



Minnesota Pollution
Control Agency

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

MS4 SWPPP Application for Reauthorization

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

Doc Type: Permit Application

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

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

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

General Contact Information (*Required fields)

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

*MS4 permittee name: City of Chanhassen *County: Carver and Hennepin
(city, county, municipality, government agency or other entity)

*Mailing address: 7700 Market Boulevard, PO Box 147

*City: Chanhassen *State: MN *Zip code: 55317

*Phone (including area code): 952.227.1100 *E-mail: _____

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

*Last name: Jeffery *First name: Terry
(department head, MS4 coordinator, consultant, etc.)

*Title: Water Resources Coordinator

*Mailing address: 7700 Market Boulevard, PO Box 147

*City: Chanhassen *State: MN *Zip code: 55317

*Phone (including area code): 952.227.1168 *E-mail: tjeffery@ci.chanhassen.mn.us

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

Last name: Jeffery First name: Terry
(department head, MS4 coordinator, consultant, etc.)

Title: Water Resources Coordinator

Mailing address: 7700 Market Boulevard, PO Box 147

City: Chanhassen State: MN Zip code: 55317

Phone (including area code): 952.227.1168 E-mail: tjeffery@ci.chanhassen.mn.us

Verification

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

Certification (All fields are required)

- Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

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

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

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

Name: Todd Gerhardt
(This document has been electronically signed)

Title: City Manager Date (mm/dd/yyyy): 12/30/13

Mailing address: 7700 Market Boulevard, PO Box 147

City: Chanhassen State: MN Zip code: 55317

Phone (including area code): 952.227.1119 E-mail: tgerhardt@ci.chanhassen.mn.us

Note: The application will not be processed without certification.

Stormwater Pollution Prevention Program Document

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

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

No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Carver County WMO – MOU for education and public outreach	MCM 1
Carver County SWCD – MOU NPDES Construction Permit site inspection and enforcement	MCM 4

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

In addition, we partner with non-MS4 organizations as well such as providing winter maintenance application to our streets and parks employees to meet MCM 6 goals.

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

Illicit discharges

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

1. If **yes**:

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

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

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

Citation:

Section 19-101 & 19-102

Direct link:

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

2. If **no**:

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

Chanhassen will review their existing IDDE ordinance for opportunities to provide more clarity regarding what

constitutes an illicit discharge, what is prohibited, what is exempt and what the enforcement response procedures are for detecting and enforcing the IDDE ordinance. This will be done within six months of extension of our permit coverage.

Construction site stormwater runoff control

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

1. If **yes**:

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

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

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

Citation:

Section 19-145. - Erosion and sediment control

Direct link:

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

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

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

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

There are no local controls require abstraction or volume reduction. Chanhassen is in the process of updating the Local Water Management Plan. This update includes reviewing and updating local controls pertaining to the management of surface waters. This will be addressed in the section on post-construction stormwater management.

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

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

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

Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?
 Yes No

1. If **yes**:

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

- Ordinance Contract language

- Policy/Standards Permits
- Rules
- Other, explain: _____

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

Citation:

Sections 19-142, 143 & 144

Direct link:

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

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

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. Yes No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
 - a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: Yes No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of Total Suspended Solids (TSS).
 - 3) Stormwater discharges of Total Phosphorus (TP).
 - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: Yes No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of TSS.
 - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
 - a. Limitations
 - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: Yes No
 - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
 - b) Where vehicle fueling and maintenance occur.
 - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
 - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
 - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: Yes No
 - a) With predominately Hydrologic Soil Group D (clay) soils.
 - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
 - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - d) Where soil infiltration rates are more than 8.3 inches per hour.
 - 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow Yes No

exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process.

4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference: Yes No
 - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - 3) Locations in the next adjacent DNR catchment area up-stream
 - 4) Locations anywhere within the permittee's jurisdiction.
 - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Yes No
 - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. Yes No
 - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. Yes No
 - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. Yes No
 - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). Yes No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. Yes No
 - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. Yes No
 - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. Yes No

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

B.2.a & b: Currently our code requires only that any plate or site plan meets NURP recommendations for storm water management and have no increase in discharge rates for the 1, 2, 10 and 100 year storm events. Minnehaha Creek Watershed District and Carver County WMO both have volume requirements and similar TP and TSS requirements as the MS4 permit. Riley Purgatory Bluff Creek Watershed District is in the process of developing rules to address these requirements. Chanhassen is in the process of updating our Surface Water Management Plan. Local controls will be updated concurrently in a manner consistent with the jurisdictional Watershed Districts. The schedule is anticipated to be approximately as follows: Jan/Feb 2014 review watershed district rules, MIDs recommendations and permit requirements and hold workshops with planning commission and city council to begin developing draft ordinance language. Mar/Apr 2014 prepare draft ordinance. May/June 2014 solicit comment on draft ordinance. July 2014 respond to comments. Aug 2014 send ammended draft to council for approval. Under any scenario the code update will

be complete within 12 months of permit extension.

3a. It is our practice to require storm water management practices to be consistent with the MN Stormwater Manual but this practice has not been codified. Code and/or deign standards will be updated according to previous schedule to include specific language about limitations with specific storm water management techniques as well as how linear projects will be addressed.

4. Code does not address volume reduction and, as such, is currently silent on mitigation measures. Code will be updated to incorporate mitigation concurrent with volume reduction ammendment.

5.a. The city addresses roles and responsibilities pertaining to private stormsewer in the Development Contract. However, this is not effective in the event that there is no subdivision. The city also requires dedicated easements over storm water conveyances in section 18-76. The local controls will be modified to either require all structural stormwater BMPs to be placed in a city owned outlot, under a Drainage and Utility easement granting rights to the city or that an operations and maintenance manual is developed and provided to the city for review and approval prior to final plat approval or certificate of occupancy. This will be addressed concurrent to the update of the local controls as listed under B.2.a & b.

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

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

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

We work cooperatively with Carver County SWCD to perform site inspections and to issue site summaries and required corrective actions. Currentlly we meet part III.B.2.a-g with the exception of e. The city will develop a policy regarding ERPs within six months of permit extension.

B. Describe your ERPs:

Currently we use written notice of violation, we then will issue a stop work order, we then will draw from their letter of credit or surity monies. We can also withhold their certificate of occupancy. But currently we do not have it specifically codified or otherwise dictated the threshold a which each measure will be taken. We will work with Carver County SWCD to develop a procedure for our enforcement response wihtin four months of reissuance of the permit.

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

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

We have a GIS specialist and Water Resources Coordinator that maintain and update the map as necessary. Update information may come from electornic as-built records, field surveyprovided by outside consutling firm, filed location by city staff with hand held GPS unit or some combination of the three methods.

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

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

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

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

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

- D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.
1. A unique identification (ID) number assigned by the permittee. Yes No
 2. A geographic coordinate. Yes No
 3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. Yes No

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

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

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

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

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

A. MCM1: Public education and outreach

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

Chanhassen takes advantage of educational materials and programs developed by the Carver County Watershed Management Organization, Minnehaha Creek Watershed District and Riley Purgatory Bluff Creek Watershed District. Currently we have an agreement with Carver County WMO and have had recent discussions with RPBCWD about the same. Our focus has been on lawn maintenance and particularly in areas adjacent to surface water features and conveyances. We have also focused on lawn watering illustrating the connection between potable water use and surface water management.

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

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

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

Established BMP categories	Measurable goals and timeframes
Newspaper Articles	At least one article shall be published monthly in the two local newspapers: the Chaska Herald and the Chanhassen Villager.
Chanhassen Connection	The connection is published 4 times annually and is mailed to all the Chanhassen utility customers. A seasonally appropriate article on water quality shall be included in each issue.
Online Newsletter	A newsletter shall be produced every other month and hosted on the Carver County websites with a link from the Chanhassen Water Resources Page. This newsletter will include information on activities, events, opportunities and other announcements pertinent to Chanhassen and Carver County residents.
Carver County Fair, Arbor Day Celebration and other Community Gatherings	Staff shall be present and provide materials at as many community gatherings as practicable but no less than two annually.
Citizens Assisted Monitoring Program	Every general and recreational development lake in Chanhassen shall have a CAMP volunteer and the data gathered shall be shared with the Metropolitan Council.

Adopt-A-Water Volunteer Program	Chanhassen, Carver County and other communities shall seek volunteers to adopt a water feature to clean of garbage and debris twice annually.
Social Media	Carver County and Chanhassen will maintain a facebook page to communicate opportunities and events to the general public. We track the number of followers and seek to have the equivalent of 25% of the population of Chanhassen.
Wetlands Education Program (WEP)	Program targets smaller schools in all of Carver County. Ninety students from St. Hubert's in Chanhassen participated in 2012.
Children's Water Festival	Chanhassen contributes to the CWF. In 2012 no schools from Chanhassen or Chaska participated. The goal is to get at least one school to participate per year until 3 schools are represented.
Water Environment and Natural Resources Tour	A tour intended to provide opportunities for county and city committee and board members as well as staff to observe first hand on-going and completed surface water management practices with a focus on emerging technologies and science.
BMP categories to be implemented	Measurable goals and timeframes

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

Terry Jeffery, Water Resources Coordinator; Krista Spreiter, Natural Resources Technician

B. MCM2: Public participation and involvement

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

Our SWPPP is available on our website with contact information for questions and comments. We hold a meeting in front of council annually to take comment on our SWPPP and to consider public input and notice this meeting in compliance with public notice requirements. We have not seen the turnout desired at the public meeting and will look to improve turnout by soliciting comments at other meetings such as the Chanhassen Arbor Day celebration and by providing an opportunity to comment on-line.

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

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

Established BMP categories	Measurable goals and timeframes
2a-1: Compliance with Public Notice Requirements	Public notice printed in Chanhassen Villager and posted on the Chanhassen website at least 30 prior to the meeting.
2b-1: Solicit Public Input and Opinion on the Adequacy of the SWPPP	Completed annual meeting. Record of oral comments received Receipt of written materials
2c-1: Consider Public Input	Response to comments SWPPP Modifications

BMP categories to be implemented	Measurable goals and timeframes
Solicit Public Input and Opinion on the Adequacy of the SWPPP	Availability of SWPPP and other pertinent documentation on the City website and mechanism for comment
.	

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

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

This requirement is currently being met by receiving comment at the public hearing held before council. As a result of low turnout, the city will seek to solicit comment through some web-based application (yet to be determined) and at other community functions and gatherings. These comments will be written either on forms provided or in a format of the commentators choosing. These comments will be documented and filed with the annual report for that calendar year.

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

Terry Jeffery, Water Resources Coordinator; Karen Englehardt, Office Manager

C. MCM 3: Illicit discharge detection and elimination

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

Annually we hire interns to inspect outfalls in the City. These inspections are augmented through permanent staff inspection time. Inspections are recording using trimble GPS equipment and asset management databases. In addition, public works staff are trained in IDDE and report any illicit discharge to the streets superintendent,

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

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

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

City ordinance currently prohibits illicit discharges into our storm sewer system. The city program will be revised to identify priority areas likely to have illicit discharge activity. Further, we will clearly define our protocol for investigating and responding to known, suspected or reported illicit discharges. The City recently opened a new public works facility, spill response protocols will be reviewed for adequacy. The mapping of priority areas will occur within two months of extension of permit coverage. Protocol for response to known, suspected or reported illicit discharges will be developed within 6 months after the permit coverage has been extended. Review of existing practices for spill response will occur by 3/30/14.

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

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

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

Established BMP categories	Measurable goals and timeframes
3a-1: Storm Sewer System Map	Up to date map of city storm sewer infrastructure including all surface water features, conveyance and structural BMPs
3b-1: Regulatory Control Program	Ordinance in place** Completed
3c-1: Illicit Discharge Detection and Elimination Plan	Number of illicit discharges reported and detected Number of illicit discharges resolved
3c-2: Program to Detect and Address Sanitary Sewer Overflow	Prioritization of sanitary sewer maintenance tasks Number of maintenance actions taken Pump hours log On-call log (responses to malfunctions)
3c-3: Program to Detect and Address Failing Septic Systems	Number of septic systems inspected Number of failing systems detected Number of reminders sent to homeowners Monthly pumping lists from contractors
3c-4: Program to Detect and Address Illegal Dumping	Number of dump sites identified Number of dump sites cleaned up Number of hotline calls received
3c-5: Carver County Recycling Center Program	Number of Chanhassen residents using coupons Amount of household hazardous waste collected Amount of debris/yard waste collected
3c-6: Christmas Tree Collection	Number of trees collected
3d-1: Public and Employee Illicit Discharge Information Program	Program development** Completed
3e-1: Identification of non-storm water discharges	n/a
BMP categories to be implemented	Measurable goals and timeframes
Mapping	City will update map to include all high-priority outfalls. This will be updated at least annually based upon inspection findings.
Inspections	City workers will inspect all high-priority outfalls at least monthly.
Inspections	City will respond to all reported illicit discharge and dumping
Reporting	City will review, and modify as necessary, the current hot-line
Training	City employees will be trained in spotting and addressing illicit discharges

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? Yes No

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

We are using cartegraph asset management software for IDDE database management. The city will continue to evaluate and modify data gathering, storage and retrieval methods.

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

Terry Jeffery, Water Resources Coordinator; Jerry Mohn, Buildings Superintendent; Kevin Crooks, Utilities Superintendent; Jill Sinclair, Environmental Resource Specialist; Mike Wegler, Streets Superintendent

D. MCM 4: Construction site stormwater runoff control

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

For any site plan which will result in a disturbance of 5000 square feet or more of earth or move more than 50 cubic yards of material, a stand alone erosion control plan is required. Surety funds will be required prior to approval of the site plan. In the event that the project exceeds the threshold for the NPDES construction permit, the applicant is required to submit to the city a SWPPP for review, comment and approval prior to any earth disturbing activity. If public improvements are associated with the project, a pre-construction meeting is required. In all cases, the city must be notified when the BMPs have been installed for inspection prior to any earth disturbing activities. City staff and Carver County SWCD staff inspect all sites with an open NPDES permit per the requirements and an inspection log is provided to the contractor and developer with the inclusion of any corrective actions required. Logs are currently maintained in a paper form in a three ring binder by site/by year. Notice of violation letters and other correspondence is maintained as an electronic copy. The city is working with the County to develop an electronic format for inspections, record keeping and reporting employing iPads or other similar technology. For sites not exceeding the NPDES threshold, they are required to notify city staff for inspection of erosion prevention and sediment control BMPs prior to commencement of any earth disturbing activities. City staff inspects the site and notifies contractor and property owner of any necessary corrections. These records are maintained as listed above.

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

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

The City will continue to develop their community reporting module "Report a Concern" to address reports of non-compliance. A written policy addressing these reports and for identifying high priority areas will be developed and implemented within two months of extension of permit coverage.

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

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

Established BMP categories	Measurable goals and timeframes
4a-1: Regulatory Mechanism	City will review current ordinances as they pertain to erosion prevention and sediment control. ** Completed
4b-1: Construction Site Implementation of Erosion and	Identification of enforcement procedures

Sediment Control BMPs	Number of enforcement actions taken
4c-1: Waste Controls for Construction Site Operators	Adoption of, or amendment to existing, ordinance Established inspection program ** Completed
4d-1: Procedure for Site Plan Review	Develop checklist
4e-1: Establishment of Procedures for the Receipt and Consideration of Stormwater Noncompliance	Database implementation and development Administration of hot-line Number of inspection/enforcement reports
4f-1: Establishment of Procedures for Site Inspection and Enforcement	Inspection Logs for all sites requiring NPDES construction permit
4f-2: Communication between Carver County SWCD and City	Record of meetings
4f-3: Site Inspection Criteria	Site inspection procedure developed BMP details compiled ** Completed
BMP categories to be implemented	Measurable goals and timeframes

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

Terry Jeffery, Water Resources Coordinator; Krista Spreiter, Natural Resources Technician

E. MCM 5: Post-construction stormwater management

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

Currently, Chanhassen requires that all site plan and subdivision provide rate control and water quality treatment to NURP standards. Applicants are not allowed an increase in discharge rates over the existing conditions for the 1, 2, 10 and 100-year storm events.

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

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

Within 12 months of permit extension, and concurrent to updating our surface water management plan, Chanhassen will develop procedures for documenting all legal mechanisms as they pertain to the longterm maintenance of structural stormwater BMPs implemented through our post-construction stormwater management regulatory mechanism. Chanhassen will develop a comprehensive plan review protocol and checklist and incorporate these into our standards practices.

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

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and

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

Established BMP categories	Measurable goals and timeframes
5a-1: Development and Implementation of Structural and Non-structural BMPs	Ordinance in place Project implementing BMPs
5b-1: Local controls to Address Post Construction Runoff from New Development and Redevelopment	Ordinance in place
5c-1: Long-term Operation and Maintenance of BMPs	Annual report of ponds cleaned Annual report of inspections made. 20% per year

BMP categories to be implemented	Measurable goals and timeframes
Update ordinance to meet new permit requirements	Within 12 months of extension of permit coverage Chanhassen will revise ordinance to meet new permit requirements.
Develop written procedures for site plan review	Within 12 months of extension of permit coverage Chanhassen will develop site plan review procedures and checklists that will be required for approval of any site plan prior to the issuance of a grading permit.
Database management	Continue to develop asset management database for the purpose of cataloguing stormwater management needs and practices for new development and redevelopment. This is on-going and implementation has already begun.
Design Standards	Within 12 months of extension of permit coverage Chanhassen will update storm water BMP design standards and guidance. Changes will be communicated to contractors and developers who have frequently worked in Chanhassen

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

Terry Jeffery, Water Resources Coordinator; Paul Oehme, Public Works Director/City Engineer

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

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

The City of Chanhassen currently inspects all MS4 outfalls on an annual basis. Chanhassen inspects all sump manholes annually and all other structural BMPs on a rotating 5 year schedule. Chanhassen has recently implemented Cartegraph asset management software to track inspections and maintenance of the BMPs. The city has replaced and recalibrated all salt dispensing augers on their snow removal fleet. The city is currently outfitting five trucks with salt brine tanks for prewetting and is looking to purchase a brine manufacturing plant. Public works inspects all city stockpiles and are trained annually on different pollution prevention practices. With the opening of a new Public Works facility the protocols will need to be re-evaluated.

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

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

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

Established BMP categories	Measurable goals and timeframes
6a-1: Municipal Perations and Maintenance Program	Annual training Number in attendance by department
6a-2: Street Sweeping	Number of centerline miles swept Number of time swept per year Amount of debris removed
6a-3: Presentation to City Staff on NPDES requirements	Completed presentation
6b-2: Annual Inspection of All Structural Control Devices	Number of structural BMPs inspected Log of inspections Number of devices requiring maintenance Number of devices maintained
6b-3: MS4 Outfall and Pond Inspection	Inspection of 20% of MS4 outfalls, ponds, and basins annually Log of inspections
6b-4: Annual Inspection of all Stockpile, Storage and Material Handling Areas	Inspection log – this will be modified to include quarterly inspections beginning immediately.
6b-5: Inspection Review to Determine Necessity of Corrective Actions	Annual report summarizing findings Number of inspections requiring follow up Number of corrective measures implemented
6b-6: Record Reporting and Retention	Database population and data retrieval Annual report
6b-8: Fleet Oil and Materials Management	Gallons of used oil recycled Spill and response records Material recycling records and receipts
6b-9: Municipal Landscaping and Lawn Care	Performed soil analysis Amount of fertilizer, herbicide and pesticide used Maintenance of buffers around water courses The use of native and salt-tolerant plants
6b-10: Municipal Vehicle Maintenance	Vehicle maintenance records
6b-11: Municipal Vehicle Washing	Vehicles washed indoors Vehicle wash area serviced by sanitary sewer **completed
6b-12: Hazardous Materials Handling	Number of inspected storage units Establishment of containment protocol
6b-14: Road Salt Application	Percentage of spreaders calibrated Frequency of Calibration Efforts
6b-15: Road Salt Storage and Handling	Percentage of salt materials covered Containment protocols established
BMP categories to be implemented	Measurable goals and timeframes
Municipal Operations and Maintenance Program	Operations and Maintenance Manual for all city owned facilities
Develop methodology and schedule for determine TP	Methodology in place

and TSS efficacy of constructed storm water basins	

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

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

The City is reviewing our in-house training and employee manual and will identify a mandatory training schedule for all employees. The City is currently evaluating programs for the purpose of assessing TP and TSS removal efficiencies for city owned constructed stormwater basins. Program will be developed within two years of the extension of permit coverage so inspections can occur in years 2 through 5. The city will develop best management practices to protect groundwater these will be developed concurrent to our MMC 5 practices and policies.

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

Terry Jeffery, Water Resources Coordinator; Mike Wegler, Streets Superintendent; Paul Oehme, Public Works Director

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

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? Yes No
1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

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

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

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

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

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

VIII. Add any Additional Comments to Describe Your Program