

# SWPPP

## (Storm Water Pollution Prevention Plan) for the City of Cottage Grove



### Person with Operational Control of the MS4:

Name of Responsible Official:	Les Burshten
Title:	Director of Public Works
County:	Washington
Mailing Address:	8635 West Point Douglas Road South
City:	Cottage Grove
State:	MN
Zip Code:	55016-3318

### Person Responsible for Permit Compliance:

Name of Responsible Official:	Ryan Schroeder
Title:	City Administrator
County:	Washington
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## Introduction

The City of Cottage Grove is located in the southeastern portion of the Metropolitan Area in Washington County. Cottage Grove is bounded on the north by the City of Woodbury; on the east by Denmark Township; on the south by the Mississippi River; and on the west by Grey Cloud Township and St. Paul Park. The City is located in Township 26-27N Range 21W.

The following sections describe the process of developing Cottage Grove’s Storm Water Pollution Prevention Plan (SWPPP) overview and summarize the Best Management Practices (BMP’s) selected for the program.

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## Self-Assessment Description

Before beginning to select BMPs and Measurable Goals, the City performed a self-assessment of the storm water system. This was an evaluation of our city’s conditions, needs, and practices. The objective of this process was to provide a knowledge base upon which to structure our SWPPP in order to meet the Permit’s Maximum Extent Practicable standard.

The self-assessment was guided by materials included in the League of Minnesota Cities NPDES Phase II MS4 Guide Plan. This self-assessment process had two major components:

- The first workshop session organized as part of the LMC Guide Plan project included a self-assessment component led by Pat Collins of AMEC Earth & Environmental. This included:
  - discussion of physical and socio-political watershed and organizational conditions and issues that should guide the selection of BMPs and Measurable Goals
  - review of two examples of cities with different characteristics to demonstrate how local conditions should shape the selection of BMPs and Measurable Goals
  - a series of exercises in which our city staff considered the local conditions for our community and how they should guide our selection of BMPs and Measurable Goals.
- After the workshop session, we worked with the NPDES Phase II Program Assessment Questionnaire that was included in the LMC Guide Plan notebook. This was a twelve-page document with a comprehensive list of questions that we used to guide us through a self-assessment activity, including consideration of a wide range of stormwater approaches. Two sessions were held by City staff to review the questionnaire and potential BMP’s. The first meeting was held at the Public Works Building on January 23, 2003 and the second meeting was held at City Hall on

January 24, 2003. Both sessions were attended by members of the engineering, public works and planning departments.

The results of this process include:

- understanding among city staff
- written notes
- completed Program Assessment Questionnaire

Together, these items represent our knowledge of our local stormwater system and the conditions that shape it. We have used the results of this self-assessment process to guide our selection of BMPs and Measurable Goals that make up the SWPPP for our Permit Application.

Based on this self-assessment process, our staff has considered the following factors in order to meet the Maximum Extent Practicable standard set forth in the Permit:

- sources of pollutants
- potentially polluting activities being conducted in the watershed
- potential impacts from surrounding communities
- sensitivity of receiving waters
- uses of receiving waters
- specific local concerns
- the size of our community
- climate
- implementation schedules
- current ability to finance stormwater programs
- hydrology
- geology
- capacity to perform operation & maintenance
- local land uses
- rate and type of development
- characteristics of our watershed
- organizational characteristics of our city.

In addition to the self-assessment process discussed above, our staff has also considered the following non-stormwater discharges to determine whether they should be identified as significant contributors of pollutants to our stormwater system:

- 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 units
- 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
- discharge or flows from fire fighting activities.

During the self-assessment process, the City of Cottage Grove did not find any of the additional referenced non-stormwater discharges listed above to be significant contributors of pollutants to the stormwater system.

## Receiving Waters

The City of Cottage Grove’s surface water known outfalls will be identified on the Storm Water Management Map. According to the Special Waters Reference Document for Cottage Grove issued by the Minnesota Pollution Control Agency the major watershed for Cottage Grove MS4 is St. Croix River Stillwater, Mississippi River Twin Cities. The city is active in both the South Washington County Watershed District and the Lower St. Croix Water Management Organization.

## Minimum Control Measure Summary

This document summarizes the BMPs chosen by the City of Cottage Grove. Each BMP is categorized into one or more Minimum Control Measures to meet the Maximum Extent Practicable standard set in the Permit requirements.

The following BMPs are anticipated to be funded by the Cottage Grove Storm Water Utility Fund, Storm Water Area Funds, Developers’ fees and the City’s General Fund as the budget allows.

### Public Education and Outreach

1	Amend City Web Page with Links to SWPPP
1	Establish Community Hotline
1	Conduct Annual Public Meeting

### Public Involvement and Participation

2	Document Existing Volunteer Programs
2	Document Existing Partnerships

### Illicit Discharge, Detection and Elimination

3	Update Existing Storm Water Management Map
3	Develop Illicit Discharge and Detection Program and

	Ordinance
3	Documentation of Current Sanitary Sewer Maintenance Program and Washington County Septic Tank Information

**Construction Site Runoff Control**

4	Review Ordinance / Regulatory Mechanism for Construction Site Storm Water Runoff Control
4	Review Procedures for Site Plan Review
4	Develop Construction Site Plan for Storm Water Management

**Post Construction Runoff Control**

5	Develop and Implement Strategies for Post-Construction Storm Water Management in New Development and Redevelopment Areas
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**Pollution Prevention and Good Housekeeping**

6	Develop and Implement an Operation and Maintenance Training Program for Municipal Projects
6	Develop and Implement an Operation and Maintenance Program for Municipal Projects

## Responsibility Matrix

The City of Cottage Grove is a complex organization made up of over one hundred twenty employees, including administration, staff, police officers, public service workers, and many others. In order to create a plan that best met the requirements of the permit, the City went through the process described in the summary, which included several meetings with members throughout the organization.

Engineering and Public Works will likely drive the actual implementation and tracking of most activities, while consulting with other City departments. In some cases, however, the main thrust of activity will be outside the scope of Engineering and Public Works. In recognition of the varying degrees of involvement of different departments, we have mapped the activities against departments' participation below.

- A = Accountable, meaning the department will be held to account for completion of the BMP  
For example, a school principal is accountable for the conduct of her / his teachers
- R = Responsible, meaning the department will complete a given deliverable  
For example, teachers are responsible for effectively delivering content to students
- C = Consulted, meaning the department will have some input into the BMP or deliverable  
For example, the English teacher might consult with the History teacher when making decisions about assigning literature from a particular time period
- I = Informed, meaning the department will be made aware of pertinent information  
For example, school administration may share information about how the English and History departments collaborate

The chart below provides a clear way of mapping and assigning BMPs to ensure that they are optimally managed while leaving none unaccounted for.

<b>BMP</b>	<b>Engineer</b>	<b>Public Works</b>	<b>Planning</b>	<b>Building</b>	<b>Admin. &amp; Finance</b>	<b>Police</b>	<b>MIS</b>
Amend City Web Page with Links to SWPPP	R	R	R	C	C	C	A R
Establish Community Hotline	R	R	R	I	C	I	A R
Conduct Annual Public Meeting	A R	R	R	C	C	C	R
Document Existing Volunteer Programs	C	C	C	I	A R	I	I
Document Existing Partnerships	C	C	A R	I	C	I	I
Update Existing Storm Water Management Map	A R	C	C	I	C	I	C
Develop Illicit Discharge and Detection Program and Ordinance	A R	R	R	C	C	C	I
Documentation of Current Sanitary Sewer Maintenance Program and Washington County Septic Tank Info.	C	A R	C	C	C	I	I
Review Ordinance / Regulatory Mechanism for Construction Site Storm Water Runoff Control	A R	R	R	C	R	I	I
Review Procedures for Site Plan Review	R	R	A R	R	R	R	I
Develop Construction Site Plan for Storm Water Management	A R	R	R	R	C	I	I
Develop and Implement Strategies for Post-Construction Storm Water Management in New Development and Redevelopment Areas	R	A R	R	C	C	I	I
Develop and Implement an Operation and Maintenance Training Program for Municipal Projects	R	A R	C	C	R	I	I
Develop and Implement an Operation and Maintenance Program for Municipal Projects	R	A R	C	C	C	I	I

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

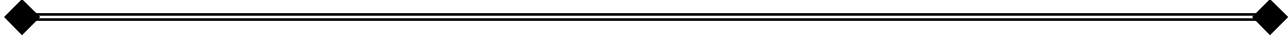
Permit Section: 1

Title

**Amend City Web Page with links to SWPPP**

Description

The City will amend the city web page for residents to report illegal discharge, improper disposal of waste, report construction site sedimentation and erosion control non-compliance and report illegal connections. The web page will also provide access to the approved SWPPP.

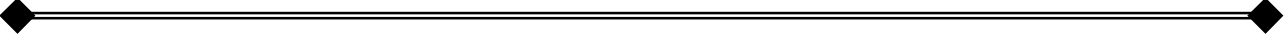


Measurable Goals

- Establishment of web page link
- Number of hits received on the SWPPP web page.

Timeline – Implementation schedule

- Year 1 – Documentation procedure developed and implemented for SWPPP web page.
- Year 2 - 5 – Maintain SWPPP link on the web page



Specific Components

- City web page modification with SWPPP link.
- Documentation procedure for recording information and resolution of hits.
- Notification of web page modification and purpose to the public.

**Subject: Responsible Person**

Jenny Jennings  
MIS Coordinator  
(651) 458-2884

**Responsible Department\***

MIS Department  
7516 80<sup>th</sup> Street South  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

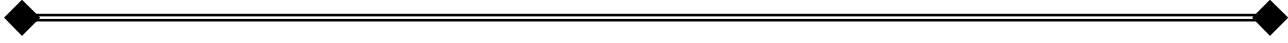
Permit Section: 1

Title

**Establish Community Hotline**

Description

The City will establish a community hotline for residents to report illegal discharge, improper disposal of waste, report construction site sedimentation and erosion control non-compliance and report illegal connections.

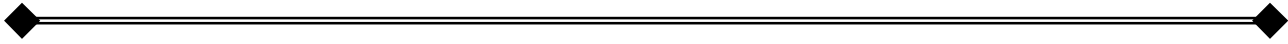


Measurable Goals

- Establishment of hotline
- Number of calls received on the hotline.

Timeline – Implementation schedule

- Year 1 – Documentation procedure developed and functioning hotline.
- Year 2 - 5 – Maintain SWPPP hotline.



Specific Components

- Voice message on hotline describing purpose of hotline.
- Documentation procedure for recording information and resolution of calls
- Notification of hotline establishment and purpose to the public.

**Subject: Responsible Person**

Jenny Jennings  
MIS Coordinator  
(651) 458-2884

**Responsible Department\***

MIS Department  
7516 80<sup>th</sup> Street South  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

Permit Section: 1

Title

**Conduct Annual Public Meeting**

Description

Cottage Grove conduct an annual Public meeting that meets the Public notice requirements stipulated in the NPDES permit application for the SWPPP Part V.B.e.

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**Measurable Goals**

- Publish 30-day public notice for annual meeting
- Number of comments received at the annual meeting.

**Timeline – Implementation schedule**

- Conduct annual meetings in February for Years 2 - 5.

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**Specific Components**

- Publication of 30-day public notice in conformance with current City practice.
- Assembly of meeting presentation materials.
- Written and oral comments on the SWPPP in conformance with part V.G.2 of the SWPPP permit application.
- Resolution of written and oral comments on the SWPPP in accordance with current City practice.

**Subject: Responsible Person**

Nancy Hanzlik  
City Engineer  
(651) 458-2890

**Responsible Department\***

Engineering Department  
8635 West Pt. Douglas Rd.  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

Permit Section: 2

Title

**Document Existing Volunteer Programs**

Description

Cottage Grove will document the current volunteer programs relating to the SWPPP.

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**Measurable Goals**

- Number of volunteer programs
- Number of locations involved.

**Timeline – Implementation schedule**

- Year 1-Documentation procedure developed and implemented for volunteer programs.
- After Year 1 – Maintain program documentation.

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**Specific Components**

- Adopt-A-Highway
- Adopt-A-Park

**Subject: Responsible Person**

Michelle Wolfe  
Assistant City Administrator  
(651) 458-2882

**Responsible Department\***

Administration Department  
7516 80<sup>th</sup> Street South  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

Permit Section: 2

Title

**Document Existing Partnerships**

Description

Cottage Grove will develop a system to document the existing partnerships relating to the SWPPP.

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**Measurable Goals**

- Number of Partnerships in existence.

**Timeline – Implementation schedule**

- Year 1 – Documentation procedure developed.
- After Year 1 – Maintain documentation.

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**Specific Components**

- Septic System Monitoring Program with Washington County
- Hazardous Waste Disposal with Washington County
- Waste oil recycling program with Washington County.
- Monitoring of South Washington Watershed District regional park lake 82-0086 with Metropolitan Council.
- South Washington County Watershed District
- Lower St. Croix Water Management Organization.

**Subject: Responsible Person**  
Kim Lindquist  
Director of Community Development  
(651) 458-2824

**Responsible Department\***  
Planning Department  
7516 80<sup>th</sup> Street South  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

Permit Section: 3

Title

**Update Existing Storm Water Management Map**

Description

The City of Cottage Grove will update the current storm water management map.

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**Measurable Goals**

- Updated storm water management map.

**Timeline – Implementation schedule**

- Year 1- identify known ponds, wetlands, structural pollution control devices, pipes and conveyances 24 inches in diameter and over, known outfalls to defined waters, discharge points leaving the MS4.
- Year 2 - 5 - Coordinate mapping updates with street and storm sewer system maintenance.
- Year 5 - Complete MS4 Map incorporated into final annual report.

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**Specific Components**

- The map will depict municipal ponds, streams, lakes, wetlands, structural pollution control devices, pipes 24 inches and more in diameter and outfalls.

**Subject: Responsible Person**

Nancy Hanzlik  
City Engineer  
(651) 458-2890

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**Responsible Department\***

Engineering Department  
8635 West Pt. Douglas Rd.  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

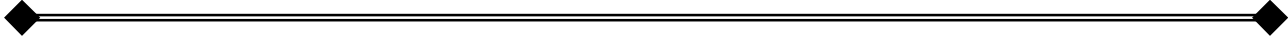
Permit Section: 3

Title

**Develop Illicit Discharge and Detection Program and Ordinance**

Description

The City of Cottage Grove will develop a program and an ordinance to detect and eliminate illegal and/or improper connections to storm drainage systems and receiving waters. The ordinance will include appropriate enforcement procedures and actions.

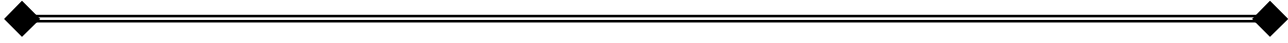


Measurable Goals

- Documentation of existing related ordinances and programs.
- Develop and obtain Council approval of ordinance.
- Documentation of non-compliance occurrences and resolutions.

Timeline – Implementation schedule

- Year 2 – Draft Ordinance and program
- Year 3 – Council approval of ordinance.
- After Year 3 – Enforcement of ordinance and program.



Specific Components

- Ordinance to effectively prohibit non-storm water discharges, illegal dumping and improper waste disposal.
- Program will complete a list of existing information on illicit connections and inspections performed by the City and increase the awareness to the business and citizens regarding illicit discharges.

**Subject: Responsible Person**

Nancy Hanzlik  
City Engineer  
(651) 458-2890

**Responsible Department\***

Engineering Department  
8635 West Pt. Douglas Rd.  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

Permit Section: 3

Title

**Documentation of Current Sanitary Sewer Maintenance Program and Washington County Septic Tank Information**

Description

Document the number of sanitary sewer miles cleaned by the City annually and obtain records from Washington County pertaining to septic tank systems within City limits to prevent an illicit discharge into the storm sewer system.

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<p>Measurable Goals</p> <ul style="list-style-type: none"><li>➤ Documentation of quantity of sanitary sewer cleaned annually.</li><li>➤ Documentation of septic tank information within Corporate limits.</li></ul>		<p>Timeline – Implementation schedule</p> <ul style="list-style-type: none"><li>➤ Year 1 – Completion of forms for documentation.</li><li>➤ Year 2 - 5 – Implementation of program.</li></ul>
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Specific Components

- Documentation of current sanitary sewer maintenance program.
- Documentation of Washington County septic tank information.

**Subject: Responsible Person**  
Les Burshten  
Director of Public Works  
(651) 458-2810

**Responsible Department\***  
Public Works Department  
8635 West Pt. Douglas Rd.  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

Permit Section: 4

Title

**Review Ordinance/Regulatory Mechanism for construction site storm water runoff control**

Description

The City of Cottage Grove will review the current Titles 10-2-7, 11-2-1, 11-2-4, and 11-6-12 affecting construction site erosion and sedimentation control and the required construction site plan review process and revise the ordinance.

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**Measurable Goals**

- Revise ordinance in place by March 11, 2005

**Timeline – Implementation schedule**

- Year 1 – review of existing ordinance completed.
- Year 2 – Council approval of revised ordinance.
- Year 3 - 5 – implementation of revised ordinance.

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**Specific Components**

- Evaluation of existing City ordinance in comparison to the MPCA minimum standards, right-of-entry provisions, site erosion control timelines for compliance, penalties of noncompliance, site plan review procedures, and the county authority minimum standards.

**Subject: Responsible Person**

Nancy Hanzlik  
City Engineer  
(651) 458-2890

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**Responsible Department\***

Engineering Department  
8635 West Pt. Douglas Rd.  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

Permit Section: 4

Title

**Review procedures for site plan review**

Description

The City of Cottage Grove will review the procedures for site plan review.

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**Measurable Goals**

- Update site plan review procedures

**Timeline – Implementation schedule**

- Year 1- Review of existing site plan review procedures.
- After Year 1- Implementation of revised procedures.

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**Specific Component**

- Assess current site plan review procedures for compliance with the MPCA minimum standards.

**Subject:Responsible Person**  
Kim Lindquist  
Director of Community Development  
(651) 458-2824

**Responsible Department\***  
Planning Department  
7516 80<sup>th</sup> Street South  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

Permit Section: 4

Title

**Develop construction site plan for storm water management**

Description

The City of Cottage Grove will review and revise the current construction site erosion and sedimentation control plans.

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**Measurable Goals**

- Update construction site storm water management plan

**Timeline – Implementation schedule**

- Continue ongoing administration of existing Standards. Meet local, county, watershed and state laws and ordinances.
- If revisions are needed, plan and schedule required meetings and public process and material by May 2004.

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**Specific Components**

- Review standard requirements for erosion and sediment control plans.
- Review standard requirements for construction site operators to control waste, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.
- Review procedures for receipt and consideration of reports of non-compliance or other information on construction related issues submitted by the public.
- Review procedures for site inspection and enforcement of control measures.

**Subject:Responsible Person**

Nancy Hanzlik  
City Engineer  
(651) 458-2890

**Responsible Department\***

Engineering Department  
8635 West Pt. Douglas Rd.  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

Permit Section: 5

Title

**Develop and implement strategies for post-construction storm water management in new development and redevelopment areas.**

Description

The City of Cottage Grove will review the current procedures for post-construction storm water management and ordinances regarding the post-construction storm water management practices.

The City will adopt an ordinance to address post-construction storm water management for new developments.

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**Measurable Goals**

- Document structural and/or non-structural BMP constructed in the city.
- Update ordinance for post-construction run-off control.
- Document long-term operation and maintenance of structural and/or non-structure BMP constructed in the city.
- Number of communities' plans reviewed

**Timeline – Implementation schedule**

- Year 1- Review of existing post-construction plan.
- Year 2- Review storm water management ordinance for compliance with post-construction storm water management plan.
- Year 3- Council approval of ordinance.
- After Year 3- Implementation of ordinance.

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**Specific Components**

- Review of other community post-construction storm water management plans.
- Review and update of Cottage Grove current post-construction storm water management plans.
- Development and implement strategies which include a combination of structural and/or non-structural items.
- Establish a documentation and tracking process for structural and non-structural BMP in the city.

**Subject: Responsible Person**

Les Burshten  
Director of Public Works  
(651) 458-2810

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**Responsible Department\***

Public Works Department  
8635 West Pt. Douglas Rd.  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

Permit Section: 6

Title

**Develop and Implement an Operation and Maintenance Training Program for Municipal Projects**

Description

The City of Cottage Grove will document the current operation and maintenance training programs for municipal projects with the ultimate goal of preventing or reducing pollutant run-off from municipal operations.

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**Measurable Goals**

- Number of existing operation and maintenance training programs documented.
- Number of attendees to each of the programs.

**Timeline – Implementation schedule**

- Year 2 – documentation completed on existing operation and maintenance training programs
- After Year 2 - implementation of revised operation and maintenance training programs (if required).

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**Specific Components**

- The anticipated training programs include fertilizer application, pesticide/herbicide application, mower discharge, automobile maintenance, hazardous waste disposal, building inspection, spill clean-up, storm sewer maintenance/inspection, road salt application, chlorinated water management, used oil recycling, and parking lot/street sweeping.

**Subject: Responsible Person**

Les Burshten  
Director of Public Works  
(651) 458-2810

**Responsible Department\***

Public Works Department  
8635 West Pt. Douglas Rd.  
Cottage Grove, MN 55016

# BEST MANAGEMENT PRACTICE SUMMARY SHEET

Permit Section: 6

Title

**Develop and Implement an Operation and Maintenance Program for Municipal Projects**

Description

The City of Cottage Grove will document the current operation and maintenance programs for municipal projects and update the program with the intent to reduce pollutant run-off.

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**Measurable Goals**

- Number of known structural pollution control devices delineated.
- Number of known outfalls delineated.
- Annual report summarizing outfall inspections.

**Timeline – Implementation schedule**

- March 2005 – documentation completed on existing operation and maintenance training programs
- After March 2005 - implementation of revised operation and maintenance training programs (if required).

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**Specific Components**

- Develop procedures for the operation and maintenance program for municipal projects including fertilizer application, pesticide/herbicide application, mower discharge, automobile maintenance, hazardous waste disposal, building inspection, spill clean-up, storm sewer maintenance/inspection, road salt application, chlorinated water management, used oil recycling, and parking lot/street sweeping.
- Develop procedures for the proper disposal of waste removed from the MS4 outfalls.
- Document the inspection and maintenance of the known structural pollution control.
- Document the inspection and maintenance of a minimum of 20% of the known outfalls delineated on the storm water management map.

**Subject: Responsible Person**

Les Burshten  
Director of Public Works  
(651) 458-2810

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**Responsible Department\***

Public Works Department  
8635 West Pt. Douglas Rd.  
Cottage Grove, MN 55016