



City of  
Windsor  
Heights  
*the heart of it all*

**January 23, 2014**

**TO:** City Council Members

**FROM:** Sheena Danzer, City Inspector/Zoning Administrator

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**2013 December Report &  
2013 Year End Report**

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**December Building Permits**

<b><u>ADDRESS</u></b>	<b><u>OWNER</u></b>	<b><u>DESCRIPTION</u></b>
1330 66 <sup>th</sup>	Anthony Leon	Water service repair
6506 Allison	Muetzel	New plumbing service-fire damage
6409 Del Matro	Greg Anliker	Sewer replacement
6405 Del Matro	Doug Johnson	Sewer replacement
6505 Sunset Terrace	Bob Aukes	Sewer replacement
6507 Del Matro	Michael Murphy	Sewer replacement

**December Building Inspections**

12-2-13	7023 Reite	bath valve
12-2-13	1330 66 <sup>th</sup>	water service
12-7-13	6506 Allison	plumbing
12-19-13	6405 Del Matro	sewer replacement
12-19-13	6505 Sunset Terrace	sewer replacement

**December Code Enforcement**

On the next page you will find the December code enforcement cases. Reminder for the winter months that any sidewalks not shoveled after 48 hours after a snow fall will be given a notice of violation. Door hangers are placed at those properties that need shoveled and will need to comply within 24 hours. It has been noticed more property owners are parking their vehicles on the lawn with the snow ordinance taking effect for street parking.

**December 2013  
Open Cases**

Date Rec'd	Address/ Location	Type	Date & Action Taken	Follow Date	Date Abated	Results/Comments	Rental
*12/2/2013	1701 70th	junk and refuse	12-2-13 noted violation; 12-3-13 sent letter	14 days	12/11/2013		N
12/2/2013	1506 64th	mattresses/bedroom furniture stored	12-3-13 letter	10 days	12/11/2013		Y
12/11/2013	2107 70th	trailer on lawn/compost bags	12-11-13 letter	2 days	1/10/2014		N
12/11/2013	1244 70th	snow on sidewalk	12/11/2013	24 hours in receipt	12/16/2013		Y
12/11/2013	7005 Reite	snow on sidewalk	12/11/2013	24 hours in receipt	12/16/2013		N
12/11/2013	1830 63rd	snow on sidewalk	12/11/2013	24 hours in receipt	12/16/2013		N
12/11/2013	6302 Washington	snow on sidewalk	12/11/2013	24 hours in receipt	will be fined next at occurrence		Y
12/11/2013	1201 64th	snow on sidewalk	12/11/2013	24 hours in receipt	12/16/2013		N
12/11/2013	6521 School St	couches on curb	12/11/2013	14 days	12/30/2013		N
12/16/2013	1912 69th	vehicle on lawn	12/16/2013	24 hours in receipt	12/18/2013		N
12/18/2013	1212 65th	tires in ROW	12/18/2013	24 hours in receipt	re-check		Y
*12/28/13	6721 NW Dr	vehicle on lawn	12/31/2013	24 hours in receipt	1/3/2014		Y
*12/31/13	7115/7117 Forest Ct	vehicle on lawn	12/31/2013	24 hours in receipt	1/3/2014		Y
*12/31/13	1020 69th	vehicle on lawn	12/31/2013	24 hours in receipt	1/3/2014		N

\*electronic or phoned  
in complaint received

## **Planning and Zoning Commission update**

The Planning and Zoning Commission did not meet in November or December. They met on January 22<sup>nd</sup> for a public hearing on the future land use map and demographic data to be amended into the Comprehensive Plan. The Commission recommended approval of the map with a condition that Timmons Drive be added as it was missing from the map. RDG Planning and Design will be making the change so look for the map to be put on the website along with the demographic data. The public hearing will be on the February 17<sup>th</sup> Council meeting; more information on the map and data will be in your packets.

## **2014 Sustainability Series**

This year starting in February the spring sustainability series event will be held at the Community and Events Center. Dates and speakers are as follows with a start time at 6pm and will go for approximately an hour. We've got some really good speakers this year so I hope we can get attendance up from last year. The speakers are doing this at no cost.

Tuesday, February 25<sup>th</sup>- Trees Forever, Leslie Berckes

Tuesday, March 25<sup>th</sup>- Urban Conservationist, Jennifer Welch

Tuesday, April 22<sup>nd</sup>- Debris Management in Windsor Heights, Jason VanAusdall

Tuesday, May 27<sup>th</sup>- Rain Barrel Demonstration, Darren Fife

## **Tree City USA**

The City has been approved again in 2013 for the Tree City USA designation through the Arbor Day Foundation. We will continue to strive for this designation each year. The Council may want to consider establishing a voluntary Tree Board and/or Committee in the future with persons having an interest in protecting our trees in Windsor Heights. This Board/Committee could be responsible for selecting new sites for trees in public places as well as having knowledge in our inventory of current trees and generally help us to continue to keep the Tree City USA designation as it may aid in future grant opportunities.

## **GIS Training**

Now that the GIS software has been put together for us in a See City package, we will be conducting training on February 17<sup>th</sup>. Employees from Public Works, Fire, and Police will be trained on how to use GIS ArcReader. I will be the only employee with editing capabilities.

## **Stormwater Annual Report for DNR MS4 Permit Compliance**

Each February I submit to the DNR a final report of stormwater activities for the year to be compliant with our MS4 permit. MS4 stands for municipal separate storm sewer system which is a system of conveyances (sewers, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, storm drains) that is owned by city, state town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of

sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control districts or drainage districts, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the Clean Water Act that discharges to waters of the United States;

- Designed or used for collecting or conveying stormwater;
- Which is not a combined sewer; and
- Which is not part of a publicly owned treatment works.

The permit requires that each community shall develop, implement, and enforce a comprehensive Storm Water Pollution Prevention and Management Program. In the report I summarized the following control measures that the City must complete each year on Stormwater Management. The report must be approved by the Iowa DNR in order to avoid a violation. The ultimate goal of the program is to exceed requirements of the DNR by continually educating the public, staff, and elected officials and keeping detailed records of stormwater activity. Windsor Heights more than likely will see an audit to be completed by the DNR for compliance with the permit. Cities in Iowa receiving this audit in the last couple years include the following, which by the list looks as if they are starting with cities with a certain population: Davenport, Iowa City, North Liberty, Asbury, Dubuque and Des Moines.

Component for compliance:

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

\*\*The 2013-2104 Annual Stormwater Report can be found at the end of this document.

## 2013 Year End Building and Code Enforcement Report

2012/2013 Comparison

<b>Residential and Commercial Projects</b>	<b>2012 permits issued</b>		<b>2013 permits issued</b>	
Building	57	\$7,564.40	42	\$15,367.36
Plumbing	39	\$2,232.00	44	\$3,176.50
Mechanical	20	\$992.00	18	\$1,209.00
Electrical	24	\$1,556.15	5	\$275.00
Sidewalk/Driveway	29	\$870.00	11	\$330.00
Signs	25	\$878.86	4	\$199.39
<b>TOTAL</b>	<b>194</b>	<b>\$14,093.41</b>	<b>124</b>	<b>\$20,557.25</b>

Permits within the last 2 years have been pretty steady. We saw a decrease in the number of building permits issued in 2013 but an increase in valuation being put into projects. There were more commercial projects in 2013 than in 2012 hence the larger permit valuation in 2013. It is likely we will see an increase in 2014 as land was just sold at 63<sup>rd</sup> and Hickman.

The decrease in electrical permits was due to the change from local electrical inspections to the state taking responsibility in April of 2013. Staff has a good relationship with the electrical inspector working for the state. Staff requested the state transition due to the increased duties assigned and also because of the requirement that at least 1 inspector must be certified as an electrical inspector by the beginning of 2014. Jason and I do not currently hold that certification. Electrical permits and inspections can be brought back to the local level if certification is obtained.

Plumbing permits saw a slight increase in 2013 as was expected with the aging sewer lines in Windsor Heights. The replacements that have occurred since 2005 will soon be a layer feature in GIS so a map of sewer replacements since then will be provided in the near future. 26 out of the 44 plumbing permits have been for residential sewer replacements. The trend in 2013 was when one property owner came in the neighbor soon followed as they determined their line was going to need to be replaced as well.

### **2013 Code Enforcement-**

Approximately 170 cases were investigated in 2013. Tracking of these cases is done in an excel spreadsheet as shown in the monthly reports submitted to Council. I am able to count the cases but without a software program to be able to generate a report I am unable to accurately report the number of case types with the amount of cases that were investigated. Most of the cases though reported were vehicles being parked on the lawn (year round), grass height and dead trees (spring/summer months), snow on sidewalks (winter months) and brush piles (year round). There were also several cases of inoperable/damaged vehicles that were investigated as well.

There were 3 liens placed on vacant and/or foreclosed homes in 2013 all of which have been paid back to the City. The homes were not known to be vacant until code enforcement issues were apparent on the property. Council may want to consider in the

future requiring vacant homes to register with the City to make this process smoother and so there is a contact with the property as it was difficult figuring out whom to get a hold of regarding the issue. The code issues could be caught before complaints are called in by the public also.

Windsor Heights has a pretty good response/compliance rate when it comes to code enforcement. If cases are given a notice and not complied within the time given, an abatement notice is then sent giving them an option for a hearing if they believe their case is not in violation. We have not had any hearing requests this year so they would have complied after the abatement letter or have been fined and/or city abatement. I specifically let property owners know we are not out to fine them but want to achieve compliance in a fair and reasonable amount of time; a compliance time that is consistent with every property owner. Typical compliance times are as follows. If Council would like these compliance dates brought to a committee for discussion that can be done, but I believe these to be reasonable times.

- Grass/weed heights- 1 week (NOT specified in code)
- Vehicle on lawn- 24 hours (NOT specified in code)
- Snow not cleared from sidewalk- 48 hours (specified in code)
- Dead trees- 30 days (NOT specified in code)
- Inoperable/damaged vehicles- 30 days (NOT specified in code)
- Junk and refuse- 14 days (specified in code)
- Property maintenance, i.e. exterior-peeling paint- 30 days or submit Schedule of Compliance approved by Code Enforcement Officer (NOT specified in code)



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# **City of Windsor Heights**

## **Annual Stormwater Program Report February 2013 – February 2014**

**Prepared by:  
Sheena Danzer, Stormwater Coordinator**

**NPDES Phase II MS4 General Permit  
City of Windsor Heights, IA: Permit Number 77-91-0-01**

## **Executive Summary**

The City of Windsor Heights was issued an NPDES stormwater MS-4 permit from the Iowa Department of Natural Resources in 2005. This report summarizes progress made towards permit compliance during the 2013-2014 year of the city's program which continues to expand and develop. This report also uses many acronyms which may be unfamiliar to the reader, so an appendix of acronyms and terms is included. As required, the city addresses the following six minimum stormwater control measures:

1. Public education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-construction Stormwater Management
6. Pollution Prevention and Good Housekeeping

## **Stormwater Expenditures and Stormwater Utility**

To accomplish all these requirements the City had a budget of \$214,367 in FY 2013 and a proposed budget of \$217,550 in FY 2014 for stormwater activities. For years the City's stormwater utility had been underfunded and has been coming out of the general fund. In June of 2012, the City passed Ordinance 12-09 to revise how stormwater utility rates are calculated for the increased future stormwater needs. The rates were calculated based on an impervious surface formula for non-residential properties and a flat rate for residential rates. The rate for residential properties is now assessed at \$5.25 per month and commercial properties are based on a rate of \$3.92 per 1,000 square feet of impervious surface. There is no plan to increase the rates in 2014. The goal for this increase is to allow residential and commercial properties to bring down their rates by implementing a best management practice on their property and by also being able to implement high priority goals in the Stormwater Management Plan.

The following is a summary of the City of Windsor Heights NPDES Phase II MS4 permit requirements and progress made on each control measure for the period of February 2013 through February 2014.

## **PUBLIC EDUCATION AND OUTREACH**

**GOAL:** The goal of the city program is to educate numerous target audiences using various tools. Informational content includes stormwater impact on water quality and measures that can be implemented to reduce water quality degradation. This report will also be made available on the City's website as part of education and public outreach.

### **Monthly Articles and Reminders**

The City publishes a stormwater article in several monthly newsletters. Each article is in reference to the appropriate season. The City will insert monthly articles for the duration of the permit. Stormwater articles inserted into monthly newsletters/water bill stuffers and the Windsor Heights Living magazine for 2013 include the following:

March 2013	Save our Sewers Stormwater Basics
April 2013	Q/A on Stormwater Basics, Rain Barrell Program info
July 2013	Promoted Sustainable Living Series event Info on recently passed stormwater ordinance update Notice to not mow grass clippings into street Walnut Creek Watershed Coalition info
August 2013	Walnut Creek clean-up article
September 2013	Notice to not mow grass clippings into street
October 2013	Help Keep Stormwater Clean Leaves and Stormwater Rain Barrels For Sale
November 2013	Help Keep Stormwater Clean Help Keep Stormwater Clean How Trees Protect Water Quality and Streams
December 2013	Keep Sand and Salt out of the Creek
January 2014	Notice of Sustainability Series event

### **Iowa Stormwater Education Program (ISWEP)**

A goal for 2013 was to re-join with ISWEP. The Stormwater Coordinator attended quarterly meetings and went to many training events put on by ISWEP. ISWEP provides many hand-outs/information to give to the public so items were distributed. Windsor Heights will continue to be a part of this group in 2014.

### **Windsor Heights Sustainability Workshop**

On April 18, 2013 a workshop was held as part of the annual Windsor Heights Sustainable Living Series. Darren Fife, a resident of Windsor Heights, demonstrated how to make your own rain barrels to capture runoff and reuse from your own home. Two rain barrels were distributed to residents as a giveaway as Windsor Heights just started a Rain Barrel Program. Darren will be back again at the 2014 event.

### **Brochures**

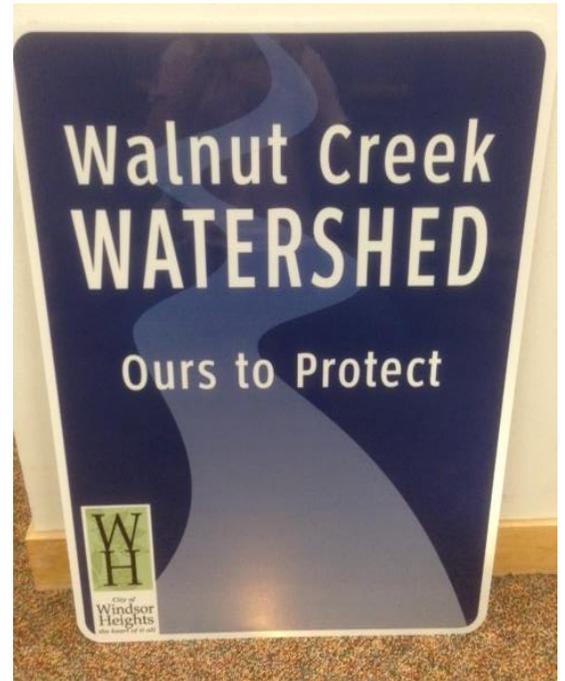
Various brochures on stormwater and best management practices are made available to the public at the entrance of City Hall.

### **Stormwater Checklist**

When amendments to Chapter 160 and 161 of City Code were made, came additional requirements so a checklist was created to use for reviewing SWPPP plans and inspecting construction sites. More information on Chapters 160 and 161 can be found in the construction site stormwater runoff control section of this document.

### **Watershed Awareness Signs**

This year with the help of Metro Waste Authority, the Walnut Creek Watershed Coalition and the City were able to purchase several signs to post around the walnut creek watershed. Bigger signs were purchased to place on 73<sup>rd</sup> Street and College Drive and smaller signs were purchased to place around Walnut Creek trail to raise awareness for trail users. All signs have been posted with the intention of pursuing permission to post on Hickman Road in the future.



### **Stormwater Intake Marking**

50 Intake Stormwater markers were designed and purchased and installed on Intakes throughout the City. All intakes labeled have been recorded and kept on file of location and date label was installed and man hours spent on installation. The following image is an example of the intake medallion. Approximately 1/3 of all intakes have been marked.



### **Goal for 2014**

The City will continue to insert monthly newsletters and articles as well as have information available at City Hall. Presentations related to stormwater management will be made at the Community and Events Center as part of a Sustainability Series for residents; with the stormwater survey to be passed around.

## **PUBLIC INVOLVEMENT AND PARTICIPATION**

**GOAL:** The goal of the public involvement and participation module is to increase awareness and provide a variety of awareness opportunities for the general public and school children. The goal is also to involve volunteers in carrying the stormwater message and enhancing the City's overall stormwater program.

### **Stormwater Advisory Committee**

The SAC (Stormwater Advisory Committee) met on July 8, 2013. The agenda included an update on recent ordinance amendments to Chapter 160 and 161, a permeable pavement presentation, and an update on a grant the City and the Urbandale-Windsor Heights Sanitary Sewer District were applying for through the Iowa Finance Authority for streambank stabilization. Many members expressed interest in the Wal-Mart parking lot improvements again which is a high priority for them. Staff continues to talk with Wal-Mart about making improvements and hopes to work with them on grant opportunities.

Committee Members include: Linda Bacon, Rollie Bramhall, Darren Fife, Diane Ross, Betty Glover, Michelle Heater, Mel Hrubetz, Susan Jones, Dennis O'Brien, Louise Moon, Trish Schneider, Don Steele, Kathleen Witkovski, and Stu Turner

### **Rain Barrel Program**

With the help of Metro Waste Authority, the City and the Walnut Creek Watershed Coalition were able to pilot a rain barrel program. The intent of the program is not to make a profit but to keep sustaining the program in order to keep up with the amount of requests from residents. In the first year, approximately 60 rain barrels were distributed at \$50/barrel. It was limited to residents only and 1 per household. The City is hoping to increase the number to 2 per household in the next year. This could not have been possible without the help of volunteers from the Walnut Creek Watershed Coalition.



### **Adopt-A-Stream**

The Walnut Creek Watershed Coalition with their efforts in the annual creek clean-up became the pilot study for the Metro Waste Authority program called Adopt-A-Stream. Metro Waste Authority invited the City for a meeting on launching the program. In February 2013, the Walnut Creek Watershed Coalition adopted North Walnut Creek from Air Quality on Hickman Road to Walnut Creek on 73<sup>rd</sup>, Walnut Creek from 86<sup>th</sup> Street in Clive to 63<sup>rd</sup> Street in Windsor Heights.

### **Walnut Creek Watershed Festival**

On August 31, 2013 instead of the usual creek clean-up event, the City and the Walnut Creek Watershed Coalition created a Watershed Festival event in conjunction with the creek clean-up. This event, which featured representatives from the Raccoon River Watershed Association brought families together to clean-up the creek and had demonstrations and exhibits about stormwater runoff, the environment, and conservation. At the event the City's stormwater coordinator set up a booth to talk to children about stormwater and had several handouts. The event was well attended with about 80 people, an increase from last year's clean-up.



### **Walnut Creek Watershed Management Authority**

Windsor Heights attended several meetings in 2013 with other entities to talk about the start of establishing a Watershed Management Authority (WMA). The MPO is leading the development of a WMA for the Walnut Creek Watershed. Windsor Heights will continue to stay involved in the process.

### **Walnut Creek Watershed Coalition (WCWC)**

This watershed group was formed in 2012 by a group of Windsor Heights residents wanting to become more involved and increase creek awareness. The City continues to actively support this group as a member while the group continues to plan for creek clean-up events and promote watershed awareness in Windsor Heights.

### **Water Quality Monitoring**

A resident of Windsor Heights participates in the Iowater water monitoring program and reports to the stormwater coordinator on findings. On October 22, 2013 it was reported that North Walnut Creek at mouth of trail bridge west of 73<sup>rd</sup> Street was skunky (bacteria and chlorides) which was assumed to be from a flush of contaminants from storm sewers a few days earlier coming from a large outlet a couple of blocks north. Due to scheduling staff could not attend an Iowawater workshop but intends to this next year.

### **DNR Air Quality Building Improvements**

Staff met with the building owner of the DNR Air Quality building to look at a stormwater improvement/beautification project to the area west of the building abutting the creek. The building owner will be hiring HR Green to complete a rain garden. Staff sent a letter of recognition to the building owner for his efforts in stormwater management.

### **Education for school-aged kids**

The City has contacted Metro Waste Authority and Des Moines Water Works to inquire about the curriculum that is provided to the schools in Windsor Heights on stormwater related issues. The Urban Environmental Partnership taught a Recycle Me! Program for two kindergarten classes at Cowles Elementary which was less than what was taught last year. The Stormwater Coordinator is coordinating a presentation with Cowles for a Stormwater 101 presentation on Earth Day and in hopes of reviewing stormwater education materials for the following school year.

### **Public Survey**

A stormwater survey still remains on the City's website which is [www.windsorheights.org](http://www.windsorheights.org) in the Public Works section where residents can complete the survey and the City can determine what percent of knowledge residents have on stormwater. The survey is still passed out at various events but is not something everyone likes to submit back to City Hall.

### **Stormwater public survey questions**

1. What is stormwater?
  - A. Water that does not absorb into the ground but flows directly into storm drains
  - B. Water that absorbs into the ground after a storm
  - C. The water that comes from your house (examples) toilet, sink, shower, laundry
  - D. A special type of water you buy in a grocery store.

**Answer: A**

2. Where does Stormwater ( rain, snow melt ) go after it enters storm drains in your Community?
  - A. To Walnut Creek after receiving some treatment
  - B. Directly to Walnut Creek without treatment
  - C. To a waste water treatment plant
  - D. I don't know

**Answer B**

3. What is watershed?
  - A. A shed full of water
  - B. The land the water flows across or under on its way to a stream, river, or lake
  - C. The path a drop of water takes to get to a stream
  - D. A bucket that will hold one gallon of water

**Answer B**

4. The Stormwater Drainage System in Windsor Heights is as critical to residents as water and sewer? TRUE or FALSE

**Answer : TRUE Stormwater Drainage System not only protects us from loss of life and property but also enhances water quality for users downstream.**

5. Fecal Coli form is a bacteria related to pet waste and failing septic systems? TRUE OR FALSE

**Answer: True**

6. Do you think you can personally do anything to help improve water quality in Walnut?

Creek in Windsor Heights such as cleaning up pet waste?

YES  NO  I DON'T KNOW

If NO, Why not?

**What you can do:**

How you can improve the quality of our stormwater system?

- Clean up after your pet
- Choose earth friendly landscaping
- Proper disposal of trash and debris---- DO NOT LITTER

7. Would you be interested in learning more about what you can do to reduce stormwater pollution?

YES  NO

**What you can do:**

What you can do to avoid getting pollutants in stormwater system:

- Fertilize only as needed
- Practice good car care
- Carefully store and dispose of household cleaners, chemicals and oil

8. What does this logo mean?



These are the Stormwater Intake markers that have been installed on a 1/3 of stormwater intakes in the City of Windsor Heights. These will alert all residents that whatever goes down these intakes will end up in Walnut Creek.

9. If you witness a possible pollution problem please call the hot line number you will find on the City of Windsor Heights website in the Public Works Dept.

## **10. Please submit survey online or return at City Hall.**

### Goal for 2014

The City has continued to make available the survey on the website and will continue to do so for the remainder of the permit. If approved by Council in the budget adoption process, staff would like to pilot a BMP reimbursement program for Windsor Heights residents. This would be a cost share program for implementing native plantings, rain gardens, soil quality restoration, permeable paved driveways, etc. on private property. Presentations to local schools about stormwater during their earth week are also a goal.

## **ILLICIT DISCHARGE DETECTION AND ELIMINATION**

**GOAL:** The goal of this module is to put policies in place and provide enforcement to detect and eliminate illicit discharge.

### **Illicit Discharge Prohibition Ordinance**

The Illicit Discharge Ordinance was presented to the Windsor Heights City Council and became part of the Municipal Code on October 15, 2007. The Municipal Code is available on the City's website at [www.windsorheights.org](http://www.windsorheights.org).

### **Illicit Discharge Detection and Elimination Program**

The City of Windsor Heights' City Inspector, along with the Public Works Department is responsible for implementing this program. Program schedule, checklist, and mapping have been developed. Records are kept for all program activities. In 2014, the city will work on putting all the information into GIS of which there is now a license.

Annual dry weather flow inspections of outfalls which discharge to non-intermittent waterways or water bodies have been conducted by the City Inspector and Public Works Director on August 15, 2013. Twenty six outfalls were inspected and no illicit discharge was detected. It was noted on the inspection that a few areas had some streambank erosion (pictures on file). The Stormwater Coordinator is in the process of having the Iowater group train interested residents in creek monitoring. Iowater has talked about having a training location in Windsor Heights this year of which the Stormwater Coordinator will also partake in.

A program was developed in 2010 which involves Illicit Discharge as well Public Education. Routinely the City Inspector will proactively drive the city streets to inspect for illicit discharges if any are found there will be a "Door Knob Hanger" placed on the door of the residence. Inspector will revisit the residence the following day to make sure illicit discharge is taken care of. This process works much like the City's nuisance abatement procedure. There were several verbal warnings in 2013 for property owners blowing grassing clippings and leaves into the street.

All records of illicit discharges are on file and will remain on file for the duration of the MS4 permit. The only record illicit discharge report was in October when an Iowater representative noted the high bacteria and chloride as mentioned earlier in the report.

#### Goal for 2014

The goal for 2014 is for some Windsor Heights staff to be trained by Iowater so the City can do quarterly water monitoring inspections. Also to continue educating residents and commercial properties of the damage that can be caused by grass clippings, leaves, and residential pool water. With GIS capabilities it is a goal to complete outfall inspections with GPS verification of location.

### **CONSTRUCTION SITE STORMWATER RUNOFF CONTROL**

**GOAL:** The goal of this module is to put policies in place and provide enforcement to control stormwater and prevent runoff from construction sites.

#### **Construction Site Runoff Control Ordinance**

The Construction Site Erosion and Sediment Control Ordinance was presented to the Windsor Heights City Council and passed October 15, 2007. The Municipal Code is available on the City's website at [www.windsorheights.org](http://www.windsorheights.org). In June of 2013, the City Council passed amendments to Chapter 160: Construction Site Erosion and Sediment Control. The changes were made to minimize exposed soil, protect receiving waters, protect adjacent properties, minimize off-site sediment transport, avoid steep slopes, minimize disturbance to trees and minimize soil compaction. Revisions also included that the COSESCO Permit and SWPPP will apply to sites requiring State NPDES General Permit #2 and/or that have a 1 acre threshold. Sites disturbing 3,000 square feet to 1 acre, excavating or filling over 50 CY, and a linear disturbance of 300 feet or more also would require a COSESCO Permit and ESC. Other revisions include inspection processes, enforcement, and financial security.

#### **Construction Site Review and Inspection Program**

Sheena Danzer/City Inspector is designated for SWPPP review, inspection and enforcement activities for this program which includes residential, commercial and industrial developments and the city's construction projects. Currently the City Inspector holds the certification of ICCSPPI (Iowa Certified Construction Site Pollution Prevention Inspector). All construction sites are inspected at least once each calendar quarter as well as after ½ inch rainfall. A scheduled program is determined by rainfall amounts and time of year. A Construction Site Inspection Sheet has been developed for such sites and will be kept on file for duration of permit. There were 3 activities in 2013 that required a SWPPP review which included the I-235 bridge widening, the Windsor Heights Lutheran Church remodel/addition (still in progress), and the widening of 73<sup>rd</sup> Street. A total of 8 inspections were completed between the 3 activities.

#### Goal for 2014

With the increase in 2013 for construction inspections and other development projects, the City Inspector just recently created a Development Review Process (DRC) to help ease the process for developers. A stormwater checklist has been developed to ensure a smooth process and help to better understand the new ordinance revisions. This checklist has been used once so the goal for 2014 is to monitor the checklist to determine if it is helpful or if modifications are needed.

## **POST-CONSTRUCTION STORMWATER MANAGEMENT**

GOAL: The goal of this module is to utilize and promote best management practices in handling and improving the quality of stormwater.

### **Post-Construction Runoff Control Policy Ordinance**

The Post Construction Runoff Control Ordinance was presented to the Windsor Heights City Council and passed October 15, 2007. The Municipal Code is available on the City's website at [www.windsorheights.org](http://www.windsorheights.org). In June of 2013, the City Council passed amendments to Chapter 161: Post-Construction Stormwater Control. The changes include the following: pre-application meeting for developments, for stormwater standards: no increase in peak discharge for the 1,5, and 100-year events, retain on-site the post-construction stormwater runoff volume of a minimum of 1.25 inches off of new impervious surfaces, alternative treatment options for sites with constraints, include the Better Site Design model: open space protection and restoration, reduction of impervious cover, distribution and minimization of runoff and runoff utilization. To date, no new developments have fallen under these revisions as building permit were pulled prior to adoption, but the City has informed future developers of the new changes.

### **Inspection of Runoff Control Devices**

City Inspector visually inspects runoff control devices monthly and documents any improvements needed or repairs when necessary. A complaint was made on May 28, 2013 regarding a failing detention pond system at Budget Storage on Hickman Road. Water had been running onto an adjacent property and claimed to have caused damage. City staff went to inspect the site and determined a curb to divert runoff to the area intended when water gets too high needed to be installed to prevent private property damage. Staff required the fix from Budget Storage as part of their Conditional Use Permit quarterly inspections and was completed by July 2013. Staff is hopeful that other improvements to reduce runoff will be made at this site.

### **Goal for 2014**

The City will work with existing businesses on stormwater runoff improvements. The City has in its ordinance that property owners are responsible for the upkeep and management of runoff control devices. If complaints are made such as the one mentioned above, the City will follow through and make sure that private properties are being protected as best as possible.

## **POLLUTION PREVENTION/GOOD HOUSEKEEPING**

GOAL: The goal of this module is to utilize and promote best management practices and implement policies that aid in the prevention of pollution.

### **Operation and Maintenance Program for MS4**

The City Inspector and Public Works Department have responsibility for inspecting the MS4 components in accordance with the implementation schedule. A street sweeping program is in place that meets the requirements noted in the permit. Currently, street sweeping is conducted four times a year. In the year 2013, 137 miles and 480 cubic yards of debris was hauled to the City of West Des Moines compost facility. There were 7

intakes that were replaced in-house this year costing \$600 for each intake. GIS software has been purchased and installed so the intakes will soon be mapped.

A SWPPP has been developed for the public works facility. The City Inspector also conducts an annual Pollution Prevention Good Housekeeping inspection of the Public Works facility. The inspection will list any stormwater violations and procedures to correct them. The Good Housekeeping inspection of the Public Works facility was done on February 25, 2013. This is done annually in February each year.

### **Training Program for Municipal Employees**

City staff has been attending related seminars and conferences sponsored by sources such as ISWEP. The City Inspector and some Public Works staff have attended the following training events:

April 2013: Unified Sizing Criteria, LID, Small Storm Hydrology at IAMU; Windsor Heights presented on ordinance amendments

June 2013: Treatment Train at IAMU

August 2013: Watershed Game Train-The-Trainer Workshop in North Liberty

October 2013: Streambank Stabilization Training in Clive; Windsor Heights presented ordinance amendments to the group

October 2013: A Watershed Approach to Community Growth in Ankeny

December 2013: Stormwater Pollution Prevention for Municipal Employees in Altoona

Brochures were again passed out to the Public Works staff by the City Inspector as a reminder for best management practices and what staff can do to prevent pollution in Windsor Heights.

### **Best Management Practices-PP/GH**

The City Inspector and the Public Works Director have assembled “spill kits” that are housed in City facilities as part of the municipal employee education program. These kits will be available in the event of a hazardous materials spill and all employees will be well-versed and have the materials conveniently located to properly handle these types of incidents. The City has also developed a spill response plan that is available to all employees in an event of a hazardous spill with proper procedures for cleanup, contact names and phone numbers to report a spill. This plan is on file and will remain on file for the duration of the MS4 permit. City owned BMP’s include the bioswale and prairie at Colby Park.

### **Intake work completed in 2013**

The following locations are where intakes were refurbished in-house by the Public Works staff. The deteriorated/crumbling sections of the intake walls were removed and repaired with new block & mortar. If over 50% of the structure is in disrepair the entire intake was removed and replaced with poured walls by a contractor. There was no need to do this to any of the locations on the list.

- 1910 75<sup>th</sup> St.
- 1210 66<sup>th</sup> St.
- 1810 74<sup>th</sup> St.

- 73<sup>rd</sup>/Franklin
- 65<sup>th</sup>/Carpenter
- 73<sup>rd</sup>/Jefferson
- 1037 65<sup>th</sup> St.

Intakes needing repair in 2014 include:

- 7504 College
- 1908 College
- 7902 Marilyn
- 73<sup>rd</sup>/Reite
- 65<sup>th</sup>/Carpenter (2-both sides of street)
- 6801 Washington (2-both sides of street)
- 6542 Washington
- 6504 Franklin
- 2010 64<sup>th</sup> (2-both sides)

#### Goal for 2014

In 2014, training will continue to be available to all Public Works employees that handle stormwater components. Documentation of all MS4 component inspection, repairs, and cleanings will be conducted and kept on file to meet permit requirement of once every 5 years.

### **Appendix I: LIST OF COMMONLY USED ABBREVIATIONS**

BMPs	Best Management Practices
EPA	Environmental Protection Agency
IDNR	Iowa Department of Natural Resources
ISWEP	Iowa Stormwater Education Program
NOI	Notice of Intent
NOV	Notice of Violation
NPDES	National Pollutant Discharge Elimination System
MS4	Municipal Separate Storm Sewer System
SWPPP	Stormwater Pollution Prevention Plan
CWA	Clean Water Act
SAC	Stormwater Advisory Committee
WCWC	Walnut Creek Watershed Coalition
WMA	Watershed Management Authority