

**City of Tacoma
Municipal National Pollutant Discharge Elimination System
Permit (NPDES)**

Public Involvement and Participation Plan

September 13, 2007

Background

On February 16, 2007, the City of Tacoma received its second municipal National Pollutant Discharge Elimination System Permit (NPDES) from the Washington State Department of Ecology. This permit regulates the discharge of stormwater to surface waters and ground waters of the state from Tacoma's municipal separate storm sewers. Through this permit, Tacoma is required to develop a new Stormwater Management Plan (SWMP) that meets the requirements of this permit.

One of these sections, S5.C.4 Public Involvement and Participation, requires the City to involve the public in the development, implementation and update of the SWMP. An initial introductory meeting will be held followed by several focus group meetings and a public workshop. Opportunities for public input during the implementation and update of the SWMP will be provided yearly. These will all be key parts of the public involvement in the development, implementation and update of the SWMP.

1. Public Involvement and Participation in the Development of the SWMP

September and October 2007 – Planning

- Finalize the plan for the public process involving the initial meeting, the focus group meetings and a public workshop.
- Identify stakeholders. These could be from the environmental community, business people, developers, neighborhood groups or other identified interest groups.
- Establish meeting dates, hire a facilitator, reserve rooms, identify the agendas and prepare the presentation materials in coordination with the facilitator.
- Present the proposed SWMP update process at the October Environmental Services Commission meeting and invite the members to attend the meetings.

October 2007– Initial Meeting

- Invite stakeholders to attend the initial introductory meeting.
- At the introductory meeting, provide a “Stormwater 101” presentation to update them about our current program. Explain how our current program addresses each program area, and list the additional program requirements under the new permit. Let them know what the public process will be, provide them a copy of the permit, and ask them to sign up for focus group meetings according to topic.

November 2007 to January 2008 – Focus Groups and Draft Document

- Hold three or four facilitated focus group meetings with the identified groups on the identified topic. Identify the parts of the permit and program that may be influenced by public input, such as the development of incentives for LID,

retrofits, BMP maintenance, public education, etc. Ask the focus groups for their suggestions for priorities and emphasis in the updated program.

- Group 1:
 - Mapping and documentation
 - Coordination
 - Public involvement and participation
 - Education and outreach
- Group 2:
 - Controlling runoff from new development and redevelopment
- Group 3:
 - Source control
 - Illicit discharge and elimination
- Group 4:
 - Structural stormwater controls
 - Operation and maintenance
- Concurrently, hold separate meetings with the municipalities around Tacoma, including the small cities, Pierce County, Port of Tacoma, Tacoma School District, Metro Parks Tacoma, Puyallup Tribe and the University of Washington/Tacoma.

- Develop the draft SWMP, incorporating the comments and ideas from the focus groups.
- Route the draft SWMP for internal management review and incorporate changes.

February 2008 – Public Meeting

- Place the draft on the City's web page.
- E-mail the attendees of the focus groups and the members of the Environmental Services Commission, giving them the web site information and asking them to review the draft SWMP and provide any additional comments on the draft.
- Hold a well-advertised, facilitated public workshop and invite the general public and all of the stakeholders. Provide a "Stormwater 101" overview and invite questions and comments on all aspects of our program. Present the input from the focus groups.

February to March 2008 – Finalize SWMP

- Incorporate comments and finish the final draft of the SWMP.
- Route the final draft for internal management review and incorporate changes.
- Present the final draft SWMP to the City Council's Environment and Public Works Committee. Ask for comments and incorporate changes.

March 31, 2008 – Submit SWMP to Ecology

- Submit the SWMP to Ecology with the 2007 NPDES Annual Report. Place the SWMP and the annual report on the City's web site.

2. Public Involvement and Participation in the Implementation and Update of the SWMP

The City's SWMP will be revised as necessary to accurately reflect any changes in stormwater management based on review and assessment of our Annual NPDES Report findings. These revisions need to be submitted to Ecology by March 31 of each

following year along with the Annual NPDES Report. The following example schedule may be used each year to obtain the public's input and participation in the annual implementation and update of the SWMP.

January 2009

- Draft any proposed updates to the SWMP.
- Route the draft changes for internal management review and incorporate changes.
- Place the draft changes on the City's web page and e-mail the link to the Environmental Services Commission and the original focus group members, and the public workshop attendees asking them to review and e-mail comments on the draft changes. Let them know of an upcoming workshop to collect comments on the changes.
- Invite the focus group members, the general public and the members of the Environmental Services Commission to a facilitated public workshop to present the proposed changes to the SWMP, and to request comments focused on what is working well and what needs to be improved in the implementation of the SWMP.

February to March 2009

- Incorporate comments, route the final updated SWMP for internal management review, and incorporate changes.
- Present the updated SWMP to the City Council's Environment and Public Works Committee. Ask for comments and incorporate changes.
- Finalize the updated SWMP.

March 31, 2009

- Submit the updated SWMP to Ecology with the 2008 Annual Report. Place the updated SWMP and the Annual Report on the City's web site.

(FYI – This is the part of the NPDES permit that is addressed in the above plan.) S5.C.4 Public Involvement and Participation

- a. The SWMP shall provide ongoing opportunities for public involvement in the Permittee's stormwater management program and implementation priorities.
- b. Minimum performance measures:
 - i. No later than six months after the effective date of this permit, develop and begin implementing a process to create opportunities for the public to participate in processes involving the development, implementation and update of the Permittee's SWMP. Each Permittee shall develop and implement a process for consideration of public comments on their SWMP.
 - ii. Each Permittee shall make their SWMP, the SWMP documentation required under S5.A.1 and all submittals required by this permit, including annual reports, available to the public, starting with the first annual report, on the Permittee's web site or submit in electronic format to Ecology for posting on Ecology's web site.