure compliance which include a viable enforcement component. Compliance tools could potentially include, but are not limited to, the following: (1) Verbal warnings, (2) Written warnings, (3) Stop-work orders, (4) Fines, (5) Forfeit of security bond money, and/or (6) Withholding of Certificate of Occupancy.

***Measurable Goals:**

- Township site certification and inspection results.

***Timeline/Implementation Schedule:**

2009-2010:

- Continue enforcing compliance measures adopted by the Township and/or watershed district.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

*BMP Title: Construction Site Implementation of Erosion and Sediment Control BMPs
*BMP Description: As part of the Township and watershed district building and zoning permit process the Township will instruct applicants to consult with Washington County and watershed district's to determine be the most effective in keeping erosion under control and containing sediment on the construction site and off the streets. The Township will advise all contractors to follow MPCA and Watershed District erosion control BMP's.
*Measurable Goals: 1) In cooperation with Washington County, VBWD, and MSCWMO, BMPs will be selected. 2) The utilization of the Erosion and Sediment Control BMPs. 3) Inspections show compliance with appropriate BMPs.
*Timeline/Implementation Schedule: 2009-2010 <ul style="list-style-type: none">Use the building and zoning permit process to direct building permit applicants to the selection of the BMPs, start the implementation of these BMPs.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Dan Kylo Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

MS4 Name: West Lakeland Township

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

*BMP Title: Waste Controls for Construction Site Operators
*BMP Description: The Township will via the building permit and building inspection process make construction site operators aware of their responsibility to properly manage construction site waste that may impact stormwater runoff. This activity will address construction entrances, vehicle maintenance, equipment washing areas, and proper waste disposal.
*Measurable Goals: <ul style="list-style-type: none">• The reduction of site wastes with respect to construction.• Identify requirements for construction site operators to implant appropriate control of construction site waste.• Frequency of inspection and maintenance activities.
*Timeline/Implementation Schedule: 2009-2010: <ul style="list-style-type: none">• Continue Township activities to control and eliminate improper management of solid waste at construction sites via the building permit and inspection process.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Dan Kylo Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

*BMP Title: Procedure for Site Plan Review
*BMP Description: The Township will include in any preconstruction activity, a review of regulated construction site plans submitted by the contractor for the implementation and routine maintenance of sedimentation and erosion controls that incorporate consideration of potential water quality impacts before any construction begins. The site plans will be reviewed by the Township Engineer and by the appropriate watershed personnel.
*Measurable Goals: <ul style="list-style-type: none">• The number of reports of storm water noncompliance incidents at construction sites.• Review of all permitted construction sites for stowmwater runoff issues.
*Timeline/Implementation Schedule: 2009-2010: <ul style="list-style-type: none">• Review preconstruction site plans.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Dan Kylo Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

*BMP Title: Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance
*BMP Description: The Township currently has a complaint/inspection process. When a complaint is received at the Town Office, the appropriate elected official or contracted staff member is notified to investigate and the complaint is subsequently addressed. When the complaint has been satisfied, a document is filed. Appropriate inspection procedures as defined on BMP Summary Sheet 4d-1 will be used when investigating complaints.
*Measurable Goals: <ul style="list-style-type: none">• Number of complaints about construction procedures.
*Timeline/Implementation Schedule: 2009 - 2010: <ul style="list-style-type: none">• Continue to accept reports of non-compliance and take appropriate actions.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Dan Kylo Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

<p>*BMP Title: Establishment of Procedures for Site Inspections and Enforcement</p>
<p>*BMP Description: The Township in cooperation with the Watershed Districts will ensure construction sites operate in accordance with this SWPPP and the project specific construction SWPPP. The Township Engineer will review SWPPP site plans for construction activities, including the following:</p> <ol style="list-style-type: none">1. Description of the activity, proposed timetable, amount of area disturbed, and any outfalls to the storm conveyance system or water body2. Map or drawing of the site showing the boundaries, soil disturbance limits, stormwater drainage pattern, location of receiving waters and/or storm inlets, storage areas for materials, and stormwater management controls3. Description of the method of storage, disposal, and handling of materials which have the potential to be released with stormwater4. Description of the BMPs to control erosion and sedimentation during all phases of construction5. Description of methods to address sediment tracking on roads, recovering sediments, and spill prevention and response procedures6. Site inspection procedure providing at least one inspection every 7 days and within 24 hours after any storm event of greater than 0.50 inches of rain per 24 hours period <p>Site Inspection Records will be kept, for the date and time of inspections, the name of the inspector, and the date and amount of last precipitation event. All incidents of erosion, sediment accumulation, or spills will be documented. The record will include the location and description of the incident, estimated quality of material or size of area affected, and a brief explanation of potential cause and remedial action taken. Inspections will be performed by the Township's engineering consulting staff.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Steps to identify procedures for site inspections.• Steps to identify procedures for enforcements.• Number of enforcements implemented, following inspections.
<p>*Timeline/Implementation Schedule:</p> <p>2009 - 2010:</p> <ul style="list-style-type: none">• Continue procedures for site inspections and enforcement of control measures.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Dan Kylo Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kylo@comcast.net</p>

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

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

Unique BMP Identification Number: 5a-1

<p>*BMP Title: Development and Implementation of Structural and/or Non-structural BMPs</p>
<p>*BMP Description:</p> <p>Post-construction stormwater management in areas that have recently undergone construction (new development or re-development) is necessary because runoff from these areas significantly impact surface water quality. As runoff flows over areas altered by construction, it picks up harmful sediment and chemicals which are then deposited in surface waters. A second type of post-construction impact is the interruption of natural infiltration of rainfall by the new impervious surfaces associated with construction projects. The result is increased volumes of stormwater reaching streams. The end result is the scouring of river systems and flooding.</p> <p>A combination of structural and non-structural BMPs work well for managing post-construction stormwater quality, volume, and rate.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) Make every building permit applicant aware of any applicable watershed district wet detention pond design standards along with investigating new post-construction BMPs.2) Update the storm sewer map periodically.
<p>*Timeline/Implementation Schedule:</p> <p>2009-2010:</p> <ul style="list-style-type: none">• Continue to conduct reviews of all construction projects with stormwater management being a major component and focus of the review.
<p>Specific Components and Notes:</p> <ol style="list-style-type: none">1) All wet detention ponds should be designed to NURP Standards.2) The wet detention ponds should release stormwater at a rate that is consistent with the Township ordinance.3) Review site plans to make sure that infiltration of stormwater is investigated and incorporated when feasible.
<p>*Responsible Party for this BMP:</p> <p>Name: Dan Kylo Department: West Lakeland Township Chairman Phone: 651-436-1134 E-mail: Dan.kylo@comcast.net</p>

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

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

Unique BMP Identification Number: 5b-1

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

***BMP Description:**

Measures for Controlling Post-Construction Runoff:

With respect to development and re-development projects, the Township and watershed districts have post-construction runoff regulatory mechanisms that address Post-Construction Stormwater Management. The Township will also continue to work with the watershed districts on applicable sized and located projects needing a building permit and any required watershed district stormwater permit to improve stormwater facilities in the Township.

***Measurable Goals:**

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

***Timeline/Implementation Schedule:**

2009 - 2010:

- Continue to review building permits and application forms to assure that where applicable, a completed stormwater permit is part of the building application and the responsibility for long term maintenance is made and that the property title has easements defining long term care and access to stormwater structures.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kyлло

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kyllo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

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

Unique BMP Identification Number: 5c-1

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

***BMP Description:**

BMP Inspection & Maintenance Program:

The City will continue with coordination with watershed districts an inspection and maintenance program to ensure the effectiveness of post-construction stormwater control BMPs. All BMPs will be inspected for continued effectiveness and structural integrity at regular inspection intervals. Inspections will document whether the BMP is performing correctly, note any damage to the BMP, and repair any damage to the BMP.

***Measurable Goals:**

- Completion of an inspection and maintenance program.
- The frequency of inspection and maintenance provided.
- The number of problems identified and remedied.

***Timeline/Implementation Schedule:**

2009 - 2010:

- Continue the inspection and maintenance program.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

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

***BMP Description:**

Storm Drain System Maintenance Program:

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

In cooperation with the appropriate County and Water Management Organizations, the Township will use the education efforts outlined in BMP Summary Sheet 1c-6 (Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations) to provide training for contract personnel responsible for open space maintenance, and stormwater conveyance maintenance.

***Measurable Goals:**

- The number of inspections
- The amount of trash, sediment, or other pollutants removed during cleaning
- See BMP Summary Sheet 1c-6 for Measurable Goals concerning municipal operations and maintenance training for Township personnel.

***Timeline/Implementation Schedule:**

2009 - 2010:

- Continue the storm drain inspection and cleaning program
- Evaluate the program periodically and make modifications, if necessary

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

MS4 Name: West Lakeland Township

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

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

***BMP Description:**

The Township will review the current Street Sweeping Program for Township owned and paved streets and parking lots and revise the program as necessary. The Township sweeps these impervious surfaces (using brush sweeping equipment) once a year, in the spring. Street sweeping will begin as early in the spring as weather allows.

***Measurable Goals:**

- 1) Review the Street Sweeping Program.
- 2) Revise the Street Sweeping Program, as necessary.

***Timeline/Implementation Schedule:**

2009 - 2010:

- Continue to sweep Township owned and paved streets and parking lots each spring, as necessary.
- Evaluate program effectiveness each season and make changes, if needed.
- Revise the program, if needed, to include necessary changes and develop a schedule for the implementation of these changes.

Specific Components and Notes:

- 1) The Township (or contracted service) will sweep paved Township streets and parking lots at least once a year in the spring, as necessary. The Township will track and record the amount of street sweeping wastes collected to assist in the evaluation of this additional street sweeping.

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

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

***BMP Description:**

Inspect annually all structural pollution control devices, such as trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, and other small settling or filtering devices.

The Township uses a digital map to inventory structures.

***Measurable Goals:**

- Number of inspections and pollution control devices inspected.
- Number of non-functional pollution control devices inspected.

***Timeline/Implementation Schedule:**

2009-2010:

- Perform annual inspections by Township maintenance personnel (elected officials or contracted staff members).

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

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

***BMP Description:**

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

***Measurable Goals:**

- Number of inspections conducted each year, percent of total.
- Number of MS4 Outfalls, Sediment Basins and Ponds each inspected each year.

***Timeline/Implementation Schedule:**

2009 - 2010:

- Continue inspections by Township maintenance personnel (elected officials or contracted staff members).

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

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:**

This BMP requires all stockpiles such as salt, lumber, parts, and coal piles to be inspected annually. Some temporary stockpiles such as topsoil from construction activity would not be inspected under this requirement but would be required to be inspected in accordance with construction permits, ordinances, or policy. Stockpiles such as salt which are used only seasonally but are used each year are not temporary stockpiles and would be required to be inspected under this requirement. As with all inspections, if patterns of maintenance become apparent, the frequency of inspections should be adjusted. Inspections of exposed stockpile, storage, and material handling areas will be inspected by Township personnel (as of December 2008, the Township has no such stockpiles).

***Measurable Goals:**

- Sites identified for areas of all exposed Stockpile, Storage, and Material Handling Areas.
- Number of inspections of all exposed Stockpile, Storage, and Material Handling Areas.

***Timeline/Implementation Schedule:**

2009 - 2010:

- Annually inspect any stockpile, storage and material handling areas.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

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

***BMP Description:**

Based on the inspection, determine if repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts, such as erosion. The necessary measures shall be completed as soon as possible, usually during the same year as the inspection. When it is not practicable, the reasons and a schedule for completion shall be submitted in the annual report.

***Measurable Goals:**

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

***Timeline/Implementation Schedule:**

2009 - 2010:

- Continue inspections and follow-up maintenance.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

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

***BMP Description:**

Summarize the results of outfall inspections in the annual report and include the dates of inspection and date of completion of major additional protection measures. Keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended.

***Measurable Goals:**

- Number of records maintained.
- Any relevant inspection - lab results.
- Any maintenance performed or recommended.
- Sediment storage and capacity remaining.

***Timeline/Implementation Schedule:**

2009-2010:

- Record inspections and retention for future reviewing.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

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

***BMP Description:**

Keep records of inspection results, date, antecedent weather conditions, sediment storage, and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections may be adjusted. If maintenance or sediment removal is required because of each of the first two annual inspections, the frequency of inspections may be adjusted.

If maintenance or sediment removal is required because of each of the first two annual inspections, the frequency of the first two annual inspections, the frequency of inspection shall be increased to at least two(2) times annually or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required because of both of the first two annual inspections, the frequency may be reduced to once every two years.

***Measurable Goals:**

- The number of inspections and results summarized each year.
- Any maintenance performed or recommended.

***Timeline/Implementation Schedule:**

2009 - 2010:

- Evaluate the inspection frequency and make adjustments accordingly.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

**Indicates a REQUIRED field.*

BMP Summary Sheet

MS4 Name: West Lakeland Township

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

Unique BMP Identification Number: IV.D – 1

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

***BMP Description:**

In cooperation with Valley Branch Watershed District (VBWD) and Middle St. Croix Watershed Management Organization (MSCWMO), West Lakeland Township will create a review process that identifies all discharges from the Township's MS4 system to impaired waters, as defined by the current USEPA approved 303(d) list.

The review process will include the following:

- Identification of impaired waters within the jurisdictional boundaries of the Township.
- Identification of all potential stormwater discharges to impaired waters using data from the Township's storm sewer maps and field surveys.
- Delineation of watershed areas that contribute to the above discharges.
- Evaluation of the hydrology, land use and other characteristics of the watershed areas that may impact the impaired water as a result of a stormwater discharge from the Township's stormwater system.
- Consideration of timing and short and long term costs.

Based on the results of the review process, West Lakeland Township will determine if any changes to the existing stormwater system or BMPs are needed to minimize the impact of discharges to the impaired waters. If such modifications are deemed necessary, the Township will modify the SWPPP and submit those modifications to the MPCA. All assumptions, reasoning, and justification used to reach a conclusion will be documented in the decision making process. Documentation related to the impaired waters review process will be filed with all other records associated with the MS4 permit.

***Measurable Goals:**

- Determine what processes are in place and what has already been accomplished that will help meet these permit conditions
- Prepare an 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 Township.
- Prepare a map that includes all impaired waters that the Township discharge may impact, all Township discharge points that may impact these waters, and delineated watersheds that may contribute to the impairment
- Complete a written overview of the conclusions reached through the review, including the decision making process used to determine what SWPPP revisions may be needed
- Prepare a projected schedule and timeline to incorporate any necessary changes into the SWPPP

***Timeline/Implementation Schedule:**

2009:

- In cooperation with VBWD and MSCWMO, identify what tasks have been completed to meet the requirements of section IV.D. of the MS4 General Permit.
- In cooperation with VBWD and MSCWMO, identify impaired waters receiving impacts from stormwater discharges from the Township and locate discharges.
- In cooperation with VBWD and MSCWMO, develop a map that includes all impaired waters that the Township discharge may impact, all Township discharge points that may impact these waters, and delineated watersheds that may contribute to the impairment

2009-2010:

- In cooperation with VBWD and MSCWMO, complete an evaluation of hydrology, land use, and other watershed characteristics for watersheds that contribute runoff to impaired waters.
- The annual report will include an overview of the impaired waters review and any changes to the SWPPP that have been deemed necessary through this review process.
- Review changes to the 303(d) impaired waters list and conduct a review of additional listed impaired waters likely to be impacted by the Township's stormwater discharge.

Specific Components and Notes:

The impaired waters review process will be reassessed annually over the course of the permit cycle. As new 303(d) lists with additional impaired waters listed are published in the future, West Lakeland Township will review changes to the list and conduct the necessary review of additional listed waters likely to be impacted by the Township's stormwater discharges.

When an USEPA approved TMDL is finalized, West Lakeland Township intends to fully comply with all limits and requirements set forth in the TMDL in accordance with the schedules outlined in the TMDL and the MS4 Permit.

***Responsible Party for this BMP:**

Name: Dan Kyлло

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kyllo@comcast.net

BMP Summary Sheet

MS4 Name: West Lakeland Township

Minimum Control Measure: IX. Appendix C. Part B.

Unique BMP Identification Number: IX. B.

***BMP Title:** Discharges to Waters with Restricted Discharges Assessment

***BMP Description:**

In cooperation with Valley Branch Watershed District (VBWD) and Middle St. Croix Watershed Management Organization (MSCWMO), West Lakeland Township will create process that identifies all discharges from the Township's MS4 system to outstanding resource value waters (ORVW), as defined by the current Minn. R. 7050.0180, subp. 6, 6a or 6b list.

The review process will include the following:

- Identify all discharges to the prohibited or restricted water(s).
- Map watersheds from the identified discharge points and routes to the ORVW.
- Evaluate changes in the watersheds, projected out at least through 2020. This evaluation may include changes in land use, hydrology, modifications to the MS4 system or other changes.
- Determine if there are feasible and prudent alternatives to the discharge, such as diversion from the ORVW watershed, infiltration, or other alternatives.

Based on the results of the review process, West Lakeland Township will determine if discharges to the ORVW can be eliminated. If the discharge cannot be eliminated entirely, the Township will propose BMP's that will allow the existing high quality of the ORVW water to be maintained, which will preserve the wilderness, scientific, recreational, or other special characteristics that make the listed waters an ORVW. If such modifications are deemed necessary, the Township will modify the SWPPP and submit those modifications to the MPCA.

***Measurable Goals:**

- Determine what processes are in place and what has already been accomplished that will help meet these permit conditions.
- Prepare an inventory of all discharges within the jurisdictional boundaries of the MS4 likely to have an impact on an ORVW as a result of receiving stormwater discharge from the Township.
- Prepare a map that includes all Township discharge points that may impact these waters, and delineated watersheds that may contribute runoff to the ORVW.
- Prepare a projected schedule and timeline to incorporate any necessary changes into the SWPPP

***Timeline/Implementation Schedule:**

2009:

- Identify what tasks have been completed to meet the requirements of Section IX. Appendix C. Part B of the MS4 General Permit by June 30, 2009.
- Identify all discharges to the prohibited or restricted water(s) by June 30, 2009.
- Develop a watershed map of identified discharge points and routes to the ORVW waters by June 30, 2009.
- Complete an evaluation of hydrology, land use, and other watershed characteristics for watersheds that contribute runoff to the prohibited or restricted water(s), projected out at least through 2020, by June 30, 2009.

2010:

- Propose BMPs, if required, that will allow the existing high quality of the ORVW water to be maintained

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Dan Kylo

Department: West Lakeland Township Chairman

Phone: 651-436-1134

E-mail: Dan.kylo@comcast.net

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

EDUCATION APPENDIX

WASHINGTON CONSERVATION DISTRICT --- <http://www.mnwcd.org>

--- the WCD has a full time educator who works on this stormwater issue – the WCD has 13 cities and watersheds (*January 2008*) are participating members in the stormwater education program that carries out SWPPP related education activities that support West Lakeland Township education activities.

East Metro Water Resource Education Program Summary

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

1. Public Education and Outreach

- General Education Campaign
- Blue Thumb Program

2. Public Participation

- General Education Campaign
- Blue Thumb Program

3. Illicit Discharge Detection and Elimination

- MS4 Toolkit

4. Construction Site Storm Water Runoff Control

- Storm Water U Training
- MS4 Toolkit

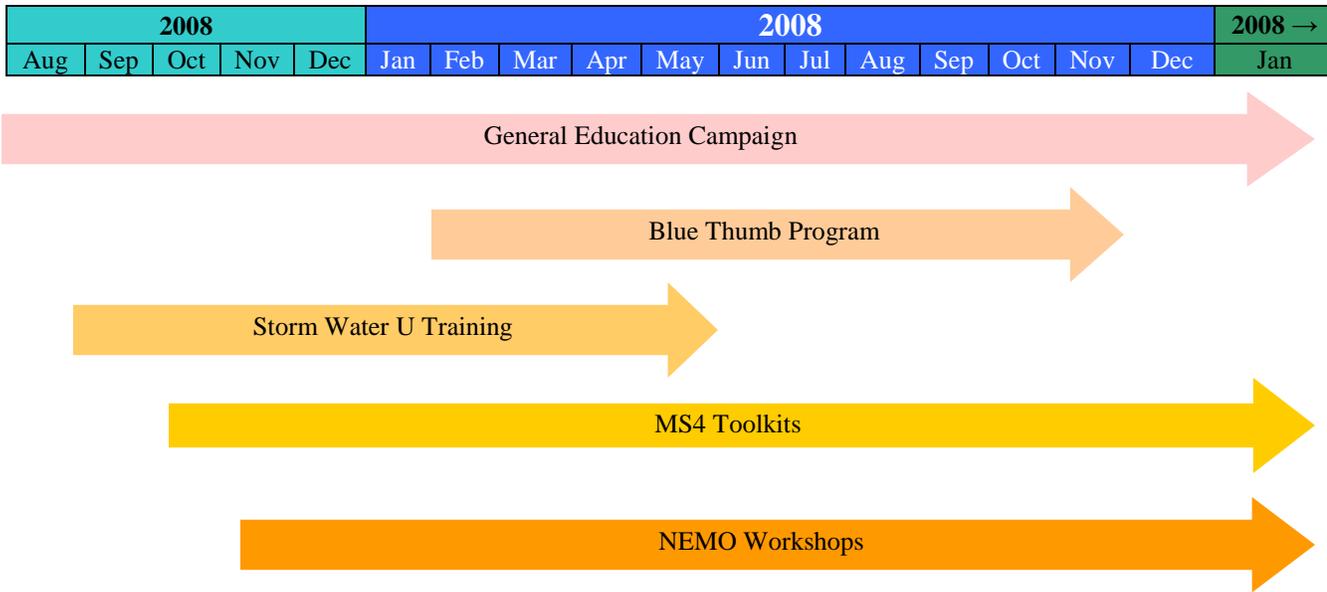
5. Post Construction Storm Water Management

- Storm Water U Training
- NEMO Workshop
- MS4 Toolkit

6. Pollution Prevention and Good Housekeeping in Municipal Operations

- MS4 Toolkit

Program Timeline: (includes planning, implementation and evaluation)



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

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

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

Storm Water U: Storm Water U will be a three-part training series designed to help planners, developers, engineers and builders plan, design and maintain new development to meet storm water volume control standards for their watershed districts. The training will take place between January and March of 2008 with three different topic sessions: 1) Planning to meet volume control standards, 2) Designing to meet volume control standards, and 3) Operating and maintaining new construction to meet volume control standards. The

training series will be held in Washington County, with the intent of replicating the sessions for Ramsey and Anoka Counties at a later date.

In addition to the three-part training series, EMWREP will work with Metro WaterShed Partners to create a “menu” of available training options for developers, builders, engineers and planners in the metro area. To create this menu, existing trainings (such as MECA, BATC and Growing Green workshops) will be inventoried and packaged as a training menu for municipal staff, developers and members of the construction industry in Washington County and other metro area communities.

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

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

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