

CITY OF BLAINE



STORMWATER POLLUTION PREVENTION PROGRAM

June 1, 2006

As Required By:

GENERAL PERMIT NO. MN R 040000

**Authorization to Discharge Stormwater Associated with Municipal Separate
Storm Sewer Systems Under the National Pollutant Discharge Elimination
System / State Disposal System Permit Program**

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INTRODUCTION

The Clean Water Act, developed in 1972, is the primary federal legislation that protects surface waters of the United States. The National Pollutant Discharge Elimination System (NPDES) program was established as the fundamental regulatory mechanism of the Clean Water Act. The NPDES program requires anyone discharging a pollutant from a point source into the waters of the United States to obtain a NPDES permit. The initial focus was on industrial and municipal wastewater. Controlling these targeted point sources has substantially improved water quality.

However, several studies indicate that pollution from nonpoint sources such as water runoff from urban and agricultural areas, construction sites, land disposal, and mining are the leading cause of water quality impairment. In 1987, amendments to the Clean Water Act required the EPA to develop a comprehensive phased program to regulate storm water discharges under the NPDES program. The Phase I rule was issued in 1990 and addressed storm water discharges from medium and large municipal separate storm sewer systems (MS4s – those serving communities with a population of at least 100,000) and industrial activities. Construction permits were also required when grading activities disturbed five or more acres.

Phase II regulations were issued in 1999. Phase II addresses storm water discharges from small municipal separate storm sewer systems (MS4s – those serving communities with a population of less than 100,000 and located in an urbanized area.) Construction permits are also required when grading activities disturb one or more acres.

The EPA delegated permitting authority for Minnesota's NPDES – Phase II program to the Minnesota Pollution Control Agency (MPCA). MPCA has issued a general permit for MS4's within the State of Minnesota that prescribes one set of requirements for all applicable permittees. The City of Blaine was notified by the MPCA that the City qualifies as a MS4 and is required to file a notice of intent under General Permit No. MN R 040000.

NPDES PHASE II - PERMIT GOALS

NPDES Phase II is the next step in the effort to preserve, protect, and improve water resources impacted by storm water runoff. The primary goal of the NPDES permit process as defined by the MPCA is to restore and maintain the chemical, physical, and biological integrity of waters of the state through management and treatment of urban storm water runoff. This is accomplished by requiring municipal separate storm sewer systems (MS4's) to prepare a Storm Water Pollution Prevention Program as part of their general permit requirements.

NPDES PHASE II - PERMIT REQUIREMENTS

The City of Blaine is required to develop, implement, and enforce a Storm Water Pollution Prevention Program (SWPPP) designed to reduce the discharge of pollutants from the City of Blaine to the "maximum extent practicable" to protect water quality and to satisfy the appropriate water quality requirements of the Clean Water Act. The "maximum extent practicable" is a congressionally mandated standard for treating storm water. EPA as decided to let maximum extent practicable be undefined in the permit process to provide more flexibility in the program implementation.

Compliance of maximum extent practicable requires successful implementation of approved best management practices (BMPs).

The SWPPP must include BMPs that the City of Blaine will implement for each of six minimum control measures, measurable goals for each BMP, a timeframe for required implementation, person(s) responsible for implementation and/or coordinating each component of the Phase II Storm Water Program, and annual reporting. The SWPPP is the enforceable part of this permit and is the start of a five-year process to develop and implement a plan to control, reduce, and minimize the discharge of pollutants from the City.

The six minimum control measures are:

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
6. Pollution prevention / good housekeeping for municipal operations.

The six minimum control measures are defined in greater detail in the next section of this program and are each followed by best management practices.

NPDES PERMIT RE-ISSUED

The MPCA issued the original MS4 General Permit in June 2002. In July 2002, Minnesota Center for Environmental Advocacy (MCEA) filed an appeal of the permit. MCEA alleged several deficiencies, including: the inappropriate use of general versus individual permits, failure to address non-degradation issues, and the lack of adequate public participation and monitoring requirements.

In March 2003, over 200 owners and operators of small MS4s in urbanized areas applied for general permits, and began or expanded existing programs and practices to reduce stormwater runoff.

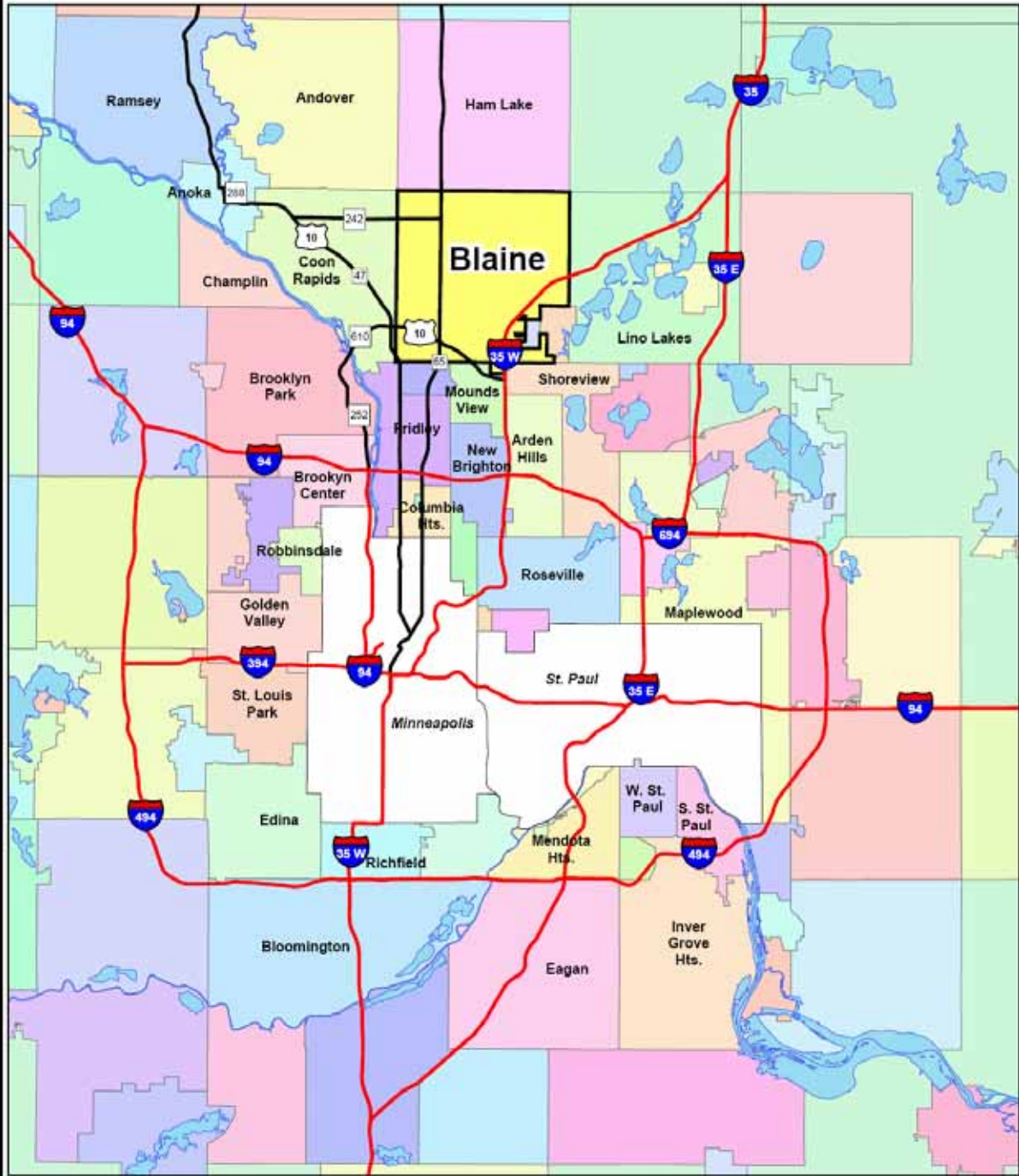
On May 6, 2003, the Minnesota Court of Appeals ruled that the use of general permits and best management practices was appropriate, and that the monitoring required in the permit was adequate. The court ruled that the use of general permits and best management practices was appropriate, and that the monitoring required in the permit was adequate. The court also called for the opportunity for public comment and public hearing on each permittee's proposed stormwater pollution prevention program, required the MPCA to determine if additional control measures are necessary if the permittee has new or expanded discharges, and ruled that the language of Minnesota's permit must follow federal language and require permittees to "reduce" (instead of "minimize") pollutants.

Revisions were made to the permit to address the courts' ruling. A series of public meetings and comments periods followed. After reviewing and considering all comments received, the MPCA made additional revisions to the draft permit to clarify permit requirements.

On February 28, 2006, the MPCA Citizens' Board denied a request for a contested case hearing and approved the revised permit. The new permit becomes effective on June 1, 2006.

This permit application includes BMP Summary Sheets, newly created documents designed to assist members of the public in reviewing the city's SWPPP. A copy of these summary sheets and the full SWPPP are available at city hall and on the city web site for the convenience of those who desire to review and comment on the city plan.

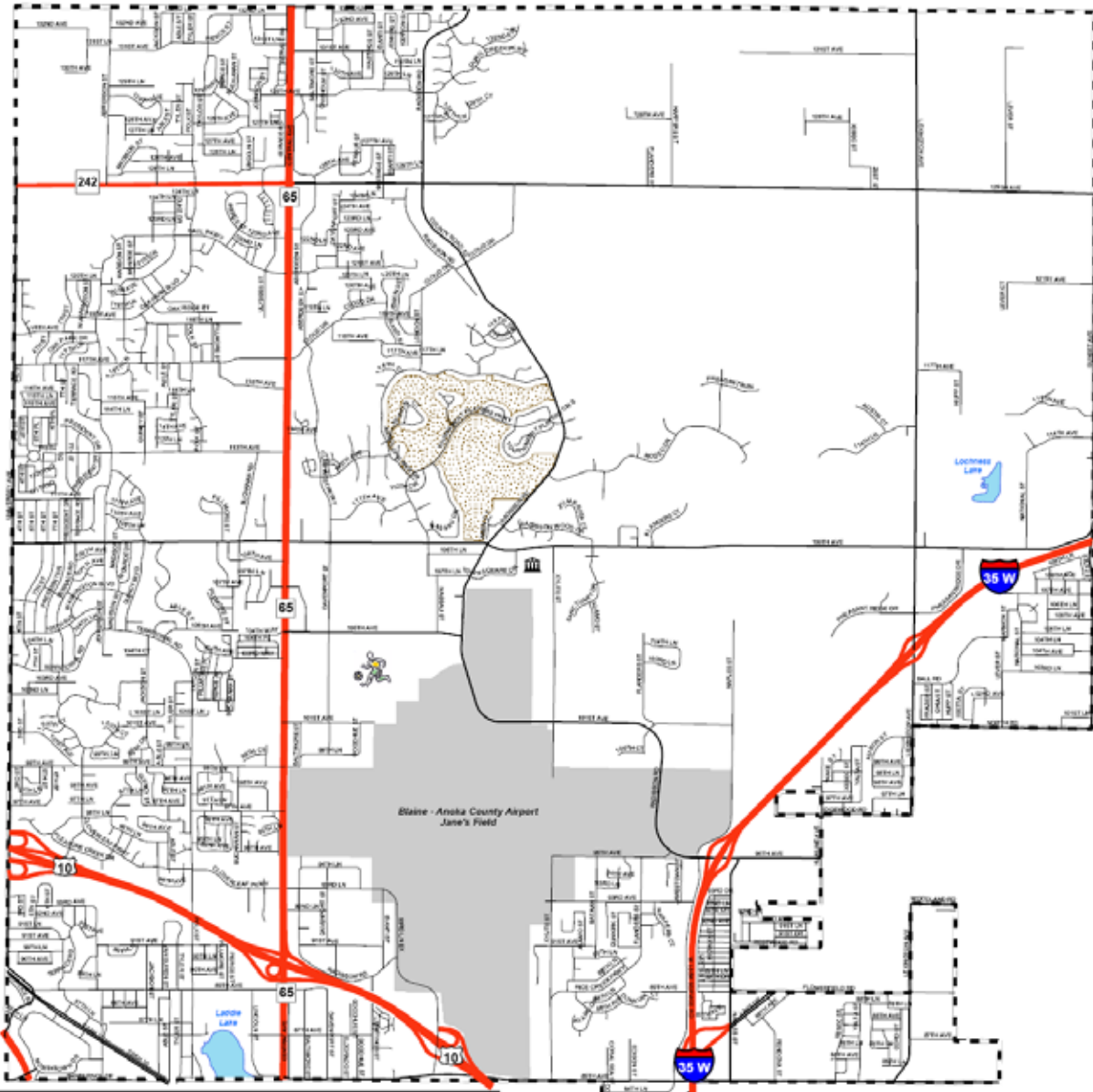
Twin Cities Metro Area



City of Blaine

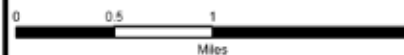


City of Blaine



Legend

- | | |
|--|--|
|  City Hall |  Airport |
|  TPC - Twin Cities |  Residential Street |
|  National Sports Center |  Secondary Transportation |
|  City Limits |  Primary Transportation |
|  Lake | |



Map Date: August 1, 2002
Prepared by City of Blaine GIS



BEST MANAGEMENT PRACTICE (BMP) SUMMARY SHEETS

The MPCA is required by law to place all Stormwater Pollution Control Prevention Plans (SWPPP) on public notice. Standardized summary sheets have been developed for this purpose. The following BMP Summary Sheets are provided for quick reference by members of the public and other interested parties. Each Summary Sheet is referenced to the Minimum Control Measure in the SWPPP to which it pertains. This will hopefully assist those who desire to offer comments on the City of Blaine's SWPPP.

The BMP Summary Sheets and the full SWPPP are available on the city's web site for public viewing. Residents may submit comments via e-mail, postal mail or phone calls to Jim Hafner, Stormwater Manager (jhafner@ci.blaine.mn.us or 763-785-6188 or 10801 Town Square Drive, Blaine, MN 55449).

MCM1	Public Education and Outreach
MCM2	Public Participation/Involvement
MCM3	Illicit Discharge Detection and Elimination
MCM4	Construction Site Runoff Control
MCM5	Post-Construction Runoff Control
MCM6	Pollution Prevention/Good Housekeeping

BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

<p>*BMP Title: Distribute Educational Materials</p>
<p>*BMP Description:</p> <p>Available educational materials defining stormwater runoff and the terminology associated with the management of stormwater runoff, and explaining how and why stormwater is managed will be dispensed to the public. Various methods of delivery will be used and assessed for the most effective means.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Minimum Control Measure 1: 1.A thru 1.A.4</p>
<p>*Measurable Goals:</p> <p>Effectiveness of this campaign can be measured in several ways including:</p> <ul style="list-style-type: none">- the number of calls received at the city in response to the materials,- requests for stormwater management assistance,- surveys of various types to assess if methods described in the materials are being implemented by the public.
<p>*Timeline/Implementation Schedule:</p> <p>Distribution of these materials has been in place for 4 years and continues as an ongoing program. Currently, the main sources of distribution are the city's monthly newsletter and the city web site. Effectiveness is assessed periodically over the course of a year.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

<p>*BMP Title: Implement an Education Program</p>
<p>*BMP Description:</p> <p>With the hiring of a Stormwater Manager in November 2005, the city now has a FTE dedicated to MS4 programs including the development of a Stormwater Education program. Partnerships have been formed with the Rice Creek Watershed District and Anoka Conservation District to maximize programs already developed and to avoid redundancy. The city will pursue efforts not covered by the other agencies that are deemed specific to the residents of the City of Blaine.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Minimum Control Measure 1: 1.A thru 1.A.4</p>
<p>*Measurable Goals:</p> <p>Progress will be measured by:</p> <ul style="list-style-type: none">- the number of school classes contacted,- participation in public fairs and demonstrations,- civic and commercial groups contacted,- publications used to distribute information, and- other means as determined in the course of program development..
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">- Efforts have begun in February 2006 and will continue as often as can be scheduled each year.- The city will discuss developing a survey to assess residents awareness of stormwater issues and the effectiveness of past efforts to educate the public.(2006)
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

*BMP Title: Education Program: Public Education and Outreach
*Audience(s) Involved: Residents of Blaine, commercial and industrial locations, civic groups, real estate personnel, and anyone that benefits from living, working or interacting with the City of Blaine.
*Educational Goals for Each Audience: Raise the level of awareness of stormwater management and the federal, state and local regulations currently in place. Engaging individuals, groups and entities in actively implementing stormwater control measures.
*Activities Used to Reach Educational Goals: Environmental fairs, home and garden shows, public presentations, open houses, public informational meetings, city newsletter and web site.
*Activity Implementation Plan: <ul style="list-style-type: none">- In conjunction with Rice Creek Watershed District and Anoka Conservation District, develop a program of activities in 2006.- Schedule at least one activity in 2006.- Increase the number of activities to one per quarter in 2007.- 2006 - Information on website will be revised and updated.
*Performance Measures: <ul style="list-style-type: none">- Number of activities/presentations conducted and the number of participants at each activity.- Observe changes in stormwater management practices throughout the city.
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

*BMP Title: Education Program: Public Participation
*Audience(s) Involved: Residents of Blaine, commercial and industrial locations, civic groups, real estate personnel, and anyone that benefits from living, working or interacting with the City of Blaine.
*Educational Goals for Each Audience: <ul style="list-style-type: none">- Raise the level of awareness of stormwater management and the federal, state and local regulations currently in place.- Engaging individuals, groups and entities in actively implementing stormwater control measures.- Assist and encourage individuals and groups to organize and sustain efforts to bring about change in normal routines that will result in improved stormwater management and water quality benefits.- Schedule repeating efforts on some calendar basis to involve stakeholders in public activities related to stormwater and water quality management.
*Activities Used to Reach Educational Goals: <ul style="list-style-type: none">- city newsletter- city web site- develop volunteer opportunities (clean a park, etc.)
*Activity Implementation Plan: <ul style="list-style-type: none">- Participate with existing programs of Rice Creek Watershed District and Anoka Conservation District.- Build on efforts of other city education and outreach efforts to organize public involvement- Revise/improve information available on web site
*Performance Measures: <ul style="list-style-type: none">- Number of activities held, persons and groups involved.- Establish a metric to gauge improvement throughout the city.- Number of articles published in the newsletter.
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

*BMP Title: Education Program: Illicit Discharge Detection and Elimination
*Audience(s) Involved: Homeowners, renters, commercial and industrial owners and staff, city staff
*Educational Goals for Each Audience: Homeowners and renters - inform on proper discharge of sump pumps and disposal of hazardous materials Commercial and industrial - inform on laws regarding discharge of materials from their various businesses; proper methods of disposal City staff - educate on illicit discharges - what they are, laws, what to look for in detecting, how to inform the public
*Activities Used to Reach Educational Goals: <ul style="list-style-type: none">- City newsletter,- City web site,- Public service announcements in local papers and cable TV,- Create a hotline for reporting of illegal activity
*Activity Implementation Plan: <ul style="list-style-type: none">- 2006 - Develop specific materials for each target audience and begin distribution.- Coordination between Engineering, Public Works and Building Inspection departments to monitor and assess the response and results of the educational program.
*Performance Measures: <ul style="list-style-type: none">- Level of calls and e-mails to city hall in response to education program and enforcement of regulations.- Lower levels of discharge as recorded by Met Council in the I/I monitoring.- Number of calls for information or assistance to meet compliance requirements.
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

*BMP Title: Education Program: Construction Site Runoff Control
*Audience(s) Involved: City staff, developers, builders, property owners seeking to sub-divide and develop their property and anyone else seeking to build or develop property in the City of Blaine.
*Educational Goals for Each Audience: Make this audience aware of applicable Federal, State and Local regulations for control of runoff from construction sites.
*Activities Used to Reach Educational Goals: <ul style="list-style-type: none">- Annual builders meeting scheduled by city inspections department,- Distribution of pertinent informational materials,- City web site,- Advertisement of training meetings,- Offer training to all interested parties
*Activity Implementation Plan: City has conducted annual informational meetings for builders and developers and will continue this schedule with expansion as needed. <ul style="list-style-type: none">- Cooperate with the MPCA to distribute NPDES materials to builders and developers.- 2006 - Revise city's developer agreement to provide better information on what is expected in the way of site erosion control .- Encourage attendance by city staff and others at U of Minnesota Extension and Mn/DOT SWPPP training
*Performance Measures: <ul style="list-style-type: none">- Number of NPDES permits issued,- Use of Subdivision Registration Form between developers and builders,- Increase/decrease of erosion control problems
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 1-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: City staff, developers, builders, property owners seeking to sub-divide and develop their property and anyone else seeking to build or develop property in the City of Blaine.
*Educational Goals for Each Audience: <ul style="list-style-type: none">- Inform and educate the audience on permanent BMPs used for long term erosion control and water quality protection..- Educate on the regulations and benefits associated with these practices.- Increase awareness of infiltration BMP's and design applications
*Activities Used to Reach Educational Goals: <ul style="list-style-type: none">- Annual builders meeting scheduled by city inspections department,- Distribution of pertinent informational materials,- City web site,- Advertisement of training meetings,- Offer training to all interested parties
*Activity Implementation Plan: <ul style="list-style-type: none">- City has conducted annual informational meetings for builders and developers and will continue this schedule with expansion as needed.- Cooperate with the MPCA to distribute NPDES materials to builders and developers.- Revise city's developer agreement to provide better information on what is expected in the way of permanent erosion control and water quality protection.- Encourage attendance by city staff and others at U of Minnesota Extension and Mn/DOT SWPPP training
*Performance Measures: Sustained performance and maintenance of permanent BMPs.
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

*BMP Title: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
*Audience(s) Involved: City staff in engineering, public works, and building inspections including department managers
*Educational Goals for Each Audience: Inform and educate the audience on the requirements of the NPDES program, the responsibility of the city to comply with these regulations and how each staff member contributes to that effort.
*Activities Used to Reach Educational Goals: <ul style="list-style-type: none">- In-house training,- Attendance at outside training,- Employee newsletter
*Activity Implementation Plan: <ul style="list-style-type: none">- In-house training has taken place over the past two years. Regular updates will be provided for current staff with new training for future additions to staff.- Some staff have already completed SWPPP training courses. They will attend refresher courses as needed.
*Performance Measures: Monitor condition of city facilities, attendance at training sessions, general attitude towards compliance with housekeeping measures.
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

*BMP Title: Coordination of Education Program
*BMP Description: <p>Oversight and coordination of the various programs comprising the Public Education and Outreach effort will be necessary to avoid duplication of effort, insure compliance with the SWPPP goals, monitor and record the measurable goals and provide accountability to the city council and the residents of Blaine.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Minimum Control Measure 1: 1.A thru 1.A.4</p>
*Measurable Goals: <ul style="list-style-type: none">- Regular articles in the City newsletter,- Update of web site information,- Intradepartment communications,- Regular communication with the education coordinators of Rice Creek Watershed District and Anoka Conservation District,- Attendance at meetings and workshops of metro groups dedicated to promote education and develop new materials and programs...
*Timeline/Implementation Schedule: <p>This coordination effort has begun with the hiring of the Stormwater Manager in November 2005 and will be an on-going, routine task to ensure the effectiveness of the programs.</p>
Specific Components and Notes:
*Responsible Party for this BMP: <p>Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

*BMP Title: Annual Public Meeting
*BMP Description: <p>An annual meeting will be held at the Blaine city hall to provide information and education to residents and all other interested parties on the NPDES program. The meeting is noticed 30 days in advance with notice published in the official city newspaper (Blaine Spring Lake Park Life) and the city web site (www.ci.blaine.mn.us). This meeting will include an accounting of the city's activities in the previous year, what worked and what didn't work, and what the plan is for the coming year. Attendees will have an opportunity to review the city SWPPP, ask questions and offer comments and suggestions. This input will become part of the public record, be assessed and responded to in an appropriate manner with revisions to the SWPPP as necessary</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Minimum Control Measure 1: 1.A.4 and MCM 2: 2.A and 2..B</p>
*Measurable Goals: <p>Attendance at the annual meeting will reflect the increased awareness on the part of the public to stormwater issues and be a measure of how effective the city is in publicizing and reaching the public.</p>
*Timeline/Implementation Schedule: <p>This annual meeting has been held each year since 2004. With the annual report now due by June 30 each year, the annual meeting will be held in February or March. Staff will determine the best date and establish a time that will be the same every year to provide consistency.</p>
Specific Components and Notes: <p>Attendance has been very low in the first 3 annual meetings. Staff will explore improved methods of publicizing the meetings so as to attract the interest of more residents.</p>
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

*BMP Title: Consider Public Input
*BMP Description: See BMP Summary Sheet 1e-1. All input received regarding the city SWPPP, whether it is provided at the annual meeting or comes at other times throughout the year, becomes part of the public file on the SWPPP. Comments are reviewed and assessed with appropriate responses provided in a timely manner. If the input is determined to warrant a change in the SWPPP, revisions will be made as necessary and copied to the MPCA. Location(s) in SWPPP of detailed information relating to this BMP: Minimum Control Measure 2: 2.B and 2.C
*Measurable Goals: The SWPPP file will reflect any input received.
*Timeline/Implementation Schedule: Residents have the opportunity to review the SWPPP and provide comment Monday through Friday from 8:00 AM to 4:30 PM, except holidays, at the city engineering department. They may also access the SWPPP on the city web page and submit comments by e-mail 24 hours per day, 7 days per week.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

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>The engineering department with the assistance of the GIS department has completed a city-wide map of all storm sewer outfalls, detention/retention basins, ditches and lakes. Other features included on this map are storm sewer pipes (with pipe size in the attribute data base), catch basins, manholes, weirs, culverts, sump catch basins and mechanical treatment sumps.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 3: 3.A thru 3.A.4</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">- Update the map upon receipt of as-built plans containing new infrastructure.- Prepare a separate map layer for locations of outfalls and other discharge points leaving the City of Blaine.
<p>*Timeline/Implementation Schedule:</p> <p>This is an on-going effort given the level of development in the city and the associated additions to the storm sewer system</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3b-1

*BMP Title: Regulatory Control Program
*BMP Description: <p>The City of Blaine will revise the existing ordinance to prohibit non-stormwater discharge into the storm sewer system. The existing ordinance is for septic systems and illegal dumping. The City will review in place ordinances, review ordinances of adjacent communities, and will work with the City Attorney to prepare this ordinance for City Council approval before the end of the next NPDES Phase II permit cycle (June 30, 2010).</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 3: 3.B, 3.B.1.a, 3.B.1.b</p>
*Measurable Goals: <ul style="list-style-type: none">• Review in place ordinances.• Review relevant ordinances of adjacent communities.• Work with City Attorney to prepare this ordinance.• City Council review and approval of ordinance.
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2004 – Review in place ordinances.• 2005 – Review ordinances of adjacent communities.• 2006 - Work with City Attorney to prepare ordinance.• 2007 – City Council approval of ordinance (six months after extension of permit by the MPCA).• 2007-08 – Start to implement and enforce ordinance. <p>Proposed schedule is estimated.</p>
Specific Components and Notes:
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

*BMP Title: Illicit Discharge Detection and Elimination
*BMP Description: The City of Blaine will continue to implement the existing ordinance requiring septic system inspections at time of property transfer, post-construction inspection of septic systems, and detecting/addressing failing septic systems. Preventing and/or correcting improper operation of septic systems can protect water resources. Engineering and Inspection Departments will devise a program to identify and eliminate other sources of illegal discharges from residential, commercial and industrial properties. Location(s) in SWPPP of detailed information relating to this BMP: MCM 3: 3.C and 3.C.1
*Measurable Goals: <ul style="list-style-type: none">• Septic system inspections at time of property transfer.• Post-construction inspection of septic systems.• Resident pumping, cleaning and reporting of individual septic systems every three years. Reporting is tracked to ensure compliance.
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Report number of septic system inspections at time of property transfer with each annual report.• Report number of post-construction inspections of septic systems with each annual report.• Report number of individual septic systems pumped and cleaned with each annual report.<ul style="list-style-type: none">• 2007: devise program to inspect for other illegal discharges• 2008: begin implementation of eliminating illegal discharges
Specific Components and Notes: All septic systems are tracked for the appropriate reporting. Those failing to respond are contacted and required to perform the inspection as required by ordinance.
*Responsible Party for this BMP: Name: Gary Hagedorn Department: Building Inspections Phone: 763-785-6175 E-mail: ghagedorn@ci.blaine.mn.us

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

BMP Summary Sheet

MS4 Name: City of Blaine

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: <p>The City of Blaine offers a curbside, no-sort recycling program, two yard waste disposal sites, and supports Anoka County operated hazardous household waste disposal locations. Schedules and locations are routinely publicized in the city newsletter with seasonal emphasis as appropriate. The City of Blaine will develop a strategy to inform City employees, local businesses, property owners, and the public about the hazards associated with illegal discharges and improper disposal of waste. The City will work with Watershed District partnerships to develop educational opportunities in this area. Additional educational information will target eliminating misconceptions, changing behaviors, and creating awareness of problems. Our education program can inform these groups of ways to detect and eliminate illicit discharges.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 3: 3.D</p>
*Measurable Goals: <p>Usage of deposit sites and recycling volume is recorded and provides a metric of usage by the public.</p> <ul style="list-style-type: none">• Identify outreach materials.• Provide education information to employees, businesses, property owners, and public.• Mailing of Environmental Newsletter to provide educational information to residents and businesses.- City inspectors maintain MPCA septic system certification.
*Timeline/Implementation Schedule: <p>Report educational information that is disseminated each year with each annual report.</p>
Specific Components and Notes: <p>With the rate of new housing development in those parts of the city that still have septic systems, it is anticipated that all septic systems will be converted to sanitary sewer within ten years or less.</p>
*Responsible Party for this BMP: <p>Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

<p>*BMP Title: Identification of Non Stormwater Discharges and Flows</p>
<p>*BMP Description:</p> <p>The City will develop a process to evaluate whether any of the following categories of non-stormwater discharges or flows are significant contributors of pollutants to our MS4:</p> <p>water line flushing, 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.</p> <p>For any non-stormwater discharges or flows which the City finds to be a significant contributor of pollutants to the MS4 the City will develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 3: 3.C</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) Develop a process to investigate and 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.
<p>*Timeline/Implementation Schedule:</p> <p>Year 2007 - Develop process to investigate and evaluate non-stormwater discharges and flows. Year 2008 - Conduct investigation and evaluation of non-stormwater discharges and flows and develop action plans for those which are identified as being significant contributors of pollutants to our MS4. Year 2008-09 - Implement the action plans for significant non-stormwater discharges and flows. Year 2009-2010 - Continue with action plan concerning significant non-stormwater discharges and flows.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3f-1

<p>*BMP Title: Source Water Protection Areas</p>
<p>*BMP Description:</p> <p>The city of Blaine obtains its drinking water supply from 15 wells. The wellhead protection areas (WHPAs) for the city wells were delineated using multi-aquifer groundwater flow models developed for the MDH by private contractors (SEH Incorporated, 2001; EOR, KDB Consulting, 2000). Eleven of Blaine's 15 wells have been determined to be non-vulnerable. The non-vulnerable status of these wells means the aquifer from which they pump is likely unaffected by local land uses, except if wells or boreholes of equal or greater depth relative to the city wells are present. On the other hand, the other four Blaine wells (Wells Nos. 3, 4, 12, and 16) are considered vulnerable, which means local land uses have the potential to affect groundwater quality. The city wells meet the construction standards of the State Well Code and are not considered a likely avenue for contamination to reach the aquifer from which they pump. However, proper precautions will be taken during any construction in these areas to prevent infiltration or introduction by other means of materials that would potentially contaminate the wells. MDH guidance documents will be used for guidance in those situations.</p> <p>The city has completed a draft Wellhead Protection Plan which is currently under review by the Minnesota Department of Health (MDH).</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. Identify potential sources of pollution within the vulnerable well areas.2. Inform owners of land parcels in those areas that they may be contributing pollutants.3. Develop a plan to clean up any existing pollutants and prevent any future pollutants from being introduced.4. Develop an education plan in coordination with the clean up plan. This would be part of a Wellhead Awareness Project.
<p>*Timeline/Implementation Schedule:</p> <p>2006 – MDH completes review of draft Wellhead Protection Plan 2006-07 – City makes any necessary revisions to plan and submits for final approval 2007 – City develops plan for clean up of existing pollutants; develops plan for additional protective measures and Wellhead Awareness Plan including education component. 2008 – City implements plan.</p>
<p>Specific Components and Notes:</p> <p>Wells #3 and #4 are currently not in use until a clean up is completed in those vulnerable areas. No contaminants have been identified in the other vulnerable areas (wells #12 and #16).</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Jim Hafner Department: Engineering Phone: 763-785-6188</p>

E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

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 City of Blaine will analyze current ordinances as they pertain to erosion and sediment control and construction site management, and will analyze the time schedule set for plan review and inspection/enforcement actions. The City will draft a revised erosion and sediment control ordinance and will work with the City Attorney to prepare that document for presentation to the city council for approval and adoption. Location(s) in SWPPP of detailed information relating to this BMP: MCM 4: 4.A and 4.A.1
*Measurable Goals: <ul style="list-style-type: none">• Review current City ordinances and ordinances of adjacent communities.• Meet with City Attorney to prepare ordinance revisions if needed.• City Council review and approval of ordinance.
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2006 – Review current ordinance and meet with City Attorney to prepare ordinance revisions if needed.• 2006-07 – City Council approval of ordinance prior to implementation date. Implementation deadline is six months after the MPCA extends permit coverage. After approval of ordinance, start to implement and enforce ordinance.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

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: The City of Blaine will continue to utilize the best management practices listed in BWSR's MN Construction Site Erosion and Sediment Control Handbook, Met Council's Small Site BMP Manual and the MPCA Protecting Water Quality in Urban Areas manual. These reference manuals are utilized to make recommendations to developers and contractors during site plan review to incorporate best management practices into each construction project. Location(s) in SWPPP of detailed information relating to this BMP: MCM 4: 4.B
*Measurable Goals: <ul style="list-style-type: none">• Check for incorporation of best management practices with each site plan review. Letter on site plan revisions will be sent to the developer or engineer for revisions required prior to site plan approval. Staff will receive training on BMPs and Construction Pollution Prevention Plan development.- Determine priority BMPs that achieve the best results for the specific conditions in Blaine- Distribute priority BMP sheets to builders/developers and track who received them and who is making adjustments to comply.
*Timeline/Implementation Schedule: Report number of site plan reviews with each annual report. Some staff have already been certified in the Pollution Prevention Plan development. - 2006 - Develop priority BMPs - 2007 - Distribute BMP sheets prior to the start of the construction season
Specific Components and Notes:
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

*BMP Title: Procedure for Site Plan Review
*BMP Description: <p>The City of Blaine will continue to utilize the existing Administrative Review Committee (ARC) for site plan reviews as established in the City's Administrative Policy Manual – No. 1.7. The site plan review process is described in the City's Zoning Ordinance under Performance Standards, Section 33.07. Cooperation with Watershed Districts and other regulatory agencies is part of the review process. The City's Natural Resources Inventory is integrated into the process and includes staff specialists in the process. Current and future construction site runoff control ordinance requirements will be a consideration of each site plan review.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 4: 4.D thru 4.D.5</p>
*Measurable Goals: <ul style="list-style-type: none">• Review of site plans by the City's Administrative Review Committee (ARC).• Continue to work with Watershed Districts and other regulatory agencies during the site plan review process and require approvals/permits prior to start of site work.
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Report number of site plans reviewed by the ARC Committee with each annual report.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Bryan Schafer Department: Planning and Community Development Phone: 763-785-6144 E-mail: bschafer@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

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 city created and filled the new position of Stormwater Manager in November 2005. This person will establish procedures for the handling, receipt and consideration of stormwater and erosion control non-compliance. <u>The city's Building Inspection Department will continue to log issues and complaints received on construction sites.</u> The Engineering Department, Public Works, and Planning Departments will work closely with the Building Inspection Department in addressing questions and concerns raised about construction site runoff controls. Location(s) in SWPPP of detailed information relating to this BMP: MCM 4: 4.E and 4.E.1
*Measurable Goals: <ul style="list-style-type: none">Continue to utilize the City's Building Inspection log in process for issues and complaints received on construction sites.
*Timeline/Implementation Schedule: <ul style="list-style-type: none">Report number of issues and complaints received on construction sites with each annual report.<ul style="list-style-type: none">Review current system for permit compliance. Make necessary adjustments within six months of permit extension date.
Specific Components and Notes: <ul style="list-style-type: none">MPCA's Guidance Manual states that City's are not expected to follow-up and respond to every complaint or concern. A simple tracking process in which submitted information both written and verbal is recorded and then given to the construction site inspector for possible follow-up is sufficient.<u>Blaine conducts a field inspection for all complaints to verify if the situation is a non-compliant act or not.</u>
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

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:</p> <p>The City of Blaine's Building Inspection Department will continue to perform site inspections, log in process of inspections and enforcement activity, including the use of "Stop Work Orders" as included in the 1997 Uniform Building Code – Section 104.2.4. The Stormwater Manager will coordinate with the Chief Building Inspector to accomplish this task.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 4: 4.F, 4.F.1, 4.F.6 and 4.F.10</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Continue to utilize the City's Building Inspection Department for site inspections, log in process of inspections and enforcement activity.• Participation in the annual Builders Meeting held by Building Inspection Department.• Meet with City Inspectors on BMP's to observe at each construction site.
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">• Report on enforcement activity with each annual report.• Report on participation in the annual Builders Meeting.• Report on inspector education of BMP's.
<p>Specific Components and Notes:</p> <p>Each year, the Building Inspection Department holds a Builders Meeting. At this annual meeting, information is provided to contractors on current codes and ordinances. An NPDES – Phase II discussion will be added to the agenda for providing information to builders.</p> <p>The city's goal is to develop a staff of inspectors dedicated to erosion, sediment control and stormwater issues.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Blaine

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>The City of Blaine will continue to require the use of detention basins for slowing and cleaning storm water leaving a new development to the predevelopment runoff rate. The City will continue to require topsoil, sod, and seed for turf establishment to stabilize areas disturbed during the construction process. The City will continue to require concrete swales in locations where there is not enough elevation to install a catch basin and storm pipe to discharge into a detention/treatment basin. The City of Blaine will continue to require the use of sump manholes, weirs, stormceptor manholes, and scupper manhole inserts where needed for removal of sediments, oils, and floatables before storm water continues to move through the storm drainage system.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 5: 5.A, 5.A.1, 5.D, 5.D.1, 5.D.3, 5.D.3.d, 5.E</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Continue to require detention/treatment basins, vegetative cover, concrete swales, and manufactured BMP's with site plan reviews.• Track number and type of BMP's incorporated into site plans.- Assess changes in impervious area resulting from new development and redevelopment.- Track the use of infiltration practices.
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">• Report on number and type of BMP's installed with each annual report.
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• City will continue to require Watershed District review of site plans to assist in administration of post-construction best management practices.
<p>*Responsible Party for this BMP:</p> <p>Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Blaine

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: The City will work with the City Attorney to prepare ordinance revisions as needed for City Council approval. The City will analyze existing ordinances that pertain to post-construction stormwater management. The City of Blaine will continue to review site plans for both new development and re-development and incorporate best management practices through Zoning Ordinance requirements, wetland protection requirements, and the City's Tree Preservation Policy. See 4a-1 Location(s) in SWPPP of detailed information relating to this BMP: MCM 5: 5.F thru 5.F.2.a
*Measurable Goals: <ul style="list-style-type: none">• Review current ordinances.• Meet with City Attorney to prepare ordinance revisions as needed.• City Council review and approval of ordinance.
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2006 – Work with City Attorney to prepare ordinance.• 2007-08 – City Council approval of ordinance.• 2008-09 – Start to implement and enforce ordinance.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

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 The City of Blaine will inspect best management practices on a regular basis to ensure proper function and implement a regular maintenance program. Location(s) in SWPPP of detailed information relating to this BMP: MCM 5: 5.G, 5.G.1
*Measurable Goals: <ul style="list-style-type: none">• Number of BMP's inspected.• Number of BMP's requiring maintenance.• Inspection and maintenance efforts will be logged for annual reporting.
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Report BMP inspections and maintenance with each annual report.- 2005 - initiated inspections of retention ponds for accumulated sediment relative to potential maintenance.
Specific Components and Notes: Best Management Practices requiring inspection and maintenance: <ul style="list-style-type: none">• Detention/treatment basins.• Concrete swales.• Sump manholes.• Weirs.• Swirl separator/mechanical devices.• Scupper manhole inserts.
*Responsible Party for this BMP: Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

*BMP Title: Municipal Operations and Maintenance Program
*BMP Description: <p>The City of Blaine will develop and implement an inspection, operation, and maintenance program with a training component. A municipal training program will define expectations on how the City's Public Works employees should carry out their duties to minimize adverse impacts on storm water runoff quality. The program will include information on vehicle maintenance, vehicle washing, parking lot and street sweeping, maintenance of parks and landscaped medians, hazardous materials management, road salt storage and handling, and used oil recycling.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 6: 6.A, 6.B</p>
*Measurable Goals: <ul style="list-style-type: none">• Review existing municipal training programs.• Review available training opportunities for areas where additional training is needed.• Implement new training components.
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2006 – Review available training opportunities.• 2007 - Implement new training components.• Report on training in annual reports.
Specific Components and Notes: <p>City washes all vehicles indoors. Runoff drains to the sanitary sewer. Traps and drains are cleaned professionally.</p>
*Responsible Party for this BMP: <p>Name: Mike Ulrich Department: Public Works Phone: 763-785-6167 E-mail: mulrich@ci.blaine.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

*BMP Title: Street Sweeping**
*BMP Description: City of Blaine Public Works Department has been following a routine schedule of street sweeping for several years. Beginning in April and continuing through the fall, the city streets are swept on a rotating basis. Most streets are swept more than once per year. Location(s) in SWPPP of detailed information relating to this BMP: MCM 6: 6.B.1.c
*Measurable Goals: Reported in annual report. Reduced amounts of sediment and debris in gutters.
*Timeline/Implementation Schedule: Annual schedule of street sweeping from April through Oct.
Specific Components and Notes: In 2005 an additional street sweeper was added to the city fleet. Sweepers operate from April through October and at other times when conditions allow.
*Responsible Party for this BMP: Name: Mike Ulrich Department: Public Works Phone: 763-785-6167 E-mail: mulrich@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

*BMP Title: Annual Inspection of all Pollution control Devices
*BMP Description: Structural pollution control devices are currently inspected at least once per year for accumulation of sediment. Vacuum trucks are utilized to remove sediment from the sumps. Location(s) in SWPPP of detailed information relating to this BMP: MCM 6: 6.B.2, 6.B.2.a
*Measurable Goals: Reduced levels of accumulated sediment in structural control devices. Activity is reported annually.
*Timeline/Implementation Schedule: Program is on going. Frequency will be assessed as system expands due to development within the city.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Mike Ulrich Department: Public Works Director Phone: 763-785-6167 E-mail: mulrich@ci.blaine.mn.us

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

<p>*BMP Title: Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins, and Ponds Each Year on a Rotating Basis</p>
<p>*BMP Description:</p> <p>The City of Blaine will develop and implement an inspection, maintenance, and tracking system for structural pollution controls, outfalls, storm pipe, ditches, catch basins, manholes, sediment basins, and ponds. Results of inspection and maintenance operations will be summarized in annual reports.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 6: 6.B.3</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Develop and implement an inspection, maintenance, and tracking system.• Summarize results of inspection and maintenance operations in annual reports for structural pollution controls, storm pipe, ditches, catch basins, and manholes, and 20% of outfalls, sediment basins, and ponds. Add additional FTE's to Public Works staff, dedicated to stormwater tasks.
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">• Report annually on inspections and maintenance of all structural pollution controls, storm pipe, ditches, catch basins, and manholes.• Report annually on inspection and maintenance of 20% of outfalls, sediment basins, and ponds. Begin increase of Public Works staff in 2007.
<p>Specific Components and Notes:</p> <p>A stormwater utility fee is being proposed for the city. If adopted by the City Council there will be a dedicated revenue stream to finance an increase in public works personnel assigned to the stormwater inspections and repairs.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Mike Ulrich Department: Public Works Phone: 763-785-6167 E-mail: mulrich@ci.blaine.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

<p>*BMP Title: Annual Inspection of all Exposed Stockpile, Storage and Material Handling Areas</p>
<p>*BMP Description:</p> <p>Stockpiles of salt and salt/sand mix are stored under a structure with a roof. Any other stockpiles that do not have indoor or covered storage areas are protected with silt fence, temporary seeding or other alternatives as appropriate for the material and term of storage. Handling areas are routinely maintained to prevent transport of materials from the site.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 6: 6.B.1.f, 6.B.1.g</p>
<p>*Measurable Goals:</p> <p>Reduce amounts of materials being stored under exposed conditions. Expand covered salt storage and cold storage facilities to accomplish the previous goal.</p>
<p>*Timeline/Implementation Schedule:</p> <p>Expanded facilities are scheduled for 2006-07.</p>
<p>Specific Components and Notes:</p> <p>The city has purchased a former salvage yard and is in the process of reclaiming the site. This will provide the needed location for the expansion of the Public Works facilities that will include stockpiles and seasonal storage. Appropriate protection measures will be incorporated into the design of the redeveloped site.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Mike Ulrich Department: Public Works Phone: 763-785-6167 E-mail: mulrich@ci.blaine.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

<p>*BMP Title: Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures</p>
<p>*BMP Description:</p> <p>Currently, Public Works is understaffed and proactive repairs are completed at a minimal level. The city is proposing adoption of a stormwater utility fee to provide additional revenue to include the hiring of additional FTEs, allowing the development of a proactive schedule of maintenance and repairs. This schedule would achieve maintenance, repair and replacement of storm sewer devices in a more efficient manner.</p> <p>See 6b-3</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 6: 6.B.4</p>
<p>*Measurable Goals:</p> <p>Fewer emergency repair calls. The storm sewer infrastructure maintained in a more serviceable condition.</p>
<p>*Timeline/Implementation Schedule:</p> <p>2007 - begin hiring additional FTEs for public works 2008 - hire additional FTEs (projected)</p>
<p>Specific Components and Notes:</p> <p>Public Works maintains a log of all repairs and maintenance work performed each year. This will provide a base-line for development of a proactive inspection and maintenance program.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Mike Ulrich Department: Public Works Director Phone: 763-785-6167 E-mail: mulrich@ci.blaine.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

*BMP Title: Record Reporting and Retention of all Inspections and the Responses to the Inspections
*BMP Description: A record is kept of all calls received relative to problems with the storm sewer system. All inspections and maintenance work are recorded so they can be charged to the appropriate budget accounts. These records are then used to generate an annual report of all inspection, maintenance and repair activity. Location(s) in SWPPP of detailed information relating to this BMP: MCM 6: 6.B.6
*Measurable Goals: Record of all calls received from the public. Work orders generated for maintenance or repair work by public works. Annual report to city council and MPCA.
*Timeline/Implementation Schedule: Records kept on a daily basis. Reports filed annually.
Specific Components and Notes: All calls are recorded in a log and include the response and associated repair work performed.
*Responsible Party for this BMP: Name: Mike Ulrich Department: Public Works Phone: 763-785-6167 E-mail: mulrich@ci.blaine.mn.us

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

BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

<p>*BMP Title: Evaluation of Inspection Frequency</p>
<p>*BMP Description:</p> <p>The city is proposing a city-wide assessment of the storm sewer system to determine the need for repair or replacement. This assessment will also be utilized to establish a schedule of inspections and maintenance for proactive upkeep of the system. Once this is complete it will be determined what needs to be accomplished annually and what can be done on a less frequent basis.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 6: 6.B.4, 6.B.5</p>
<p>*Measurable Goals:</p> <p>Complete assessment of the storm sewer system. Evaluate the data collected in the assessment. Establish frequency for various O&M activities.</p>
<p>*Timeline/Implementation Schedule:</p> <p>Estimated schedule based on City Council approval of the proposed stormwater utility fee: Adopt stormwater utility fee - 2006 Conduct city-wide assessment - 2007 Develop maintenance and inspection plan - 2008 Implement plan - 2008-09</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Mike Ulrich Department: Public Works Phone: 763-785-6167 E-mail: mulrich@ci.blaine.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6c-1

<p>*BMP Title: Nondegradation for Selected MS4s</p>
<p>*BMP Description:</p> <p>The City will prepare a Loading Assessment and Nondegradation Report as per Part X. Appendix D. Sections B & C of the MS4 General Permit. The City will follow the public participation process as per Part X. Appendix D. Section D of the MS4 General Permit. After consideration of the input received during the public participation process, the City will prepare and submit the materials required in Part X. Appendix D. Section E of the MS4 General Permit.</p> <p>During the MPCA review, notice, and preliminary determination processes, the City will work with the MPCA, if appropriate, to respond to comments and/or revise the submittal materials to prepare them for final approval.</p> <p>After final determination by the MPCA, the City will modify the SWPPP as per the approved submittal materials and as needed to meet the nondegradation requirements.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: MCM 6.C</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. The City will prepare and submit materials to meet the requirements listed above.2. The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review, notice, and preliminary determination processes.3. Modify the SWPPP as per the approved modifications and as needed to meet the nondegradation requirements.
<p>*Timeline/Implementation Schedule:</p> <p>Listed numbers below correspond to the Measurable Goals listed above</p> <ol style="list-style-type: none">1. The City will prepare and submit the required materials listed above by October 1, 2007.2. The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review, notice, and preliminary determination processes.3. After the submittal materials are approved by the MPCA, the City will modify the SWPPP, as per the approved modifications and as needed to meet the nondegradation requirements, in a timely manner.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Jim Hafner Department: Engineering Phone: 763-785-6188 E-mail: jhafner@ci.blaine.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Blaine

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6c-2

***BMP Title:** Response to Listing of Impaired Water(s)

***BMP Description:**

This BMP is to address stormwater discharge from the City of Blaine MS4 to those receiving waters listed as an impaired water by the MPCA, as required in Part IV.D of the MS4 Permit. A process is described here by which the City of Blaine will review the Impaired Waters List each time a new list is published to determine if an impaired water is within the city limits or if the MS4 discharges to one of these impaired waters. For impaired waters that do not currently have an USEPA approved TMDL, this process will determine whether changes are warranted in our SWPPP to reduce the impact of said discharge.

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

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

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

- 1.a: the extension of MS4 Permit coverage upon approval of the City's submittal materials and Application by the MPCA Commissioner (if this BMP is already incorporated into the SWPPP)
- 1.b: the incorporation of this BMP into the City's SWPPP after Permit coverage has been extended
- 2: the release of a new 303(d) list of Impaired Waters by the MPCA that is approved by the USEPA.

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

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

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

In **Step 4**, the City will prepare an impaired waters report. This report will address the results of the steps listed above along with a determination of whether changes to the City's SWPPP are

warranted to reduce the impact from the City's MS4 stormwater discharge to each impaired water of concern.

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

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

***Measurable Goals:**

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

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

Step 3: Completion of the impaired waters evaluation

Step 4: Completion of the impaired waters report

Step 5: Changes to the City's SWPPP, if warranted.

***Timeline/Implementation Schedule:**

Step 1: Within 6 months of a trigger event

Step 2: Within 6 months of a trigger event

Step 3: Within 9 months of a trigger event

Step 4: Within 12 months of a trigger event

Step 5: Within 18 months of a trigger event

Specific Components and Notes:

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

***Responsible Party for this BMP:**

Name: Jim Hafner

Department: Engineering

Phone: 763-785-6188

E-mail: jhafner@ci.blaine.mn.us

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

NPDES PHASE II – BEST MANAGEMENT PRACTICES (BMPs)

The Guidance Manual from MPCA (page 19 of 97) states that BMP's are schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of "waters of the State." BMP's also include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, waste disposal, or drainage from raw material storage.

EPA has stated that for purposes of this permit, BMPs and the achievement of measurable goals are generally the most appropriate form of effluent limitations rather than numeric effluent limitations. EPA and MPCA both recognize that some MS4's are already meeting the minimum control measures. Implementation of BMPs consistent with the provisions of the storm water pollution prevention program constitutes compliance with the standards of reducing pollutants to the "maximum extent practicable."

In preparation of the City of Blaine's Storm Water Pollution Prevention Program, the City is required to include BMPs that control or reduce pollutants that are appropriate for our community. In the development of BMPs, the City must consider:

1. the sources of pollutants;
2. the potentially polluting activities being conducted in the watershed; and
3. the sensitivity of the receiving waters.

In the self-assessment portion of this program, the City of Blaine has shown that consideration has been given to the sources of pollutants, polluting activities, and receiving waters that the City discharges to. The self-assessment portion of this program follows the BMP description sheets.

The following pages will list the City of Blaine's BMPs for each of the six minimum control measures. Each BMP description sheet lists the title of the BMP, a description of the BMP, measurable goals, timeline / implementation schedule, and the responsible department. The measurable goals are to be used to determine the success or benefits of the BMPs. At a minimum, the measurable goals are to contain descriptions of actions the City will take to implement each BMP, what the City anticipates to be achieved by each goal, and the frequency and dates for such action to be taken.

Minimum Control Measure Summary

This document summarizes the best management practices (BMPs) selected by the City of Blaine. Each BMP is categorized into one or more minimum control measures to meet the maximum extent practicable standard set in the general permit requirements. Where a BMP addresses more than one minimum control measure, it is listed under the appropriate minimum control measure.

Public Education and Outreach

1.A.	Develop and Implement a Public Education Program
1.A.1.	Storm Water Informational Articles in City's Resident Newsletter
1.A.2.	Storm Water Informational Articles on City's Business Newsletter
1.A.3.	Storm Water Informational Articles on City's Website
1.A.4.	Develop Partnership with Watershed Districts for Shared Educational Opportunities
2.B.	Conduct Annual Public Meeting

Public Involvement and Participation

1.A.	Develop and Implement a Public Education Program
1.A.4.	Develop Partnership with Watershed Districts for Shared Educational Opportunities
2.A.	Follow Applicable Public Notice Requirements
2.B.	Conduct Annual Public Meeting
2.C.	Storm Water Section on City Website for Public Questions or Comments
2.D.	Initiate Discussion w/ Watershed Districts on Repairing Their Ditch Systems

Illicit Discharge, Detection and Elimination

3.A.	Update Existing Storm Sewer System Map
3.A.1.	Update Storm Map with Detention and Treatment Ponds, Ditches, and Lakes
3.A.2.	Map of Locations of Scuppers, Sump Manholes, Stormceptors, and Weirs in MS4
3.A.3.	Keep Storm Sewer Map Current w/Storm Pipes, Catch Basins, and Storm Manholes
3.A.4.	Map Location of Outfalls and Other Discharge Points Leaving the MS4
3.B.	Illicit Discharge and Elimination Ordinance
3.B.1.	Septic System Mechanisms
3.B.1.a.	Ordinance Requiring Septic System Inspections at Time of Property Transfer
3.B.1.b.	Code Requiring Post-Construction Inspections of Septic Systems
3.B.3.	Ordinance to Prevent Illegal Dumping
3.C.	Develop and Implement a Program to Detect/Address Non-Stormwater Discharges
3.C.1.	Develop and Implement a Program to Detect and Address Failing Septic Systems

3.D.	Develop a Strategy to Inform Employees, Businesses, and Public of Hazards
	Associated with Illegal Discharges and Improper Disposal of Waste

Construction Site Runoff Control

4.A.	Construction Erosion and Sedimentation Control Ordinance
4.A.1.	Review Current City Soil Erosion and Sedimentation Control Ordinance
4.B.	Implement BWSR's MN Construction Site Erosion and Sediment Control Handbook
4.C.	Construction Site Waste Control Issues
4.D.	Procedures for Site Plan Review
4.D.1.	Define Site Plan Review Process
4.D.2.	Defined Communication Between Planning, Engineering, and Watershed Districts
4.D.3.	Defined Timeline for Review and Comment Process
4.D.4.	Integration Process for Plans and City of Blaine Natural Resources Inventory
4.D.5.	Review Process by Wetland, Erosion, Forestry, and Hydrology Specialists
4.E.	Public Non Compliance Complaints and Reports
4.E.1.	Develop a Receipt Log For Construction Site Issues and Complaints
4.F.	Site Inspection and Enforcement
4.F.1.	Develop Criteria for Site Inspections within the City Project Scope
4.F.6.	Develop Log to Track Inspections and Enforcement Activity in Support of Program
4.F.10.	Develop and Enforce Stop Work Order for Constr Sites Not in Compliance w/Program

Post Construction Runoff Control

5.A.	Detention
5.A.1.	Detention Ponds
5.D.	Stabilization
5.D.1.	Vegetative Cover
5.D.3.	Structural
5.D.3.d.	Concrete Swale from Curb Opening to Normal Water Level in Receiving Basin
5.E.	Manufactured BMP's - Sump Manholes, Weirs, Stormceptor, Scupper MH Inserts
5.F.	Post-Construction Runoff Ordinance
5.F.1.	Development / Re-development Review for Stormwater Management & Use of BMP's
5.F.1.a.	Zoning Ordinance – Performance Standards
5.F.1.c.	Wetland Protection Requirements
5.F.1.d.	Tree Preservation Policy
5.F.1.f.	Minimum Pervious Area Required – Landscape Areas/Building & Parking Setbacks
5.F.2.	System Planning
5.F.2.a.	Comprehensive Water Resource Management Plan
5.G.	BMP Operation and Maintenance
5.G.1.	BMP Inspections and Maintenance on a Regular Basis

Pollution Prevention and Good Housekeeping

6.A.	Develop & Implement an Operation and Maintenance Program w/Training Component
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6.B.	Additional Requirements: Operation, Maintenance, and Inspection Activities
6.B.1.	Operate and Maintain the MS4 to Minimize Discharge of Pollutants
6.B.1.a.	Automobile Maintenance
6.B.1.b.	Vehicle Washing
6.B.1.c.	Parking Lot and Street Cleaning
6.B.1.e.	Landscaping and Lawn Care - Park Space and Landscaped Medians
6.B.1.f.	Hazardous Materials Management
6.B.1.g.	Road Salt Storage and Handling
6.B.1.h.	Used Oil Recycling
6.B.2	Inspect Annually All Structural Pollution Controls
6.B.2.a.	Establish an Inspection Program
6.B.3.	Inspect 20% of MS4 Outfalls, Sediment Basins, and Ponds
6.B.3.a.	Establish an Inspection Program
6.B.4.	Determine Need for Maintenance of Structural Controls, Outfalls, Basins and Ponds
6.B.4.a.	Storm Drainage System Cleaning - Storm Pipe, Ditches, Catch Basins, Manholes
6.B.5.	Summary of Results in Annual Report
6.B.6.	Establish a Record Keeping System to Track Activities

MINIMUM CONTROL MEASURE NO. 1

PUBLIC EDUCATION AND OUTREACH

The goal of this minimum control measure is to implement a public education program. The EPA states that an informed and knowledgeable community is crucial to success of a storm water management program. Public understanding of the program will help foster greater compliance as the public becomes aware of personal responsibilities expected of them and others in the community. Information will be provided to the public on individual actions that they can take to protect or improve the quality of area waters.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

1. Implement a public education program to distribute educational materials to the community.
2. Implement an education program that addresses each Minimum Control Measure.
3. For each control measure, the education program must identify the audience, educational goals, activities to be used, activity implementation plans, and performance measures.
4. Describe how the education program is coordinated with and makes effective use of other entities storm water education programs.
5. Hold one public meeting per year to address the SWPPP annual report. (See Minimum Control Measure No. 2 for this BMP.)

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 1.A, 1.A.1, 1.A.2, 1.A.3, 1.A.4

Minimum Control Measures Addressed by This BMP

X	Public education & outreach		Construction site runoff controls
X	Public participation & involvement		Post-construction stormwater management
	Illicit discharge detection & elimination		Pollution prevention/Good housekeeping

BMP Title: Develop and Implement a Public Education Program

BMP Description: The City of Blaine will implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff. The City’s public education program will individually address each Minimum Control Measure. (See other MCMs for educational opportunities listed in applicable BMPs.) The City will continue to utilize the City’s resident and business newsletters and website to provide storm water educational information to the public. The City will review existing educational programs being conducted in our area and share this information with the public. The City will develop partnerships with watershed districts and Anoka County for shared educational opportunities.

Measurable Goals:

- Implement a public education program.
- Number of informational items provided to the public.
- Number of households served by each communication.
- Develop partnerships with watershed districts and Anoka County.

Timeline / Implementation Schedule:

- 1st Year – Draft of public education program. Participate in development of partnerships with watershed districts and Anoka County for shared educational opportunities.
- Annually – Implement public education program. Continue to develop partnerships.

Specific Components & Notes (optional): Educational materials must inform residents about the impacts polluted storm water can have on water quality that ultimately flows into the Mississippi River. Need to inform citizens of the need to keep buffer strips adjacent to water features; to use less fertilizer adjacent to ponds, wetlands, lakes, and ditches; and no dumping of oils, chemical solvents, or hazardous materials into storm water structures. Provide recycling information in newsletters and on website.

Responsible Person for this BMP	Responsible Department or Organization
Name: Jim Hafner	Dept. or Org.: Engineering
Title: Stormwater Manager	Dept. Head: Jean Keely
Phone: 763-785-6188	Phone: 763-785-6171
E-mail: jhafner@ci.blaine.mn.us	E-mail: lkeely@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):

MINIMUM CONTROL MEASURE NO. 2

PUBLIC PARTICIPATION / INVOLVEMENT

The goal of this minimum control measure is to provide for citizen involvement in the City of Blaine's Storm Water Pollution Prevention Program (SWPPP.) The public can provide valuable input in the annual meeting process. This goal also provides an opportunity for public involvement in the implementation of the program. Involved citizens can provide important cross-connections and relationships with other community and government programs.

During this five-year process, the City will evaluate and receive public input on the BMPs to improve their effectiveness. It is expected that the evaluation and input process will lead to more effective programs, which will ultimately result in improved water quality in the receiving waters.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

1. Comply with applicable public notice requirements for advertising the annual public meeting and hold the public meeting.
2. Must get public input and opinion on the adequacy of the City's SWPPP. This includes input from the public meeting held each year prior to submittal of the annual report to MPCA.
3. The City shall consider public input, both oral and written, to the SWPPP and shall make adjustments as the City finds appropriate.

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 2.A

Minimum Control Measures Addressed by This BMP

X	Public education & outreach		Construction site runoff controls
X	Public participation & involvement		Post-construction stormwater management
	Illicit discharge detection & elimination		Pollution prevention/Good housekeeping

<u>BMP Title:</u> Follow Applicable Public Notice Requirements	
<u>BMP Description:</u> The City of Blaine will comply with public notice requirements for the Annual Meeting to discuss the City's Storm Water Pollution Prevention Program. The City will utilize the newspaper designated for legal notices and will also contact other local newspapers. The City will advertise the Annual Meeting in the City's resident newsletter and on the City's website. The City will also post the public notice on the City Bulletin Board.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Completed public notice. 	<ul style="list-style-type: none"> • The first public notice will meet requirements for the 2003 annual meeting and will be continued on an annual basis.
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • Date • Time • Location • Description of how the meeting will be conducted • Location of the City's Storm Water Pollution Prevention Program for review prior to the meeting. • Location of posted notice 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Jim Hafner	Dept. or Org.: Engineering
Title: Stormwater Manager	Dept. Head: Jean Keely
Phone: 763-785-6188	Phone: 763-785-6171
E-mail: jhafner@ci.blaine.mn.us	E-mail: jkeely@ci.blaine.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 2.B

Minimum Control Measures Addressed by This BMP

X	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
X	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Conduct Annual Public Meeting	
<u>BMP Description:</u> The City of Blaine will conduct an annual public information meeting to discuss the City's Storm Water Pollution Prevention Program. The City will take public input concerning the information being provided and the best management practices being utilized.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> Conduct annual public information meeting. 	<ul style="list-style-type: none"> The first annual public information meeting will be scheduled for February 2004 and will be continued on an annual basis.
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> Establish meeting procedures and processes for speakers and written material. Allow interested persons an opportunity to comment on information provided and best management practices being utilized. Notes will be taken at the Annual Public Information Meeting and will be available for public review. Public oral and written input will be evaluated and the SWPPP will be adjusted as the City deems appropriate. 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Jim Hafner	Dept. or Org.: Engineering
Title: Stormwater Manager	Dept. Head: Jean Keely
Phone: 763-785-6188	Phone: 763-785-6171
E-mail: jhafner@ci.blaine.mn.us	E-mail: jkeely@ci.blaine.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 2.C

Minimum Control Measures Addressed by This BMP

X	Public education & outreach	X	Construction site runoff controls
X	Public participation & involvement	X	Post-construction stormwater management
X	Illicit discharge detection & elimination	X	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Storm Water Section on City Website for Public Review and Comment	
<u>BMP Description:</u> The City of Blaine will initiate a storm water section on the City Website for public review of the City's Storm Water Pollution Prevention Program (SWPPP.) An e-mail address will be provided for residents to submit written comments on the SWPPP.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> Establish a storm water section on City website. 	<ul style="list-style-type: none"> March 2004 – Storm water section of website will be available for public review and comment.
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> Work with City's Communication Technician to establish the storm water section on the City website. Provide storm water educational information on the City website. Public input will be evaluated and the SWPPP will be adjusted as the City deems appropriate. 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Jim Hafner	Dept. or Org.: Engineering
Title: Stormwater Manager	Dept. Head: Jean Keely
Phone: 763-785-6188	Phone: 763-785-6171
E-mail: jhafner@ci.blaine.mn.us	E-mail: jkeely@ci.blaine.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 2.D

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Initiate Discussion with Watershed Districts on Repairing Their Ditch Systems	
<u>BMP Description:</u> The City of Blaine will initiate discussions with Rice Creek Watershed District (RCWD) and Coon Creek Watershed District (CCWD) on the watershed district's maintenance and repair of their ditch systems. Six Cities WMO, by Joint Powers Agreement, requires maintenance and repair to be accomplished by each individual City.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> Meet with each watershed district on their ditch systems maintenance and repair efforts. 	<ul style="list-style-type: none"> 2003 – Initiate discussions with RCWD and CCWD.
<u>Specific Components & Notes (optional):</u> City will stress the importance of regular ditch maintenance and repair in both watershed districts.	
Responsible Person for this BMP	Responsible Department or Organization
Name: Jean Keely	Dept. or Org.: Public Services
Title: City Engineer	Dept. Head: Robert Therres
Phone: 763-785-6171	Phone: 763-785-6123
E-mail: jkeely@ci.blaine.mn.us	E-mail: rtherres@ci.blaine.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

MINIMUM CONTROL MEASURE NO. 3

ILLICIT DISCHARGE DETECTION AND ELIMINATION

Federal regulations define an illicit discharge as "...any discharge to an MS4 that is not composed entirely of storm water..." Illicit discharges are considered "illicit" because MS4's are not designed to accept, process, or discharge such non-storm water wastes. Illicit discharges can have an adverse effect on receiving waters. Some sources of illicit discharges are effluent from septic systems, car wash wastewaters, improper oil disposal, radiator flushing disposal, and improper disposal of auto and household toxics. For this minimum control measure, the City is required to develop, implement, and enforce a program to detect and eliminate illicit discharges into our MS4. The objective of this measure is to have our City gain a thorough awareness of our system through inspection and maintenance. It is important to note that illicit does not mean illegal.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

1. Update our existing storm water map to show locations of ponds, lakes, structural pollution control devices, pipes and conveyances, and outfalls.
2. Prohibit through ordinance, non-storm water discharges into our storm sewer system and implement appropriate enforcement procedures and actions.
3. Develop and implement a program to detect and address non-storm water discharges, including illegal dumping, to our system. Four recommended steps are to locate problem areas, find the source, remove/correct illicit connections, and document actions taken.
4. Inform public employees, businesses, property owners, and the general public of hazards associated with illegal discharges and improper disposal of wastes. Our education program can inform these groups of ways to detect and eliminate illicit discharges.

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 3.A, 3.A.1, 3.A.2, 3.A.3, 3.A.4

Minimum Control Measures Addressed by This BMP

X	Public education & outreach		Construction site runoff controls
	Public participation & involvement		Post-construction stormwater management
X	Illicit discharge detection & elimination		Pollution prevention/Good housekeeping

BMP Title: Update Existing Storm Sewer System Map

BMP Description: The City of Blaine will update the existing storm sewer map with detention and treatment basins, ditches, and lakes. Additional information to be specifically identified on a layer of the map will be scuppers, sump manholes, stormceptors, and weirs. The existing map layers will be updated each year with new construction of storm pipe, catch basins, storm manholes, and other storm drainage system improvements. A separate map layer will be generated for locations of outfalls and other discharge points leaving the City of Blaine.

Measurable Goals:

- Update existing storm sewer map each year to include all storm drainage improvements.
- Prepare a separate map layer for locations of outfalls and other discharge points leaving the City of Blaine.

Timeline / Implementation Schedule:

- Update existing storm sewer map for the prior year's construction by the annual report date each year.
- March 2006 – Prepare a separate map layer of outfalls & discharge points. Map will be updated by March of each year.

Specific Components & Notes (optional):

Responsible Person for this BMP	Responsible Department or Organization
Name: Jim Hafner	Dept. or Org.: Engineering
Title: Stormwater Manager	Dept. Head: Jean Keely
Phone: 763-785-6188	Phone: 763-785-6171
E-mail: jhafner@ci.blaine.mn.us	E-mail: jkeely@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):
 By keeping the storm sewer map up to date each year, our public works department is kept informed on storm drainage improvements that need to be added to their inspection and maintenance responsibilities.

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 3.B, 3.B.1, 3.B.3

Minimum Control Measures Addressed by This BMP

X	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
X	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
X	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Illicit Discharge and Elimination Ordinance	
BMP Description: The City of Blaine will prepare an ordinance to prohibit non-stormwater discharge into the storm sewer system. This ordinance will incorporate existing ordinances for septic systems and illegal dumping. The City will review in place ordinances, review ordinances of adjacent communities, and will work with the City Attorney to prepare this ordinance for City Council approval before the NPDES Phase II required implementation date of May 10, 2008.	
<p>Measurable Goals:</p> <ul style="list-style-type: none"> • Review in place ordinances. • Review relevant ordinances of adjacent communities. • Work with City Attorney to prepare this ordinance. • City Council review and approval of ordinance. 	<p>Timeline / Implementation Schedule:</p> <ul style="list-style-type: none"> • 2004 – Review in place ordinances. • 2005 – Review ordinances of adjacent communities. • 2006 - Work with City Attorney to prepare ordinance. • 2007 – City Council approval of ordinance. • 2008 – Start to implement and enforce ordinance.
<p>Specific Components & Notes (optional): Existing ordinance: Blaine Code Sections 6-68 thru 6-73 Individual Sewage Treatment Systems – Compliance with Regulations. Existing ordinance: Blaine Code Section 10-2(c) Littering and 17.4 City Street or Public Right-of-Way Obstruction.</p>	
Responsible Person for this BMP	Responsible Department or Organization
Name: Jim Hafner	Dept. or Org.: Engineering
Title: Stormwater Manager	Dept. Head: Jean M. Keely
Phone: 763-785-6188	Phone: 763-785-6171
E-mail: jhafner@ci.blaine.mn.us	E-mail: jkeely@ci.blaine.mn.us
Educational components related to this BMP (description or number – optional):	
Owners of individual sewage treatment systems shall be notified as to when pumping and cleaning	

maintenance is required for their system. The City has been divided into three geographical areas for purposes of establishing maintenance intervals on a continuing basis. This process keeps residents informed and involved in the status of their individual sewage treatment system.

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 3.B.1, 3.B.1.a, 3.B.1.b, 3.C, 3.C.1

Minimum Control Measures Addressed by This BMP

X	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
X	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
X	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Septic System Mechanisms	
BMP Description: The City of Blaine will continue to implement the existing ordinance requiring septic system inspections at time of property transfer, post-construction inspection of septic systems, and detecting/addressing failing septic systems. Preventing and/or correcting improper operation of septic systems can protect water resources.	
<p>Measurable Goals:</p> <ul style="list-style-type: none"> • Septic system inspections at time of property transfer. • Post-construction inspection of septic systems. • Resident pumping and cleaning of individual septic systems every three years. 	<p>Timeline / Implementation Schedule:</p> <ul style="list-style-type: none"> • Report number of septic system inspections at time of property transfer with each annual report. • Report number of post-construction inspections of septic systems with each annual report. • Report number of individual septic systems pumped and cleaned with each annual report.
Specific Components & Notes (optional): Existing ordinance: Blaine Code Sections 6-68 thru 6-73: Individual Sewage Treatment Systems – Compliance with Regulations.	
Responsible Person for this BMP	Responsible Department or Organization
Name: Gary Hagedorn	Dept. or Org.: Public Services
Title: Chief Building Official	Dept. Head: Robert Therres
Phone: 763-785-6175	Phone: 763-785-6123
E-mail: ghagedorn@ci.blaine.mn.us	E-mail: rtherres@ci.blaine.mn.us
Educational components related to this BMP (description or number – optional): Owners of individual sewage treatment systems shall be notified as to when pumping and cleaning maintenance is required for their system. The City has been divided into three geographical areas for purposes of establishing maintenance intervals on a continuing basis. The process keeps	

residents informed and involved in the status of their individual sewage treatment system.

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 3.C, 3.C.1

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: **Develop and Implement a Program to Detect/Address Non-Stormwater Discharges, Specifically Failing Septic Systems and Illegal Dumping**

BMP Description: The City of Blaine will develop and implement a program to detect and address non-stormwater discharges, specifically failing septic systems and illegal dumping. The City will continue to detect and address failed septic systems as included in the Septic System Mechanisms BMP No. 3.B.1, 3.B.1.a, and 3.B.1.b.

<p>Measurable Goals:</p> <ul style="list-style-type: none"> Number of non-stormwater discharges detected and addressed, specifically failing septic systems and illegal dumping. 	<p>Timeline / Implementation Schedule:</p> <ul style="list-style-type: none"> Report results of non-stormwater discharge detections in each annual report.
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Specific Components & Notes (optional):
 Non-stormwater discharges could include oil dumped in storm sewer system, gas spills, or chemical leaks. Engineering Department will work closely with Building Inspections, Public Works, and Code Enforcement on calls received from the public or from any issues noted in the storm sewer system inspections.

Responsible Person for this BMP	Responsible Department or Organization
Name: Gary Hagedorn	Dept. or Org.: Public Services
Title: Chief Building Official	Dept. Head: Robert Therres
Phone: 763-785-6175	Phone: 763-785-6123
E-mail: ghagedorn@ci.blaine.mn.us	E-mail: rtherres@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 3.D

Minimum Control Measures Addressed by This BMP

X	Public education & outreach		Construction site runoff controls
X	Public participation & involvement		Post-construction stormwater management
X	Illicit discharge detection & elimination	X	Pollution prevention/Good housekeeping

BMP Title: Develop a Strategy to Inform City Employees, Businesses, Property Owners, and Public about the Hazards Associated with Illegal Discharges and Improper Disposal of Waste

BMP Description: The City of Blaine will develop a strategy to inform City employees, local businesses, property owners, and the public about the hazards associated with illegal discharges and improper disposal of waste. The City will work with Watershed District partnerships to develop educational opportunities in this area. Providing additional educational information will target eliminating misconceptions, changing behaviors, and creating awareness of problems. Our education program can inform these groups of ways to detect and eliminate illicit discharges.

Measurable Goals:

- Identify outreach materials.
- Provide education information to employees, businesses, property owners, and public.
- Mailing of Environmental Newsletter to provide educational information to residents and businesses.

Timeline / Implementation Schedule:

- 2006 – Identify outreach material.
- Report educational information that is disseminated each year with each annual report.

Specific Components & Notes (optional):

- Environmental Newsletter is sent four times per year to all mailing addresses in Blaine.

Responsible Person for this BMP	Responsible Department or Organization
Name: Jim Hafner	Dept. or Org.: Engineering
Title: Stormwater Manager	Dept. Head: Jean M. Keely
Phone: 763-785-6188	Phone: 763-785-6171
E-mail: jhafner@ci.blaine.mn.us	E-mail: jkeely@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):

City of Blaine provides residents information on where they can dispose of hazardous wastes. Anoka County has a household hazardous waste program that is open two days per week and is free to Anoka County residents.

MINIMUM CONTROL MEASURE NO. 4

CONSTRUCTION SITE RUNOFF CONTROL

Erosion control measures on construction sites are critical in preventing sediment from leaving the construction site and entering the storm drainage system. This permit requires the City of Blaine to develop, implement, and enforce a program to reduce pollutants in storm water runoff from construction activities that result in a land disturbance of greater than or equal to one acre. Inspections give the City an opportunity to provide additional guidance and education, issue warnings, or assess penalties. Cities are encouraged to provide appropriate educational and training measures to construction site operators.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

1. Prepare an ordinance to require erosion and sediment controls to the extent allowable under law. These regulatory mechanisms must be in place by March 11, 2005.
2. Set requirements for construction site operators to implement appropriate erosion and sediment control best management practices.
3. Set requirements for construction site operators to control waste at the construction site that may cause adverse impacts to water quality.
4. Set procedures for site plan review which incorporates consideration of potential water quality impacts.
5. Set procedures for receipt and consideration of reports on non-compliance or other information on construction related issues submitted by the public. Cities are not expected to follow-up and respond to every complaint or concern, but track that the submitted written or verbal information is given to the construction site inspector for possible follow-up.
6. Set procedures for site inspection and enforcement of control measures.

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 4.A, 4.A.1

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Construction Erosion and Sedimentation Control Ordinance	
BMP Description: The City of Blaine will analyze current ordinances as they pertain to erosion and sediment control and construction site management. The City will analyze the time schedule set for plan review and inspection/enforcement actions. The City will review ordinances of adjacent communities and will work with the City Attorney to prepare this ordinance for City Council approval before the NPDES Phase II required implementation date of May 10, 2005.	
Measurable Goals: <ul style="list-style-type: none"> Review current City ordinances and ordinances of adjacent communities. Meet with City Attorney to prepare ordinance revisions if needed. City Council review and approval of ordinance. 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> 2003 – Review current ordinances. 2004 – Review ordinances of adjacent communities. Meet with City Attorney to prepare ordinance revisions if needed. May 10, 2005 – City Council approval of ordinance prior to implementation date. After approval of ordinance, start to implement and enforce ordinance.
Specific Components & Notes (optional): <ul style="list-style-type: none"> Ordinance will include requirement to contact the MPCA for a construction permit when grading activities affect \geq one acre. 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Jim Hafner	Dept. or Org.: Engineering
Title: Stormwater Manager	Dept. Head: Jean M. Keely
Phone: 763-785-6188	Phone: 763-785-6171
E-mail: jhafner@ci.blaine.mn.us	E-mail: jkeely@ci.blaine.mn.us
Educational components related to this BMP (description or number – optional):	

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BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 4.B

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Implement BWSR's MN Construction Site Erosion and Sediment Control Handbook

BMP Description: The City of Blaine will continue to utilize the best management practices listed in BWSR's MN Construction Site Erosion and Sediment Control Handbook. This reference manual is utilized to make recommendations to developers and contractors during site plan review to incorporate best management practices into each construction project.

<u>Measurable Goals:</u> <ul style="list-style-type: none">• Check for incorporation of best management practices with each site plan review. Letter on site plan revisions will be sent to the developer or engineer for revisions required prior to site plan approval.	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none">• Report number of site plan reviews with each annual report.
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Specific Components & Notes (optional):

- Require installation of silt fence prior to start of grading and monitor through construction and turf establishment.
- Require rock construction entrance prior to start of construction and monitor effectiveness.
- Sod back of curb when utility and street installation is complete.
- Require wood chip bags around catch basin inlets to hold back sediment and floatables.
- Put black dirt over disturbed areas and seed and mulch.
- Have developers keep road swept during construction activities.
- Dewatering discharge to storm catch basin whenever possible to prevent erosion from discharge point.

Responsible Person for this BMP	Responsible Department or Organization
Name: Jim Hafner	Dept. or Org.: Engineering
Title: Stormwater Manager	Dept. Head: Jean M. Keely
Phone: 763-785-6188	Phone: 763-785-6171
E-mail: jhafner@ci.blaine.mn.us	E-mail: jkeely@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):
 Emphasize importance of implementing and monitoring erosion and sediment control BMP's to developers, engineers, site operators, and site inspectors.

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 4.C

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Construction Site Waste Control Issues

BMP Description: The City of Blaine will continue to inspect construction sites for site waste and debris control. The City will continue to issue warnings on construction sites if issues exist and will continue to enforce existing ordinances.

Measurable Goals:

- Inspection of construction sites for waste and debris control.

Timeline / Implementation Schedule:

- Report status with each annual report.

Specific Components & Notes (optional):
 Building Inspection Department requires waste control measures on each construction site.

Responsible Person for this BMP	Responsible Department or Organization
Name: Gary Hagedorn	Dept. or Org.: Public Services
Title: Chief Building Inspector	Dept. Head: Robert Therres
Phone: 763-785-6175	Phone: 763-785-6123
E-mail: ghagedorn@ci.blaine.mn.us	E-mail: rtherres@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):
 Emphasize importance of implementing and monitoring construction site BMP's to developers, engineers, site operators, and site inspectors.

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 4.D, 4.D.1, 4.D.2, 4.D.3, 4.D.4, 4.D.5

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Procedures for Site Plan Review	
<u>BMP Description:</u> The City of Blaine will continue to utilize the existing Administrative Review Committee (ARC) for site plan reviews as established in the City's Administrative Policy Manual – No. 1.7. The site plan review process is described in the City's Zoning Ordinance under Performance Standards, Section 33.07. The City will continue to work with Watershed Districts and other regulatory agencies during the review process. The City will continue to integrate the City's Natural Resources Inventory and include staff specialists in the review process. Current and future construction site runoff control ordinance requirements will be a consideration of each site plan review.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Continue to utilize the City's Administrative Review Committee (ARC) to review site plans. Continue to work with Watershed Districts and other regulatory agencies during the site plan review process and require approvals/permits prior to start of site work. 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> Report number of site plans reviewed by the ARC Committee with each annual report.
<u>Specific Components & Notes (optional):</u>	
Responsible Person for this BMP	Responsible Department or Organization
Name: Bryan Schafer	Dept. or Org.: Public Service
Title: Planning Director	Dept. Head: Robert Therres
Phone: 763-785-6144	Phone: 763-785-6123
E-mail: bschafer@ci.blaine.mn.us	E-mail: rtherres@ci.blaine.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

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BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 4.E, 4.E.1

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Public Non Compliance Complaints and Reports

BMP Description: The City of Blaine's Building Inspection Department will continue to log issues and complaints received on construction sites. The Engineering Department, Public Works, and Planning Departments will work closely with the Building Inspection Department in addressing questions and concerns raised about construction site runoff controls.

Measurable Goals:

- Continue to utilize the City's Building Inspection log in process for issues and complaints received on construction sites.

Timeline / Implementation Schedule:

- Report number of issues and complaints received on construction sites with each annual report.

Specific Components & Notes (optional):

- MPCA's Guidance Manual states that City's are not expected to follow-up and respond to every complaint or concern. A simple tracking process in which submitted information both written and verbal is recorded and then given to the construction site inspector for possible follow-up is sufficient.

Responsible Person for this BMP	Responsible Department or Organization
Name: Gary Hagedorn	Dept. or Org.: Public Services
Title: Chief Building Official	Dept. Head: Robert Therres
Phone: 763-785-6175	Phone: 763-785-6123
E-mail: ghagedorn@ci.blaine.mn.us	E-mail: rtherres@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 4.F, 4.F.1, 4.F.6, 4.F.10

Minimum Control Measures Addressed by This BMP

X	Public education & outreach	X	Construction site runoff controls
X	Public participation & involvement		Post-construction stormwater management
	Illicit discharge detection & elimination		Pollution prevention/Good housekeeping

BMP Title: Site Inspection and Enforcement

BMP Description: The City of Blaine’s Building Inspection Department will continue to perform site inspections, log in process of inspections and enforcement activity, including the use of “Stop Work Orders” as included in the 1997 Uniform Building Code – Section 104.2.4.

<p>Measurable Goals:</p> <ul style="list-style-type: none"> Continue to utilize the City’s Building Inspection Department for site inspections, log in process of inspections and enforcement activity. Participation in the annual Builders Meeting held by Building Inspection Department. Meet with City Inspectors on BMP’s to review on each construction site. 	<p>Timeline / Implementation Schedule:</p> <ul style="list-style-type: none"> Report on enforcement activity with each annual report. Report on participation in the annual Builders Meeting. Report on inspector education of BMP’s.
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Specific Components & Notes (optional):
 Each year, the Building Inspection Department holds a Builders Meeting. At this annual meeting, information is provided to contractors on current codes and ordinances. An NPDES – Phase II discussion will be added to the agenda for providing information to builders.

Responsible Person for this BMP	Responsible Department or Organization
Name: Gary Hagedorn	Dept. or Org.: Public Services
Title: Chief Building Official	Dept. Head: Robert Therres
Phone: 763-785-6175	Phone: 763-785-6123
E-mail: ghagedorn@ci.blaine.mn.us	E-mail: rtherres@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):
 Provide education opportunity to City inspectors on BMP’s.

MINIMUM CONTROL MEASURE NO. 5

POST-CONSTRUCTION RUNOFF CONTROL

Post-construction storm water management features can minimize pollutant discharges in areas undergoing new development or redevelopment. According to EPA, many studies indicate that prior planning and design for the minimization of pollutants in post-construction storm water discharges is the most cost-effective approach to storm water quality management. These features can include storm water treatment and detention features. This permit requires the City of Blaine to develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre. The City's program must ensure that controls are in place that would prevent or minimize water quality impacts.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

1. Develop and implement strategies which include a combination of structural and/or nonstructural best management practices.
2. Develop an ordinance to address post-construction runoff from new development and redevelopment projects to the extent allowable under law.
3. Ensure adequate long-term operation and maintenance of best management practices installed as a result of these requirements. (Also addressed in more detail in Minimum Control Measure No. 6.)

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 5.A, 5.A.1, 5.D, 5.D.1, 5.D.3, 5.D.3.d, 5.E

Minimum Control Measures Addressed by This BMP

X	Public education & outreach		Construction site runoff controls
	Public participation & involvement	X	Post-construction stormwater management
	Illicit discharge detection & elimination		Pollution prevention/Good housekeeping

BMP Title: **Detention, Stabilization, Structural, and Manufactured BMP's for Post Construction Site Runoff Controls**

BMP Description: The City of Blaine will continue to require the use of detention basins for slowing storm water leaving a new development to the predevelopment runoff rate. The City will continue to require topsoil, sod, and seed for turf establishment to stabilize areas disturbed during the construction process. The City will continue to require concrete swales in locations where there is not enough elevation to install a catch basin and storm pipe to discharge into a detention/treatment basin. The City of Blaine will continue to require the use of sump manholes, weirs, stormceptors manholes, and scupper manhole inserts where needed for removal of sediments, oils, and floatables before storm water continues to move through the storm drainage system.

<p>Measurable Goals:</p> <ul style="list-style-type: none"> • Continue to require detention/treatment basins, vegetative cover, concrete swales, and manufactured BMP's with site plan reviews. • Track number and type of BMP's incorporated into site plans. 	<p>Timeline / Implementation Schedule:</p> <ul style="list-style-type: none"> • Report on number and type of BMP's installed with each annual report.
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Specific Components & Notes (optional):

- City will continue to require Watershed District review of site plans to assist in administration of post-construction best management practices.

Responsible Person for this BMP	Responsible Department or Organization
Name: Jim Hafner	Dept. or Org.: Engineering
Title: Stormwater Manager	Dept. Head: Jean M. Keely
Phone: 763-785-6188	Phone: 763-785-6171
E-mail: jhafner@ci.blaine.mn.us	E-mail: jkeely@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):

- City needs to emphasize to developers and their engineers the importance of including best management practices in their site plan designs.

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 5.F, 5.F.1, 5.F.1.a, 5.F.1.c, 5.F.1.d, 5.F.1.f

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Post-Construction Runoff Ordinance

BMP Description: The City will work with the City Attorney to prepare ordinance revisions as needed for City Council approval before the NPDES Phase II required implementation date of May 10, 2008. The City will analyze existing ordinances that pertain to post-construction stormwater management. The City of Blaine will continue to review site plans for both new development and re-development and incorporate best management practices through Zoning Ordinances requirements, wetland protection requirements, and the City's Tree Preservation Policy.

Measurable Goals:

- Review current ordinances.
- Meet with City Attorney to prepare ordinance revisions as needed.
- City Council review and approval of ordinance.

Timeline / Implementation Schedule:

- 2005 – Review in place ordinances.
- 2006 – Work with City Attorney to prepare ordinance.
- 2007 – City Council approval of ordinance.
- 2008 – Start to implement and enforce ordinance.

Specific Components & Notes (optional):

Responsible Person for this BMP

Name: Jim Hafner
Title: Stormwater Manager
Phone: 763-785-6188
E-mail: jhafner@ci.blaine.mn.us

Responsible Department or Organization

Dept. or Org.: Engineering
Dept. Head: Jean M. Keely
Phone: 763-785-6171
E-mail: jkeely@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):

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BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 5.F.2, 5.F.2.a

Minimum Control Measures Addressed by This BMP

	Public education & outreach		Construction site runoff controls
	Public participation & involvement	X	Post-construction stormwater management
	Illicit discharge detection & elimination		Pollution prevention/Good housekeeping

<u>BMP Title:</u> System Planning – Comprehensive Water Resource Management Plan	
<u>BMP Description:</u> The City of Blaine will continue to utilize the City Council adopted 2000 Comprehensive Water Resource Management Plan as a guide for future development. This document assesses the City’s existing and future stormwater management needs.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Continue to utilize the 2000 Comprehensive Water Resource Management Plan. • City Staff will meet to review content and implementation of 2000 Comprehensive Water Resource Management Plan. 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • Meet annually to review the 2000 Comprehensive Water Resource Management Plan.
<u>Specific Components & Notes (optional):</u> 2000 Comprehensive Water Resource Management Plan - Section IV - Goals and Policies: <ul style="list-style-type: none"> • Limit public capital expenditures that are necessary to control excessive volumes and rates of runoff. • Improve water quality. • Prevent flooding and erosion from surface flows. • Promote ground water recharge. • Protect and enhance fish and wildlife habitat and water recreational facilities. • Secure the other benefits associated with the proper management of surface water. 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Jean M. Keely	Dept. or Org.: Public Services
Title: City Engineer	Dept. Head: Robert Therres
Phone: 763-785-6171	Phone: 763-785-6123
E-mail: jkeely@ci.blaine.mn.us	E-mail: rtherres@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 5.G, 5.G.1

Minimum Control Measures Addressed by This BMP

X	Public education & outreach		Construction site runoff controls
	Public participation & involvement	X	Post-construction stormwater management
	Illicit discharge detection & elimination		Pollution prevention/Good housekeeping

BMP Title: Best Management Practice Operation and Maintenance

BMP Description: The City of Blaine will inspect best management practices on a regular basis to ensure proper function and implement a regular maintenance program.

<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> • Number of BMP's inspected. • Number of BMP's requiring maintenance. • Inspection and maintenance efforts will be logged for annual reporting. 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> • Report BMP inspections and maintenance with each annual report.
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Specific Components & Notes (optional):
 Best Management Practices requiring inspection and maintenance:

- Detention/treatment basins.
- Concrete swales.
- Sump manholes.
- Weirs.
- Stormceptor manholes.
- Scupper manhole inserts.

Responsible Person for this BMP	Responsible Department or Organization
Name: Mike Ulrich	Dept. or Org.: Public Services
Title: Public Works Director	Dept. Head: Robert Therres
Phone: 763-785-6167	Phone: 763-785-6123

E-mail: mulrich@ci.blaine.mn.us

E-mail: rtherres@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):

- Questions from residents will be answered more efficiently by utilizing the database created by documenting BMP inspection and maintenance efforts.

MINIMUM CONTROL MEASURE NO. 6

POLLUTION PREVENTION / GOOD HOUSEKEEPING

Pollution prevention and good housekeeping for municipal operations is considered a key element of a storm water management program. This permit requires the City of Blaine to develop and implement an operation and maintenance program and to provide employee training on how to incorporate pollution prevention/good housekeeping techniques into municipal operations and storm water system maintenance.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

1. Develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.
2. Operate and maintain our storm water system in a manner so as to minimize the discharge of pollutants.
3. Inspect annually all structural pollution control devices.
4. Inspect, at a minimum, 20% of the MS4 outfalls, sediment basins, and ponds each year.
5. Based on inspection, determine if repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts such as erosion.
6. Summarize the results of outfall inspections in the annual report and include the dates of inspection and the date of completion of major additional protection measures.
7. Keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any other maintenance performed or recommended.

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 6.A, 6.B, 6.B.1, 6.B.1.a, 6.B.1.b, 6.B.1.c, 6.B.1.e, 6.B.1.f, 6.B.1.g, 6.B.1.h

Minimum Control Measures Addressed by This BMP

X	Public education & outreach		Construction site runoff controls
	Public participation & involvement		Post-construction stormwater management
	Illicit discharge detection & elimination	X	Pollution prevention/Good housekeeping

BMP Title: Develop and Implement an Inspection, Operation, and Maintenance Program with a Training Component

BMP Description: The City of Blaine will develop and implement an inspection, operation, and maintenance program with a training component. A municipal training program will define expectations on how the City's Public Works employees should carry out their duties to minimize adverse impacts on storm water runoff quality. The program will include information on automobile maintenance, vehicle washing, parking lot and street sweeping, maintenance of parks and landscaped medians, hazardous materials management, road salt storage and handling, and used oil recycling.

<p>Measurable Goals:</p> <ul style="list-style-type: none"> • Review existing municipal training programs. • Review available training opportunities for areas where additional training is needed. • Implement new training components. 	<p>Timeline / Implementation Schedule:</p> <ul style="list-style-type: none"> • 2004 – Review existing training. • 2005 – Review available training opportunities. • 2006 - Implement new training components. • Report on training in annual reports.
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Specific Components & Notes (optional):

Responsible Person for this BMP	Responsible Department or Organization
Name: Mike Ulrich	Dept. or Org.: Public Services
Title: Public Works Director	Dept. Head: Robert Therres
Phone: 763-785-6167	Phone: 763-785-6123
E-mail: mulrich@ci.blaine.mn.us	E-mail: rtherres@ci.blaine.mn.us

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Blaine, Minnesota

Unique Identifying Number: 6.B.2, 6.B.2.a, 6.B.3, 6.B.3.a, 6.B.4, 6.B.4.a, 6.B.5, 6.B.6

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Inspect Structural Pollution Controls Annually; Inspect 20% of MS4’s Outfalls, Sediment Basins, and Ponds Annually; Determine Need for Maintenance of Structural Controls, Outfalls, Storm Pipe, Ditches, Catch Basins, Manholes, Sediment Basins, and Ponds; and Establish a Record Keeping System to Track Activities to Summarize Results in Annual Reports

BMP Description: The City of Blaine will develop and implement an inspection, maintenance, and tracking system for structural pollution controls, outfalls, storm pipe, ditches, catch basins, manholes, sediment basins, and ponds. Results of inspection and maintenance operations will be summarized in annual reports.

Inspection procedures and frequencies will be evaluated at the end of each year, following completion of the annual report.

Measurable Goals:

- Develop and implement an inspection, maintenance, and tracking system.
- Summarize results of inspection and maintenance operations in annual reports for structural pollution controls, storm pipe, ditches, catch basins, and manholes, and 20% of outfalls, sediment basins, and ponds.

Timeline / Implementation Schedule:

- 2003 – Develop and implement an inspection program and tracking system.
- 2004 – Develop and implement a maintenance program and tracking system.
- Report annually on inspections and maintenance of all structural pollution controls, storm pipe, ditches, catch basins, and manholes.
- Report annually on inspection and maintenance of 20% of outfalls, sediment basins, and ponds.

Specific Components & Notes (optional):

Responsible Person for this BMP	Responsible Department or Organization
Name: Mike Ulrich	Dept. or Org.: Public Services
Title: Public Works Director	Dept. Head: Cathy Conlow
Phone: 763-785-6167	Phone: 763-785-6181
E-mail: mulrich@ci.blaine.mn.us	E-mail: cconlow@ci.blaine.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

CITY OF BLAINE

**STORM WATER POLLUTION PREVENTION
PROGRAM**

SELF-ASSESSMENT

Description of the City of Blaine

The City of Blaine is located north of the Twin Cities Metropolitan area. Approximately one half of the jurisdictional limits fall within the boundaries of the Twin Cities Metro urbanized area, which classifies the City of Blaine as a mandatory regulated MS4 for the NPDES Phase II program.

The City Manager assigned the Assistant City Engineer as the Stormwater Coordinator for managing the Permit application process. The City chose to prepare their Storm Water Pollution Prevention Program (SWPPP) in house.

The City of Blaine is a participant with other Cities in Minnesota in the League of Minnesota Cities' coordination and preparation of a NPDES Phase II MS4 Guide Plan. The Assistant City Engineer and Public Works Street Superintendent attended a workshop session in November 2002, with other participating Cities utilizing the Guide Plan to start the self-assessment process.

The Guide Plan describes an eight step process recommended for preparation of the City's SWPPP:

1. Self-Assessment
2. Develop a List of Existing Best Management Practices (BMP's)
3. Review Existing Ordinances
4. Begin to Select Appropriate BMP's
5. Begin to Assemble your SWPPP
6. Begin to Determine Appropriate Measurable Goals
7. Consider How to Fill the Remaining Gaps
8. Finalize Your Permit Application Form and SWPPP

The City of Blaine followed this process in preparation of the SWPPP. To begin the process, the Assistant City Engineer went through the Self-Assessment process and answered as many questions as possible. The next step was to schedule meetings with several City departments to provide additional information in the Self-Assessment process. Department meetings included Engineering, notes from the self-assessment process are available at the end of Public Works, Planning, Finance, GIS, Communications, Building Inspection, Code Enforcement, and Fire Inspections. Information gathered from the department meetings was used as the foundation to build the City's SWPPP. Typed this narrative section and original notes are in the LMC NPDES Phase II Guide Plan.

The following is a summary of background information about the City of Blaine:

City of Blaine Watershed Perspective

Watershed conditions are pre-determined factors that together describe the local physical environment and local land use conditions within the City of Blaine.

Primary Drainage System:

- Coon Creek Watershed District – County Ditch 41, County Ditch 39, County Ditch 60
- Rice Creek Watershed District – County Ditch 53-62, Judicial Ditch 1, Rice Creek
- Six Cities Water Management Organization – Pleasure Creek, County Ditch 17 (Spring Brook)

Secondary Drainage System:

- Storm water detention basins
- Storm water treatment basins
- Storm water pipe, catch basins, and manholes
- Open ditches
- Storm water treatment facilities including scuppers, sump manholes, weirs, and stormceptor manholes

Receiving Waters:

- Ultimate discharge to Mississippi River

Features:

- Wetlands
- Floodplain
- Anoka County Sand Plain – deep excessively drained sands with a high rate of water transmission
- Flat grades
- Open Ditch System
- Laddie and Lochness Lakes
- Manmade Ponds in TPC and Club West developments

Land Use Categories:

From the 2020 Comprehensive Plan:

- Residential
- Commercial
- Industrial
- Airport

Intensity:

1998 data out of City of Blaine's 2020 Comprehensive Plan:

- Single Family Residential 60%
- Commercial 12%
- Industrial 28%

Density:

- Residential density – Where appropriate the City will encourage increased density through townhomes and apartments, a variety of single family detached-style homes with clustering, varying lot sizes, and shared open spaces.

Type and Rate:

- North East Area Guide Plan – 1000 plus acre development called the Lakes of Radisson is just starting the platting process in the City's NE area.
- Entire City will eventually be urbanized.

City of Blaine's Organizational Perspective

Organizational conditions are pre-determined factors that together describe the local work environment.

Type and Rate:

- Third ring suburb of the Twin Cities metropolitan area.
- Became Blaine Village in 1954.
- Incorporated in 1964 with the adoption of a home rule charter.
- Redevelopment will be considered for areas that are aging, obsolete or blighted, and where such redevelopment is in the public interest.
- Land use mix – The Comprehensive Land Use Plan will strive to maintain the existing tax base mix between single family, commercial, and industrial land uses.
- High rate of new residential development is just starting in the City's NE area.
- Ongoing commercial and industrial development.
- Entire City will eventually be served with sanitary sewer (will be within the Metropolitan Urban Service Area.)

Emotional Environment:

- City Council approved current 2000 Comprehensive Water Resource Management Plan.
- Degree of willingness to spend money is hindered by current fiscal constraints.

- City staff is knowledgeable about storm water issues and best management practices.
- City Departments work well together in site plan approval, building permit process, and construction site administration.

City Government:

- City of Blaine has a Mayor and six City Council Members.
- 170 City Employees.
- Staff is educated about storm water issues.
- Software will be purchased to track storm drainage system inspections and maintenance for annual reporting.

Stakeholders:

- Multiple City Departments
- Residents and Land Owners
- Townhome Associations
- Business Owners – Commercial and Industrial
- Adjacent Communities
- Watershed Districts – City's Local Governing Units over Wetlands
- Department of Natural Resources and Army Corps of Engineers
- MN Pollution Control Agency
- Development Community – those who subdivide land and build structures
- Contractors and Engineers serving the Development Community
- Environmental Community



Phase II
Storm Water
Program



NPDES Phase II Program Self-Assessment Questionnaire

This is a comprehensive list of self-assessment questions provided in the League of MN Cities NPDES Phase II Guide Plan. Each question was evaluated for how it applies to the City of Blaine. Answers from department meetings are listed in red after each question.

A. GENERAL INFORMATION

1. What are your department's responsibilities? **Engr – To apply for the permit and administer the SWPPP process.** Is your department adequately staffed to accomplish its assigned responsibilities? **November 2005 the position of Stormwater Manager was created and filled. This person is responsible for the NPDES/SDS requirements for the city.** If no, what new staff is required?
2. What stormwater and/or stream water quality problems do you feel the City needs to address and how? Give specifics if possible.
 - **need to address use of fertilizers on lawns adjacent to water bodies**
 - **remind residents not to push leaves into the street**
 - **sediment in older treatment basins**
 - **keep grass clippings off of driveways and adjacent street**
 - **clean fertilizer off of driveways after lawn application**
3. What does your department do to reduce non-point source pollution? **The Engr Dept has required the following best management practices with each construction site:**
 - **silt fence adjacent to wetlands and sensitive areas**
 - **inserts in all storm sewer inlets in construction areas to capture sediment and keep it out of the storm sewer system**
 - **sod back of curb to prevent erosion from new lots from entering the street and storm sewer system**
 - **newly graded areas must receive topsoil, seed, and mulch for turf establishment**
 - **rock construction entrances**
 - **NPDES permits for grading over 1 acre**
 - **require watershed district review of site plans and new development.**
4. What has the City done to foster support of stormwater management? **City has put information articles in the City newsletter and the Engr Dept consistently requires erosion control features with each**

development. In your opinion, is there adequate political support for water quality/quantity management?
Yes.

5. **Is there good coordination between your department and other departments? We try to keep good communication open between departments. Between the City and other local jurisdictions? We have good communications with Watershed Districts. County? We always send new developments and site plans to Anoka County for review if adjacent to Cty right-of-way. We also notify developers when they need to obtain an Anoka Cty permit for work in Cty right-of-way. State? Same info listed for Anoka County as it relates to MnDOT right-of-way.**
6. **How do you envision the City can work with other cities and counties in your region on stormwater issues (give specifics)? Already work with Anoka County, RCWD, CCWD, 6 Cities WMO, Army Corps of Engineers, DNR, and MPCA – NPDES grading permits. What are your individual goals, if any, for a regional stormwater effort? Educational opportunities with RCWD and CCWD.**
7. *What level and types of development are currently being experienced in your City? North East Area Development Guide Plan and The Lakes (1000+ Acre development.)*

B. FINANCE AND ADMINISTRATION

1. How is the stormwater budget established and funded? **Maintenance and PW street budget are part of the General Fund. In 2003, there was a budget item of \$10,000 for NPDES – Phase II. The city is developing a stormwater utility fee that, when adopted by the city council, will provide the revenue for the stormwater budget.**
2. Do you feel existing financial resources can handle an increase in stormwater program activities? If not, how do you feel that the program will be funded? **In these fiscally tight times, the City will utilize existing programs like the City's existing web page, resident newsletter, business newsletter, and cable TV system to get information to residents. Maintenance efforts will be scheduled to meet the requirements of the permit. Information could be placed in the new resident utility packet. City is working to develop a storm water utility fee.**
3. How is the City stormwater staff organized? Which departments and people participate, at any capacity, in the City's current stormwater program? **Engr Dept and Public Works Street Dept**
4. In your opinion, how does the City Council and City administration view and support stormwater management? **City Council approved the current 2000 Comprehensive Water Resource Management Plan. City Council approves subdivisions with requirements to meet City and Watershed District design standards for storm water detention and treatment. The City has delegated the watershed districts as the City's LGU for wetland issues.**
5. How do you envision the City administration supporting or working in the stormwater program as the NPDES Phase II regulations come into effect? **There will be support as long as it doesn't become a financial burden.**
6. What is the administration's long-term vision for stormwater management within the community? **Continue to support water quality efforts like detention basins, stormceptors, scuppers, etc and minimize**

discharges. Consideration of appropriate environmental standards. More fully develop an environmental education program.

7. Is the City administration generally aware of water quantity and quality issues and regulations? **Yes. We try to incorporate new standards and requirements into our Planning Commission reports and City Council items to keep City administration informed. The Engr Dept presented a power point presentation on the NPDES Phase II process to City Council at a workshop meeting on March 6, 2003.**
8. Are you, City Administration, and other departments aware of the impact Phase II will have on other City operations? **Not at the start of this self-assessment process. If so, what are your and their expectations? Staff knows that a regular maintenance program must be put in place and that additional information must be added to the City's existing storm sewer map. We also understand that an educational component is required.**
9. What organizational barriers do you expect in complying with Phase II regulations and working with other City departments? **Prioritizing the impacts of Phase II maintenance requirements into current maintenance operations with tight staffing.**

C. COMMUNITY PLANNING AND ZONING

1. Who performs community planning for the City (e.g., City staff/planners, a regional planning commission, etc.)? **Planning Dept does all zoning administration and enforcement. Planning Commission makes recommendations to the City Council.**
2. How effective is coordination between the City Engineering Department and/or Public Works Departments and Planning staff? **Good. In your opinion, how could coordination be improved? Better monitoring of site grading operations and checking of erosion control features.**
3. Do comprehensive plans used by the City address open space? **Yes, but more so the zoning ordinances. Do you have greenway or open space master plans? City has a Natural Resources Inventory Plan and a Greenway Plan. Natural Resources Board is looking for open space for acquisition.**
4. *Is there a local trail system? This is in the process of being developed per plat. Bike System? Community Facilities Map in the 2020 Comprehensive Plan identifies future trails. Park and Rec Dept is working with the Greenway Plan to help maintain green corridors.*
5. Are there environmental or stormwater master plans that can target sensitive areas for water quality and suggest how best to maintain them? **There is the City's Natural Resource Inventory Plan, National Wetland Inventory info on our City's wetland map, and the 2000 Comprehensive Water Resource Management Plan. If yes, do planners have access to, understand, and utilize this information? Yes – the Planning Dept has a copy of the Natural Resource Inventory Plan and the wetland map.**
6. Does the City have environmental overlay zones (or similar zoning considerations) for “environmentally-friendly” development requirements? How are these zones determined? **We don't have environmental overlay zones, but we do have a Tree Preservation Policy – Zoning Ordinance 33.10 (4) and the wetland map. We also utilize the Natural Resource Inventory Plan. The City Council's Natural Resource Conservation Board is also tasked with investigating areas for acquisition for preservation.**

7. Do you feel the City would support the use of open space/parks for stormwater detention and/or retention facilities for the purposes of water quantity and quality control? **Already do this in some areas.**
8. Does the City regulate the clearing of wooded areas, including those located in suburban areas (e.g., do you have a tree ordinance)? Does the City coordinate with local or State conservation groups? **Tree Preservation Policy – Zoning Ordinance 33.10 and Forest Management Plan – Zoning Ordinance 33.10(b)(2). The City of Blaine also has an on staff City Forester.**
9. Do long-range planning activities take infrastructure expansion into consideration? If yes, how? **Yes – the City has the 2000 Comprehensive Water Resource Management Plan. The City worked with the University of MN Design Center on the future NE Area Development Guide Plan. City allows soil exchange in building lakes for development that will provide for storm water storage and treatment.**

D. PUBLIC WATER QUALITY EDUCATION/INVOLVEMENT

1. Do you feel that citizens are aware of drainage and water quality issues in the City? **Public Works does get some complaints about new storm ponds greening up during the summer. Public Works also gets complaints about some of the rear yard storm drainage areas. Do you feel they understand the impact of urban runoff on flooding and water quality? There is limited understanding.**
2. Do citizens know where to call for complaints on flooding, drainage, water quality etc.? Does the City have a complaint “hotline”? **The City newsletter and website have direct dial numbers listed. The City’s website gives e-mail option to residents for complaints. Phone calls are directed to Public Works or Engineering.**
3. Are there active local environmental or citizens groups within your community? **City Council has a Natural Resource Conservation Board. The City also has a staff member that is on the Spring Brook Nature Center’s Technical Advisory Committee. What water quality activities do these groups perform? In your opinion, do these groups have an impact on the City’s decision-making process? City works with all groups to employ best management practices, including Watershed Districts.**
4. What public education/environmental outreach activities does your City support or participate in (e.g. brochures, classroom presentations, Adopt-a-stream etc.)? Do you know of other educational/outreach opportunities for public participation/involvement by the City? **City supports Spring Brook Nature Center thru 6 Cities WMO. City sends residents a quarterly environmental newsletter on recycling info.**
5. What ideas do you have for the City’s water quality public education/involvement activities? **Newsletter articles, handouts in the kiosk in City Hall atrium, website info – possible website addresses for other agencies like watershed districts, DNR, Army Corps of Engineers, MPCA, and Anoka Cty Soil and Water Conservation District, and cable channel – run educational videos.**

E. MAPPING AND GIS

1. What type of digital mapping or data does your community have? **ESRI – Arc View, shape files, Natural Resource Inventory info, and Building base data.** Is the mapping or data used for stormwater work? **Yes.** What coverages are available (e.g. planimetric, topographical etc.)? **City has a GIS Coordinator on staff. City also has a storm sewer map, Comp Plan, and topography of undeveloped areas from 1985.**
2. What type of mapping do you think would be most helpful for your department? **GPS record drawing info w/ layers of data. Storm sewer map with additional information like stormceptors, weirs, scuppers, and sump manholes identified.** How would you use it? **This information would be used by Public Works in their inspection and maintenance efforts.**
3. **Do you use a GIS? Yes. If yes, is it fully integrated into each department? No – we are in the process of having this information available to more departments. What is the staff knowledge/skill level? Engineering staff’s knowledge is basic because we haven’t utilized GIS in Engr. Who is responsible for maintenance? Staff GIS Coordinator. Who uses it and for what purpose? Council district maps, voting district maps, natural resource inventory map, property address lists, current street map, lot lines, land use, zoning, parks, trails, school districts, police and fire data, and wetlands.**
4. Do you receive digital submissions of plans for new developments? If no, could you use digital submissions? **Yes, to incorporate plats into our address maps.**

F. FLOODPLAIN MANAGEMENT

1. Are there written policies or ordinances for new developments in floodplains? If so, please list them. **Yes – Flood Plain Overlay District – Section 32 in Zoning Ordinance.**
2. *Does the City actively participate in the National Flood Insurance Program (NFIP)?* **Yes.** *Are the City’s floodplain development requirements more restrictive than the NFIP standard?* **Yes.** *Are there any development restrictions in floodplains targeted at water quality (e.g. stream buffer zones, limits on imperviousness of site, no directly connected impervious areas etc.)?* **No.** *If yes, please explain.* **Zoning Ordinance does put limits on impervious areas for landscape areas. All development is also reviewed by watershed districts and flood plain replacement is required if fill is proposed in a flood plain. If property is identified as being in a flood plain, the developer must process a Letter of Map Change with FEMA and provide documentation to each homeowner.**
3. Do you feel that the local development and engineering community understands the City’s floodplain development restrictions and adheres to them? **Yes.**
4. *Does the City take part in FEMA’s Community Rating System?* **No.**
5. Are there problems with illegal dumping of waste/trash within floodplains? **Dead end streets are problem areas for dumping and are sometimes adjacent to wetlands or flood plain.**

G. NEW DEVELOPMENT REGULATION, PLANS REVIEW, AND ENFORCEMENT

1. Who is responsible for floodplain regulation? **Engineering and Planning Departments – Flood plain overlay is on the City’s Zoning Map.** Illicit discharge regulation? **Code Enforcement.** Spill response? **Code Enforcement, Fire Department, and Public Works.** Construction site regulation? **Building Inspection, Engineering, and Planning Departments.** Zoning requirements? **Planning Department – Performance standards in the Zoning Ordinances – Section 33.**
2. What are the City’s design requirements for stormwater drainage in new developments (detention ponds, channels and ditches, etc.)? **Use a 5-year storm event for pipe design and a 100-year storm event for detention.** Are they effective? **Yes.** The City also requires developers to submit their development information to the watershed districts for concurrence.
3. **Does the City have a defined plans review process? Yes – the City has an Administrative Review Committee (ARC).** If yes, please provide details. Who is responsible for site plan reviews? **ARC meetings include Planning, Engineering, Building Inspections, Forester, Code Enforcement, Fire Department, Park and Rec, and Public Works.** ARC was set up in the 1980’s in the City’s **Administrative Policy Manual – No. 1.7.** Every department listed receives construction and site plans prior to the ARC meeting for review and then the plans are discussed as a group. **Group comments are prepared and distributed to the developer. Performance Standards in the Zoning Ordinance are also used in the review process. Planning Commission reports are also prepared for items that require a public hearing.**
4. **Is the site plan process understood by the development community and by City staff? Yes. The City meets with 1st time developers in our City to explain our review process to them. Do you have any ideas for improving/streamlining the review process? Very efficient as is, but the process is always looked at for improvements and for ways to be more user friendly. The City is striving for consistency.**
5. Is construction site runoff control (i.e., temporary sediment, erosion and construction waste control) considered in site plan reviews? **Yes, always.** To what degree? **Watershed District requirements are considered. Engineering always looks for incorporation of silt fence, rock construction entrances, protection of storm water inlets before turf establishment, sod back of curb, turf establishment as soon as possible, and street sweeping as needed during development. Planning and building inspection require temporary dumpsters on sites during construction and permanent dumpster enclosures before the site can be occupied for all commercial, industrial, or multifamily developments.**
6. **Are fees charged for site plan review? Yes. If so, please give details. \$400/site plan and \$500/preplan review for construction.**
7. Do contractors abide by development requirements? **Most of the time.** If not, in your opinion, why don’t they? **Some developers don’t have the approved plans in the field. The City requires that there be an approved set of construction plans on site, so that what is constructed is what was approved. Approved site plans are filed in the Building Inspection department and letters of credit are obtained before start of**

construction. Beginning with the MPCA, there needs to be a better effort to distribute information to builders and developers informing them of their responsibilities for obtaining and maintaining NPDES permits.

8. Does the City have an effective enforcement program for nonconformance with development requirements? Yes. Engineering, Code Enforcement, or Building Inspections can issue stop work orders. Industrial or residential building permits can be held up if major issues are going unresolved, but this is used as a last result because it ultimately hurts the future home owner, not the builder or developer. Who is responsible for enforcement actions? Building Inspection Department is the primary enforcement because they are typically on site more than other departments, but Planning, Engineering, Code Enforcement, Fire Department, or Public Works could also enforce requirements if problems are noted. How long does the typical enforcement action take? Building Inspections require action within 24 hours or no new inspections will be scheduled until corrective action is taken. What can be done to improve enforcement of development requirements? Add additional staff with specific charge to inspect erosion control measures.
9. Who enforces drainage requirements or policies? Engineering is asked to check a site if drainage issues are of concern. Is there coordination between departments responsible for site plan review and codes enforcement? Yes, all departments that participate in the Administrative Review Committee coordinate with each other through construction. Planning and Engineering check sites before release of developer's letter of credit. Building Inspection says that they are going to start e-mailing Planning and Engineering prior to finaling a building.
10. Are there specific development requirements for developments or areas draining to sinkholes? The City of Blaine doesn't have sinkholes.
11. How are regulations, policies, design criteria and technical information conveyed to the development and engineering community (e.g. ordinances, written or verbal policies, technical manuals, brochures, face-to-face etc.)? New developers, architects, engineers, and builders would be given face-to-face meetings to explain the City of Blaine's requirements. The City sends out ARC comments in a letter that provides detailed information. The City provides a copy of City detail plates and standard technical specifications as needed. The City strives for consistency with ARC comments made on each set of construction plans.
12. Is regulatory and technical assistance available for the development community? Yes – Building Inspection Dept holds an annual contractors meeting. Engineering, Code Enforcement, and Planning participate in these meetings. Assistance is always available upon request.
13. What type of system is in place for permit tracking? For inspection tracking? For enforcement tracking? Building Inspections track aspects of construction inspections. Building Inspections track according to what is on the "Approved Plans for Construction" and involve Engineering or Planning as needed for specific issues. Building Inspection images all permits, enforcements, and inspections (Foxpro Software) and permanently log in all commercial, industrial, and multi-family construction and development plans. For plats, the Planning Dept holds letters of credit per development until all conditions of the development agreement are met. Engineering Dept has a letter of credit for Engr concerns with development. If there is no development agreement, a site agreement may be required by the Planning Dept and performance bonds.

H. CONSTRUCTION, ROAD MAINTENANCE, AND STORMWATER INFRASTRUCTURE

1. Does the City perform ditch maintenance, catch basin cleaning, stream clearing, and storm water pipe maintenance activities? **Yes – On an as needed basis or if receive resident complaints that raise an issue.** Are these regularly planned activities or done only in response to complaints or problems? **Yes – sump manholes are cleaned every year. Problem areas are a priority. Clean catch basin grates after rain events.**
2. Does the City manage roadside vegetation? **Yes – still mow rural and undeveloped areas. Property owners in developed areas are required to maintain their boulevard areas adjacent to their property lines.**
3. What coordination is there between MnDOT and the City on roadway drainage construction or problems within your jurisdiction? **City reviews MnDOT’s construction plans. If property adjacent to MnDOT right-of-way is being developed, the City sends the development construction plans to MnDOT for their review. If the development proposes draining to MnDOT right-of-way, the developer must obtain a MnDOT permit prior to start of work.**
4. Does the City have technical standards/written policies in place for roadway drainage features? If so, please provide. Do you feel the standards/policies are effective (do they work)? Are policies accepted by local developers? **City’s Comp Plan requires a 5-year design storm for pipe design and 100-year storm event for detention basin design. Developers are directed to the appropriate watershed district to make sure they are also meeting watershed requirements.**
5. **Is there good communication between the City and the development and engineering communities on roadway drainage design standards and technical issues? Yes.**
6. How are complaints about local flooding or drainage problems handled? Investigated? Tracked? **Engineering or Public Works would receive the call from a resident. A representative of the dept would go out and look at the area in question and report back. Engineering would create a “Memo to File” to track what was done on the call. Public Works would create a work order if maintenance effort is required. Need a tracking system to record inspection and maintenance efforts expended. In general, is staff familiar with the local conveyance system and able to provide the necessary information when/where it is needed? Yes.**
7. What is the level of service expected by citizens with respect to roadway drainage system maintenance activities (i.e., does the City perform storm system maintenance only in the right-of-way, or do you do work on private property)? **Average to above average level of service expectations.** Does the City have or obtain drainage easements where work on private property is needed? **City does work in existing drainage and utility easements. If an easement is required, it is obtained as development occurs.**
8. Who maintains detention ponds? **Public Works if a public pond. Associations maintain some privately.** Is there a written policy about detention pond maintenance? **In the 2000 Comprehensive Water Resource Management Plan, Appendix K includes a Storm Water System Maintenance Plan.** Do staff and citizens understand who is responsible for maintenance and to what degree? **Yes.** Does the City provide educational information on drainage structure maintenance? **City has put informational articles in the City’s Resident Newsletter on keeping leaves out of the street and keeping catch basin castings clear. There are no formal education programs in place for City maintenance crews.**
9. How are ditch and stream erosion problems addressed? **On a complaint basis.** Prevented? **Seed and/or riprap.** Is sediment accumulation a problem? **Not too much of a problem.**

10. Where are the known flooding problems or infrastructure maintenance problem areas? **Some older areas of the City – rural section industrial parks (Craig’s Addn), Hidden Lakes Estates storm sewer east of Lexington Ave, and southeast rear yard drainage area. FEMA has a list of structures in a flood plain that the homeowners are paying flood insurance. Does the City maintain an inventory of these areas? Informally – history of certain areas. If so, please provide this information. Is annual funding allocated to improve these areas? Use public works general maintenance fund dollars.**
11. Are there any known problems with sanitary waste infiltration to the stormwater system from sewer or septic tanks? **No. There is a separate septic system inspection program thru Anoka County and the City. All systems are inspected throughout the City and the program is monitored by the Building Inspection Dept.**
12. Are there long-range plans for stormwater system (pipes, ditches, streams) development and/or improvement? **All development must meet watershed district requirements. City uses information in the 2000 Comprehensive Water Resource Management Plan thru the development process.**
13. Does City staff perform necessary maintenance and repairs to the stormwater system? **Yes – Public Works. Is maintenance contracted out? No, unless a specialty repair technique is needed like Solidification Inc. who has been hired for pipe joint maintenance. Do you use a combination of staff/contractors? Yes.**
14. The NPDES Phase II regulation will require mapping of storm sewer outfalls, and possibly the upstream system where illicit discharges are suspected or found. Does the City have any mapping of the storm sewer system? **Yes. If yes, give specifics (digital or hardcopy, GIS format, Cadd format). Hand drawn map updated thru May 2002. Will be done in the future as a GIS layer map. Who is in charge of maintaining the system mapping (name, title, phone #)? Engineering Department and GIS.**
15. Thinking beyond just the NPDES Phase II requirements, would you like to map outfalls only or have a more comprehensive inventory of the public water drainage system? **Comprehensive inventory.**
16. Are City staff aware of GASB Statement 34? If yes, has the City formulated an approach to handle this? **Finance Dept is aware of this and is working on it. Finance will meet minimum requirements by the due date and will build from there.**

I. INDUSTRIAL

1. Does the City maintain a database of industrial facilities? Commercial? Manufacturing? **Yes – Fire Department is trying to inspect every building for hazardous material inventory. Does the City have any specific stormwater requirements for these facilities? No – except for requirements through the construction process.**
2. How are complaints about industrial discharges or pollution handled and tracked? **Call 911 – A HAZMAT team may be needed. State has a Duty Officer in the Public Safety Division. Code Enforcement and Fire personnel may require an environmental company be hired if needed.**
3. Are inspections of industrial facilities scheduled? **Yes – by Fire Dept personnel only. Building Inspection is involved if changes are being proposed to the structure and require a building permit. Are NPDES permitted facilities monitored? Not by the City. Are inspection programs coordinated with other governmental entities (e.g. County)? Yes – Anoka County w/ Herbst Landfill, John’s Auto Body, and Larson’s w/ MPCA.**

4. Is there any industrial site inspection training? **Yes – Fire Department training.**

J. WATER QUALITY MANAGEMENT

EROSION AND CONSTRUCTION SITE RUNOFF CONTROL

1. Does the City have an erosion control ordinance or policy in place? **Yes – information in the 2000 Comprehensive Water Resource Management Plan. There is also erosion control information in the Zoning Ordinances – Section 33 Performance Standards, Paragraph 33.08 Landscaping (1) Erosion Control and Paragraph 33.16 Soil Erosion and Sediment Control. If yes, please provide a copy. Is it actively enforced? Yes - Building Inspection, Planning, or Engineering can raise a concern if an issue needs to be addressed. What penalties are imposed on violators? Building Inspections will 1st issue a verbal warning and call for corrections, 2nd will issue a stop work order and write a Municipal Court citation if no action is taken, and 3rd will use a letter of credit to have corrections made.**
2. Does the City have written design criteria and technical standards for sediment and erosion control? If yes, please list. **City references BWSR's MN Construction Site Erosion and Sediment Control Planning Handbook for BMP's. Also use Zoning Ordinance – Paragraph 33.16.**
3. Does the City ever require erosion and sediment control measures, such as sediment ponds, mandatory revegetation and staggered grading schedules, beyond the standard perimeter controls (e.g., silt fence, hay bales, truck washing)? **Yes. If yes, explain the other measures you have required and the criteria for erosion control measures. Silt fence, rock construction entrance, wood chip bags around catch basin grates, topsoil and seeding to stop wind erosion, sod back of curb during construction, street sweeping, and staggering grading on large developments.**
4. Do you feel that the local construction community understands the purpose of erosion and sediment control measures? **Yes, in general. In general, are such measures correctly installed and maintained? Yes, Building Inspection enforces.**
5. Are site operators required to control other construction site wastes, such as concrete truck washout, building waste, etc.? **Yes. If yes, give details. Building Inspection requires dumpsters on each construction site or a fenced debris area. Contractors are not allowed to bury or burn debris on site. Concrete trucks wash chute off to the side in the sand and hasn't caused a noted storm water problem.**
6. Are erosion control plans required for all new construction? **Yes – Grading and Sediment Control Plans or information incorporated on the Development Plan. If no, what are the criteria for erosion control plan submittal? Is there a written policy for erosion control plans? No. Specifics are not written in a policy form, but the City does reference BMP's in BWSR's MN Construction Site Erosion and Sediment Control Planning Handbook.**
7. What is required on erosion control plans and when are they submitted? Who reviews the plans? Are fees charged? **Each plan is individually reviewed for its unique characteristics and BMP's are required accordingly. Engineering reviews the erosion control plans as part of the ARC process or plat review for writing planning commission reports. Each plan must be approved by the City prior to start of any site**

work. No separate fees are charged for this review – it is considered part of the site plan review fee. Each plan is required to be reviewed by the appropriate watershed district.

8. Does the City currently have an erosion and sediment control inspection program? **No.** If yes, give details. If no how would you fashion an effective inspection program to adequately enforce erosion and sediment control? **To perform this effort would require a new position – possibly a Senior Technician or a Project Coordinator position in the Engineering Department.**

BEST MANAGEMENT PRACTICES FOR NEW DEVELOPMENT

1. Does the City have an ordinance or policy requiring or encouraging new development to have permanent structural measures (commonly called structural BMPs) to reduce, treat, or retain stormwater runoff from new development? **No. There are goals and design criteria listed in the 2000 Comprehensive Water Resource Management Plan. The City does require each development to go through the appropriate watershed district for review.** Examples of structural BMPs include, but are not limited to, wet-ponds, bio-retention areas, infiltration trenches, dry-retention ponds, etc. **The City requires weirs, scuppers, stormceptors, sump manholes, dry ponds in some parks and rear yard areas, detention basins so that discharge from a new development does not exceed pre-development rates.**
2. Do you have design criteria and technical standards in place for structural BMPs? **Blaine technical specs, detail plates, and design criteria from watershed districts.** If yes, do they work? **Yes.** Are the structural measures integrated with water quantity requirements, such as detention? **Yes.** Does the local development community understand the design criteria and technical standards? **Developers who work in the City know requirements of the City and watershed districts. New developers are sent early in the process to the appropriate watershed district for direction on requirements.**
3. Do you know of effective structural BMPs in place in the City that are designed and constructed with consideration of runoff quality management? **Weirs, sump manholes, scuppers, stormceptors, and sediment basins prior to discharge to wetlands or ditches.** If yes, please identify the types. Who maintains these BMPs? **Public Works Department.**
4. The NPDES Phase II regulations will require that the City ensure the long-term maintenance of structural and non-structural water quality BMPs. In your opinion, what is the best way to provide these assurances (e.g., legally binding agreements with property owners, obtaining drainage easements for City maintenance activities, etc.)? **Already get easements with each new development to provide access for maintenance. City needs to establish a maintenance program that inspects each BMP for maintenance needs and schedules maintenance efforts.**
5. In your opinion, what types of structural water quality BMPs do you think are effective and can gain acceptance by the local development community? **Continue what we are already doing.**
6. Does the City have an ordinance or policy requiring or encouraging new developments to have permanent non-structural measures (commonly called non-structural BMPs) to reduce or treat stormwater runoff from new development? **No.** Examples of non-structural BMPs include “sustainable” development site planning, stream buffer strips, tree preservation requirements, impervious area limitations, reduced roadway widths, shared driveways, etc. **City does have a tree preservation program, limits impervious areas through Zoning Ordinances to provide for landscape and green space, private roads are allowed down to 22 ft wide if signed for no parking and 24 ft wide if parking on one side only, and the City did reduce our typical street width from 31 ft back to back to 29 ft back to back.**

7. In your opinion, are local site planners and civil engineers knowledgeable about non-structural site planning measures that can be used to reduce the “environmental footprint” of a new development? Are developers? Is City staff? **Currently, City standards do not allow for non-structural measures such as pervious pavement areas, but the City is evaluating requests to consider non-structural BMP’s. RCWD is pushing for more grass swale areas in lieu of storm pipe installation.**
8. Are there any “water friendly” developments in the City where non-structural measures were used to manage water quality and quantity? **RCWD has required grass swales in some new developments. City has open ditch systems in some of the older industrial parks.**
9. In your opinion, what types of non-structural water quality BMPs do you think will be effective and can gain acceptance by the local development community? What activities/incentives do you think the City can use to encourage the use of non-structural BMPs in site plans for new developments. **Tree preservation has been well received by the City Council and custom grading to maintain as many trees as possible. Zoning Ordinance revisions would be required to allow more non-structural BMP’s.**

K. ILLICIT DISCHARGES

1. Does the City have a written ordinance or policy that prohibits illicit discharges and dumping or addresses spill response? **City does have an ordinance on septic system inspection and maintenance. Ordinance book does prohibit dumping. No ordinance on spill response – the City contacts the State Duty Officer in the Public Safety Division or MPCA.**
2. Does the City have a formally defined program to regularly inspect for illicit discharges and illegal dumping, and track down the source and eliminate problems? If yes, give details. **Blaine Ordinance – Section 6-68 gives requirements for individual sewage treatment systems.**
3. Do you feel citizens and City staff understand what an illicit discharge is (e.g., motor oil dumped in a storm catch basin, failing septic systems)? **No to citizen understanding of where storm water goes once it enters the system. Yes to staff’s knowledge of the storm sewer system. Yes to citizens and staff on failing septic systems since the ordinance on individual sewage treatment systems has been in effect since 1999. Do they know how to identify suspect discharges in streams (e.g., oily sheen, odor, discoloration) and how to report it? Yes.**
4. Do you educate the public and City staff on identifying and/or preventing illicit discharges? **Only public education has been with septic systems. No specific training has been provided to City Staff.**
5. How are citizens’ complaints of dumping/discharging received and handled? **Code Enforcement gets these complaints, investigate each complaint, and tries to determine who has done the dumping. If they can determine the offender, Code Enforcement will contact the person and follow up with them.**
6. Do any local law enforcement entities participate in preventing illegal discharges, dumping or littering? **Police or Community Service Officers can assist Code Enforcement as needed.**
7. Are septic systems allowed in the City? **Yes in rural areas. Do you know where they are? Building Inspection Department does have some information in their records. What has been done to address known septic tank problems? See answers for No. 2 & 3 above.**

8. Does your community have a spill response program in place? **Call 911. Fire Department does have a HAZMAT team if needed. Companies are asked to contact an environmental company for cleanup.** Who responds? If the fire department is the first responder, are efforts coordinated with the entity responsible for spill response? **Yes**
9. Do you have the capacity to track a spill to local streams before it is discharged to the stream? **City does have an up to date storm sewer map.**
10. How are spills documented? **City does not formally track spills, since the City is not the primary team that handles these incidents.**

L. GENERAL ENVIRONMENTAL MANAGEMENT

1. Does the City have a recycling program in place, or is there one locally that can be supported? **Yes.** If yes, what types of materials are recycled and how often? **Weekly with garbage collection – cans, glass, newspaper, mixed mail, and plastics.** Are there any fees? **\$1/month/residential unit.**
2. Does the City sponsor a household hazardous waste day? **No – City used to but now the City provides residents information on where they can take hazardous wastes. Anoka County has a program – open 2 days per week that is free to Anoka County residents with locations in Blaine.**
3. How is solid waste managed for the residents of the City? **City has a contract with BFI for residential collection. Manufactured home parks, multi-family, commercial, and industrial properties have their own contracts for collection.** Are there user fees? **Quarterly fees for residents that receive the service.**
4. Is litter a problem? **Handled on a case-by-case basis through Code Enforcement.** Does the City have a litter control program? **No – Public Works cleans litter when complaints are received or Code Enforcement contacts the local business that is the offender to clean their area.** To what degree and how is it managed? **City has an adopt-a-park program for cleaning litter.**
5. Are there “litter hotspots” (e.g. near convenience stores, fast food restaurants etc.) that are currently being or could be targeted? **Yes – by grocery stores. As in the case of Rainbow Foods on 87th Lane, a fence was required to catch blowing papers and the store is required to clean the fence. All commercial, industrial, and multi-family developments are required to construct dumpster enclosures. If a problem is anticipated, conditions can be placed on a development in regard to litter control.**
6. Does the City have a street sweeping program? **Yes.** How frequently are streets swept? **Twice annually and in some locations more often as needed.** Is the program managed to reduce pollutants in stormwater or just for aesthetics? **Both.** Are businesses required to do parking lot sweeping? **No.**
7. Are wetlands protected through local community efforts? **Yes, the City has designated the three watershed organizations as the City’s local governing unit (LGU) in regard to state wetland regulations.**
8. Are there significantly large livestock or agriculture operations within the City? **No – a few horses.**
9. Does the community permit water supply wells? **MN Dept of Health issues permits for agricultural and irrigation wells.**

10. Do you have any known combined sewers? **No.**
11. How many fire inspectors conduct industrial/commercial inspections in the community? **Five.** Are environmental issues addressed during routine inspections? **Inspections have been for hazardous materials and fire safety issues.**
12. Does the City engage in or support any water quality monitoring activities? **City has participated in water sampling of Laddie Lake and will add Loch Ness Lake in 2006.** Are you aware of any water quality monitoring activities in your area, such as at the water treatment plant, USGS monitoring sites, local school programs, etc.? **No.**
13. What activities do you feel the City could begin or improve to reduce non-point source pollution problems? **City resident newsletter articles, business newsletter articles, website info, and programs on cable TV.**

M. GOOD HOUSEKEEPING

1. Are there water quality educational programs available internally for staff members? **Yes – some employees go to formal training in maintaining buffer strips and pesticide application. These employees then share their training with other staff members. Several staff have been certified in SWPPP programs.** If yes, are these programs/activities documented? **No.** Would you say your staff is well educated with respect to water quality? **Yes.**
2. What “good housekeeping” practices are performed to regulate/maintain stormwater runoff and non-stormwater discharges from City-owned facilities (e.g., vehicle maintenance yards, equipment storage areas, recreational facilities, parks, etc.)? Give facility type and activity. For example, is truck wash water prevented from reaching storm drains? Are roadway salt and chemicals are stored in rain- and runoff-proof facilities? Do grounds maintenance practices differ in parks that are in floodplains or have streams? **Vehicle maintenance and storage is performed indoors at the Public Works Department. Primary truck wash is indoors. There are three sump tanks under the public works building and cold storage building. These tanks are cleaned out every six months with a contract with Sullivans. Batteries are recycled with Bauer/Built. Salt Shed has been constructed. Calcium chloride is stored in a double walled tank.**
3. Are pesticides, herbicides, or fertilizers used by the City on a regular basis at parks, recreational areas and other government buildings? **Yes.** Is there a State applicator’s registration requirement? **City hires a professional firm to apply some pesticides. The City also uses roundup and rodeo.** Do employees receive training on proper application techniques? **Yes.** Does the City have any special instructions for applying these materials near streams or along greenways? **Use rodeo herbicide adjacent to water bodies in lieu of roundup.**
4. Does your City have NPDES Industrial Permits for your landfill, airport, wastewater treatment or vehicle maintenance operations? **No.**
5. Does your City currently carry out any of the following activities:
 - Drainage system maintenance; **Yes.**
 - Park maintenance; **Yes.**
 - Building maintenance; **City Hall, Public Works Facility, park buildings, well houses, and towers.**

- Vehicle fueling; **Yes – at Public Works Facility.**
 - Construction activities; **Yes.**
 - Hazardous materials storage; **Yes – auto parts washer – low user – Has a MPCA permit. Only generates 1 – 30 gal/yr.**
 - Used materials storage; **Yes.**
 - Construction materials storage; **Yes.**
 - Street Sweeping; **Yes.**
 - Landfill operations; **No.**
 - Composting; **No – Anoka County administers this program.**
 - Used oil recycling; **Yes – City has a contract for pick up with Como Lube.**
 - Lubricant disposal; **Yes – antifreeze, transmission fluid (goes in with used oil), used oil filters, and floor absorbents – City has a contract for pick up with Como Lube.**
 - On-site retention or detention of stormwater on public property. **Yes – some parks and public easements.**
6. How would you improve City good-housekeeping practices? **City has built a covered salt shed and keeps vehicle maintenance indoors. The City may consider construction of an outdoor wash facility with a wastewater collection device.**

List of Best Management Practices from Self-Assessment Process

This list was generated in the Guide Plan for internal city use in the self-assessment process. The following list of best management practices was utilized to summarize information gathered from department meetings. It indicates what the City of Blaine already does and what is needed to meet the intent of the NPDES Phase II permit program.

Item			
2. Public Participation/Involvement			
<i>Existing</i>	<i>Existing</i>	<i>Planned</i>	<i>Not Applicable</i>
		Permit Section V.G.2	
X			2.A. – Public Notice Implementation
X			2.B. – Conduct annual public meeting
			2.C. – Consider written and oral input and adjust SWPPP
			2.D. – Develop Volunteer Programs
			V.G.2.D.1 Stream Cleanup
			V.G.2.D.2. Pond Monitoring
			V.G.2.D.3. Reforestation
			V.G.2.D.4. Wetland Restoration
			V.G.2.D.5. Storm drain stenciling
			V.G.2.D.6. Adopt a Storm Drain Program
			V.G.2.D.7. Adopt a Stream Program
X		X	2.E. – Develop Partnerships
		X	2.F. – Storm Water Community Hotline/Website
			2.G. – Develop Watershed or Sewershed Org.
			2.H. – Stakeholder Meetings
			2.I. – Public Opinion and Recommendation Surveys
			2.J. – Conduct Workshops
			2.K. – Distribute Public Participation information
			2.L. – Participatory Land Use Mapping
			2.M. – Canvassing

Item				
3. Illicit Discharge Detection and Elimination				
<i>Existing by City</i>	<i>Existing by other</i>	<i>Planned</i>	<i>Not Applicable</i>	
Permit Section V.G.3.a				
X				3.A. – Develop a storm sewer system map
X				3.A.1. – Map the location of all ponds, streams, lakes and wetlands that are part of the MS4
X				3.A.2. – Map the location of all structural pollution control devices (grit chambers, separators, etc.) that are part of the MS4
X				3.A.3. – Map the location of all pipes and conveyances that 24 inches in diameter and over that are part of the MS4
		X		3.A.4. – Map the location of all outfalls and other discharge points leaving the MS4
Permit Section V.G.3.b				
X				3.B. – Regulatory mechanisms that effectively prohibit non-stormwater discharges into the MS4
X				3.B.1. – Septic system mechanisms
X				3.B.1.a. – Ordinance requiring septic system inspection at time of property transfer
X				3.B.1.b. – Code requiring post-construction inspections of septic systems
				3.B.2. – Illicit connections mechanisms
		X		3.B.2.a. – Ordinance to allow access to private buildings
		X		3.B.2.b. – Codes to prevent illicit connections
X				3.B.2.c. – Codes requiring post-construction inspections of storm sewer systems
X				3.B.3. – Illegal dumping mechanisms
		X		3.B.3.a. – Ordinance to prevent illegal dumping
				3.B.4. – Recreational sewage mechanisms
				3.B.4.a. – Ordinance to prevent recreational sewage discharge
Permit Section V.G.3.c				

X				3.C. – Develop and implement a program to detect and address non-stormwater discharges to the MS4
X				3.C.1. – Develop and implement a program to detect and address failing septic systems
				3.C.1.a. – Color infrared photography
<i>Existing by City</i>	<i>Existing by other</i>	<i>Planned</i>	<i>Not Applicable</i>	
				3.C.1.b. – Brightener tests
				3.C.1.c. – Surveys sent to homeowners
				3.C.1.d. – Reminders sent to homeowners
				3.C.1.e. – On-site system inspections
				3.C.1.f. – Create a hotline
			X	3.C.2. – Develop and implement a program to detect and address illicit connections
				3.C.2.a. – Organizing an inspection program
				3.C.2.b. – Inventorying existing systems
				3.C.2.c. – Issuing surveys to building owners or managers
				3.C.2.d. – Conducting smoke tests
				3.C.2.e. – Conducting camera tests
				3.C.2.f. – Conducting flow tests
				3.C.2.g. – Conducting dye tests
				3.C.2.h. – Conducting physical inspections
				3.C.2.i. – Create a hotline
			X	3.C.3. – Develop and implement a program to detect and address recreational vehicle sewage
				3.C.3.a. – Install pump out systems
				3.C.3.b. – Inventory areas for high risk
				3.C.3.c. – Inspect marine sanitation devices
				3.C.3.d. – Conduct dye tests
				3.C.3.e. – Create a hotline
				3.C.3.f. – Place signage
			X	3.C.4. – Develop and implement a program to detect and address sanitary sewer overflow
				3.C.4.a. – Sanitary sewer cleaning
				3.C.4.b. – Sanitary sewer maintenance
				3.C.4.c. – Sanitary sewer upgrades
				3.C.4.d. – Record keeping
				3.C.4.e. – Create a hotline
		X		3.C.5. – Develop and implement a program to detect and address illegal dumping
				3.C.5.a. – Assessment of existing dump sites
				3.C.5.b. – Assessment of potential dump sites
				3.C.5.c. – Develop signage
				3.C.5.d. – Clean-up of an existing dump site

					3.C.5.e. – Establish partnerships with business
					3.C.5.f. – Create a hotline

<i>Existing by City</i>	<i>Existing by other</i>	<i>Planned</i>	<i>Not Applicable</i>	
		Permit Section V.G.3.d		
		X		3.D. – “Inform public employees, businesses, and the general public of [water quality] hazards associated with illegal discharges and improper disposal of waste.”
				3.D.1.a. – Stationing volunteers
				3.D.1.b. – Create a hotline
				3.D.1.c. – Create paycheck stuffers
				3.D.1.d. – Coordinate with Public Outreach minimum control measure
				3.D.1.e. – Coordinate with Good Housekeeping minimum control measure

List of Appendices

- G. City of Blaine Code of Ordinances**
 - Sections 6-68 thru 6-73 - Individual Sewage Treatment Systems
 - Section 10-2(c) - Littering
 - Section 17.4 - City Street or Public R/W Obstruction

- H. City of Blaine Zoning Ordinance**
 - Section 33.07 - Site Plans
 - Section 33.08(g) - Sodding and Ground Cover
 - Section 33.16 - Soil Erosion and Sedimentation Control
 - Section 33.17 – Preservation of Natural Drainage Ways

- I. City of Blaine Administrative Policy No. 1.7 – Establishment of Administrative Review Committee (ARC)**

- J. 1977 Uniform Building Code**
 - Section 104.2.4 – Stop Orders

- K. City of Blaine Comprehensive Water Resource Management Plan**
 - Section IV – Establishment of Goals and Policies

- L. Building Inspection Forms**
 - Final Check-off Escrow Requirements
 - Tree Preservation
 - Landscaping Information for New Homeowners
 - Street Cut Requirements
 - Inspection Checklist

Appendice A

City of Blaine Code of Ordinances

- **Sections 6-68 thru 6-73 - Individual Sewage Treatment Systems**
- **Section 10-2(c) – Littering**
- **Section 17.4 - City Street or Public R/W Obstruction**

Appendice B

City of Blaine Zoning Ordinances

- **Section 33.07 - Site Plans**
- **Section 33.08(g) - Sodding and Ground Cover**
- **Section 33.16 - Soil Erosion and Sedimentation Control**
- **Section 33.17 – Preservation of Natural Drainage Ways**

Appendice C

City of Blaine Administrative Policy No. 1.7

Establishment of Administrative Review Committee (ARC)

Appendice D

1977 Uniform Building Code

Section 104.2.4 – Stop Orders

Appendice E

City of Blaine Comprehensive Water Resource Management Plan

Section IV – Establishment of Goals and Policies

Appendice F

City of Blaine Building Inspection Forms

- **Final Check-off Escrow Requirements**
- **Tree Preservation**
- **Landscaping Information for New Homeowners**
- **Street Cut Requirements**
- **Inspection Checklist**