

Appendix A.1

Stormwater Coordinators Meeting Agendas/ Summaries/ Sign-ins

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Meeting Minutes

Operations Departments Directors Meeting

Tuesday, August 6, 2019

3:00 p.m. – 5:00 p.m.

Board Room, Bend City Hall



CITY OF BEND

1. Standing Items (20 minutes):

- **LEAP Project Update**
Not discussed
- **Executive Team Meeting Update**
Not discussed

2. Outside Committee Discussion – Who Owns What (Mary Winters; 30 minutes)

- Interaction between City staff and outside consultants – come up with best ways to interact with both internal city departments and outside consultants
- Issues with letting city documents go out to outside consultants when they should not
- Come up with better ways to create and manage documents - how to present information to outside consultants
- Protect in house documents
- Bring back discussion to another meeting in late August, early September – have current project managers attend the meeting
- Legal to send out memo

3. Private Stormwater Discussion (Paul Rheault; 15 minutes)

- Pahlisch Luderman development using private and public stormwater
- Legal and operational concerns
- Who pays and when?
- Issues:
 - City does not have adequate right-of-ways
 - Public system is undersized
 - Right of way sizing was made to take on all the private stormwater
 - City does not have control over private stormwater
 - Increase in stormwater fees
 - Would need to charge for addition service
- CDD and Utilities to have a private stormwater discussion – Russ Grayson, Paul Rheault, Wendy Edde, and Ryan Oster to attend meeting

4. August Council Community Building Subcommittee Meeting Preparation (Jon Skidmore; 45 minutes)

- August Community Building Subcommittee draft agenda discussion – agenda to include Chapter 4.7, RFI discussion, and SE Bend zone change
- 4.7 memo brought to next week's Operations meeting.
- Tuesday, August 20, 2019 joint meeting agenda overview by Eric King
 - Agenda to consist of:

- City Urban Growth plan work plan
- Housing strategies
- Future growth plan
- Public safety
- Joint project

5. Roundtable Including Agenda Prep for Next Meeting (10 minutes)
Roundtable

- Jon Skidmore
 - Water Filtration Plant bathrooms to close to water well

Agenda Prep

- Not discussed

Streets/Stormwater Meeting Summary

August 20, 2019

Attending: Christopher Blake, Mike Kirkpatrick (Streets), Wendy Edde (Utility)

Key Items Discussed:

- *Street Sweeping Timing Trials and GPS Testing:* Spring cleanup took 1.5 months; fall cleanup takes 1 month; thunderstorm cleanup took 1.5 weeks; MS4 area took 2 weeks all at 3 employees, 3 machines uninterrupted. GPS maps shared.
- *Street Sweeping Plan:* Attendees reviewed draft plan in light of Chuck's comments and timing and GPS data. Agreed to some modifications. Long term goals for Streets is to improve efficiency to get abandoned cars and RVs out of the way, and to have the dump sites will help. Attendees eyed potentially the first two weeks of October as the first formal quarterly but Mike would look at schedules and workloads and confirm dates. With confirmed dates ahead of time, utilities can help get the word out to trim trees, move cars for the set period. Streets wants to keep costs at 40% of sweeping program at this time. Streets has plenty of reader boards that they can use to help with notification. They are working their routes to coordinate with garbage company timing as well.
- *Remote Dump Sites:* The dump sites will be helpful. Christopher is starting with one as a pilot, continuing to work with Rod Mingus to build one at Murphy and Brosterhaus, where Streets have done all the locates and have confirmed no permits are needed. Estimated cost for ecoblocks and pavement is \$5,000 apiece – they may request for assistance to pay for these from Utility Stormwater. First site is going in later this week. Streets is also purchasing the PB Loader which they will use for all sweeping and other activities as well.
- *IDDE.* When Streets personnel see illicit discharges (anything other than “only rain in the storm drain”) they are asked to contact David Buchanan. For construction site tracking or erosion and control issues, they are asked to contact Sean Mulderig. Both David and Sean work in Utilities.

Key Decisions Made/Key Action Items:

- Wendy will modify the Street Sweeping Plan for Stormwater based on data and comments made and send around for a final review/approval.
- Christopher Blake will send over a proposal for ecoblock funding for the remote dump site to Wendy.
- Mike will confirm MS4 quarterly sweeping window dates to Wendy and Streets will put out reader boards. With advanced timing, Wendy can coordinate to help get out doorhangers and encourage even/odd parking voluntarily as a pilot project to increase efficiency.
- Streets will continue to work to refine the GPS, coordinating with Fleet, etc.

Wendy Edde

Subject: Stormwater Discussion
Location: BoardRoom

Start: Thu 9/5/2019 10:00 AM
End: Thu 9/5/2019 11:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Russell Grayson
Required Attendees: Ryan Oster; Wendy Edde; Troy Beck; Michael Buettner

Added Troy and Mike as well as scheduled the Board Room.

Wendy, I got your VM and figure it is best to get us together to chat. Looking at schedules, this was the earliest I could find with vacations.

Let me know if that works.

Thanks

Russ

Stormwater Coordinators
CDD & Utility SW Discussion
Sept. 5, 2019

<u>Name</u>	<u>Dept.</u>
1. Wendy Elle	Utility - EC - Storm
2. Mike BOETTNER	Utility Admin
3. Troy Beck	Utility Dept.
4. Ryan OSTER	CDD
5. Russell Grayson	CDD

City of Bend
Stormwater Coordinators
Stormwater Liaison Meeting
Thursday October 24, 2019 12:30 PM to 1:30 PM
Eisenhower Room, Utility Department

Proposed Agenda

Purpose: Coordinate Stormwater Activities Among Affected Departments

I. Welcome and Introductions (2-3 minutes)

Objective: Welcoming remarks. Review and modify agenda as needed. Review and approve past meeting summaries.

II. Annual Report Review and Approval (5-7 minutes)

Objective: Discuss comments received during the review period, and any additional comments. Approve to submit for Jon's signature and finalized version to DEQ.

III. Drainage and Density Workshop Review (5-7 minutes)

Objective: Receive overview on results of the May workshop. Receive final versions of: rain gardens/bioretention swales; catch basins, sedimentation manholes, drywells, and pervious pavement. Discuss feedback, improvements, additional workshop needs.

IV. Water Quality Happenings (10 minutes)

Objective: Receive brief overview of pertinent water related efforts around the state and nation including the MS4 permit and stormwater litigation on the east coast and in Oregon, the DEQ Integrated Report draft, the HCP draft, Oregon Water Vision. Review new development requirements of MS4 Phase II General Permit and discuss implications.

V. Stormwater Flexibility Paradigm Shift Updates and Input (10 minutes)

Objective: Discuss activities to date to address municipal constraints {code flexibility, technical guidance (incorporate both new permit requirement, LID Consideration worksheet, cost data, flexibility needs), permit implications, funding (rates & credits, SDCs)}. Discuss technical guidance for permeable pavements & infiltration study. Discuss updates for meeting 3000 residential units goals/master planned projects.

VI. Sediment Reduction Continual Improvement Plan (10 min)

Objective: Discuss sediment/turbidity in the river. To address permit requirements, brainstorm projects, improvements, and activities that could be included in the required plan submittal related to reducing sediment and turbidity. These may include engineering projects, operational improvements, inspection focus improvements, code nuances, etc.

VII. Stormwater Facility Manhole Lids – Privately Maintained (5 minutes)

Objective: Discuss home for standard drawing for privately maintained stormwater access lids to include a pollution prevention message but be distinguishable given the spring 2019 standards and specs change.

VIII. Roundtable Updates/Discussions (7-10 minutes)

Objective: Discuss updates and stormwater coordination needs related to Streets, Building, Private Engineering, Planning, capital engineering, Utility O&M, and Communications.

City of Bend
Stormwater Coordinators
Meeting Attendance Sheet
October 24, 2019

Name:	Department/Division:
1. Wendy Elle	Utility-Storm
2. Sean Mulderis	Utility - Stormwater
3. [Signature]	Utility Services
4. Troy Beck	Utility Dept.
5. Brad Mandat	CDD - Building
6. Drew Wells	EIRD -
7. Aaron Henson	CDD - Planning
8. Drexell BARNES	Utility - Env. Compliance.
9.	
10.	
11.	
12.	
13.	
14.	
15.	

City of Bend
Stormwater Coordinators
Stormwater Liaison Meeting

Meeting Summary
Thursday October 24, 2019 12:30 PM to 1:30 PM
Eisenhower Room, Utility Department

Attending: Brad Mandal (Building); Drew Wells (EIPD), Troy Beck (Utilities Ops), David Buchanan, Sean Mulderig, Drexell Barnes, Wendy Edde (Utility EC); Aaron Henson (CDD – Planning)

Key Issues Discussed

- No changes to past meeting minutes for FY2018-19—acceptable for inclusion in annual report.
- Drexell has some minor comments for the annual report, to be provided by end of day. No additional comments on the annual report.
- Any planned decommissioning of UICs included in the annual report will not need to go through DEQ's at least 30 days prior notification process; would save time. Drew will do a last check-in.
- Wendy shared an overview of the results of the Drainage and Density workshop – which received high rating from 23 respondents. Attendees requested for future workshops a two hour with field visits.
- Wendy provided overviews of permit litigation results across the US, including the Oregon MS4 permit. Wendy and Drexell provided an overview of the draft Integrated Report and noted comments are due December 2. This integrated report includes delistings. Wendy mentioned the Habitat Conservation Plan is out for review. Wendy mentioned that the new development requirement of the General Permit includes a retention standard and requires consideration of LID.
- Stormwater flexibility paradigm shift actions related to overcoming municipal constraints include: selecting FCS as suitable for conducting the rate structure reevaluation; David starting work on the infiltration study that can help with allowing for alternatives; and beginning work on technical guidance; and coordination on code updates to include the required LID flexibility while also accounting for affordable housing needs. Attendee discussed where technical guidance for private development should live, and no one provided a distinct answer.
- Attendees discussed ideas to reduce sediment to the river that could be included in a plan. Troy discussed Mt. Washington water is directed to the golf course. They are working together with an HOA to create a water feature for the golf course fed in part by stormwater given current easements.

Key Action Items

- Drew will check for any upcoming planned UICs that may be decommissioned in the next year.
- Stormwater staff will finalize the annual report for Jon Skidmore's signature.
- Troy to provide a copy of the dirt streets recommended for upgrade from utilities to streets.
- David to create a stormwater manhole drawing for private for inclusion in next standards and specs update.

Wendy Edde

Subject: Trash Enclosures Follow-up
Location: MtBachelorConf

Start: Tue 12/10/2019 9:00 AM
End: Tue 12/10/2019 10:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Catey Mackenzie
Required Attendees: Joseph McClay; Billy Staten; Brad Mandal; Christina Davenport; Wendy Edde; David Buchanan; Amy Barry

After speaking with Bend Garbage, Joe wants to discuss if appropriate division (engineering/utilities?) can take the lead on addressing stormwater containment issues in regards to trash, grease, etc. from trash enclosure areas.

Since customers have the choice for types of garbage services they receive, Joe is tabling moving forward with requiring roofs on enclosures and what those standards look like.

Stormwater + Coordination
Garbage Enclosures ^{Task} Work Group
December 10, 2019

<u>Name</u>	<u>Dept./D.V.</u>
1. Wendy Eble	Utility/Storm
2. Billy STATEN	CDD BLC.
3. Brod Mandel	" "
4. Jay Wang	" "
5. Joseph D. Mcclay	CDD Building Safety
6. Mia	Utilities
7. Amy Barry	Planning (CDD)
8. Christine Saweers	Utility / IPP

Wendy Edde

Subject: Pervious Pavements
Location: CddConferenceROOM

Start: Tue 1/7/2020 1:30 PM
End: Tue 1/7/2020 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: David Buchanan
Required Attendees: Chris Henningsen; Wendy Edde

Chris,

I'm working on developing some pervious pavement design guidance and preliminary details. I wanted to see if we could meet up prior to the Public Advisory meeting to get your thoughts.

Preliminary Details (see attached pdf.)

[Draft Design Guidance](#) (Chris I sent you a SharePoint link)

Thank you.

Permeable Pavement
Ad hoc Task Group
January 7, 2020

Name

Division

- | | | |
|----|------------------|-------------|
| 1. | Chris Henningsen | POED |
| 2. | Tom | Sturm |
| 3. | Wendy Elle | Sturm-UTL-1 |

Utility Stormwater Coordination.

3/11/2020

	<u>Name</u>	<u>Division</u>
1.	Windy Bell	EL - Storm
2.	Troy Beck	Utility Dept.
3.	NICK MATEER	UTILITY DEPARTMENT
4.	MIKE BUOTNER	UTILITY

Call-In - David Buchanan
Arrived Late - Paul Rheault

City of Bend
Stormwater Coordinators
Development Focus Subgroup

Proposed Agenda

Monday April 20, 2020 9:00 AM to 10:00 AM

Teams Meeting

Purpose: Coordinate Stormwater Activities Among Affected Departments

- I. Welcome and Introductions (2-3 minutes), All**
 - Objective: Welcoming remarks. Review and modify agenda as needed. Review and approve past meeting summaries.
- II. Updates (5-8 minutes), All**
 - Objective: Receive update since last meeting. (Permit, Staffing, FCS Rate Study Contract, Standards and Specs, Code updates, Geotech report, CIP projects, Grassroots efforts, etc.)
- III. Drainage and Density Flexibility Implementation: Issues List Completeness Review (15-20 minutes)**
 - Objective: Review list of stormwater related issues needing to be resolved for completeness. Add any additional issues that are known.
- IV. Issues List: Prioritization Discussion (15 minutes)**
 - Objective: Discuss issues in relation to needed timelines to create prioritization for next steps
- V. Confirm Next Steps (5-10 minutes)**
 - Objective: Discuss meeting frequency, necessary attendees, etc.
- VI. Roundtable Updates/Discussions (5-10 minutes)**
 - Objective: Discuss updates and stormwater coordination needs related to Streets, Building, Private Engineering, Planning, capital engineering, Utility O&M, and Communications.

2020 Stormwater Issues List—Development Related Items

Construction Related Activities

1. 1200-C Permit. Revisit taking on CN duties at next update given gas company issues.
2. 1200-C Permit – Need to get Map on Website (BOOM not being updated; searchable by address could be placed, would need link to CWW website)
3. Ensuring proper erosion and sediment control continues in light of rule allowing subcontractor's onsite before public infrastructure is complete.
4. Covered load issues. (Note: educational flyers created)

Post-Construction Controls, including private and CIP

General Work Coordination

1. Adding density flexibility allowances for development while being protective of water quality and need for rate structure update.
2. Adding density flexibility while protecting water quality – code review and update to allow for subdivision level regional controls w/o creating LID barriers
3. Density in previously built areas –concerns room in right of way.
4. Lack of clarity regarding staff assignment and incorporation into work flow to review work/facilities between 5 feet outside the building and the ROW.
5. Missed review opportunities: utility stormwater staff check infrastructure plans not land use plans.
6. Incorporating City View.
7. Stormwater Coordinators list updates with staffing modifications

Design Standards/Standard and Specifications

8. Design standards in Standards and Specs rather than development code with reference. Now being interpreted that Standards and Specs only apply to ROW. Need clarity on where to place design drawings for private and move in that direction.
9. Need to incorporate design for permanent storm drain markers/message for private facilities. (Note was included in last specs update not to have the private use the public design; need to provide design guidance for private).
10. Technical guidance for options for providing additional flexibility in stormwater design needed -- including permeable pavement, onsite UICs, green roofs, civic areas, etc. Consider incentives. Consider stormwater reuse (PAG request). Consider coordination with Parks for regional controls that serve as retention basins (need study on how long they would be out of service).
11. Need to incorporate Low Impact Development review and decisions in CDD process and completed sheets to Utility stormwater.
12. Clarity on source controls—overcoming barriers. (Especially covered garbage areas, fuel stations).

13. Local engineers asking for more guidance/information for designs; improving engineering strengths in stormwater calculations – question would an online tool be useful (Chambers request; others?)
14. SFR self-certification effectiveness concerns.

Drinking Water Source Water Protection/UICS

15. Current UIC testing in the interest of water conservation is not giving adequate information to determine if the UIC is actually effective or with a starting rate that can be compared to in the future for asset management and replacement planning purposes.
16. No drill holes allowed as standard, but private drill holes are being used in welded tuff areas; consider alternatives and measures to allow for water quality protection and to ensure a system that does not clog/works.
17. Drill hole retrofits needed – open in TOT.
18. No new UICs in TOT/wellhead protection areas. Includes private, but these project are going through. Need code update to better specify? Consider expanding through 10 year TOT (Portland does not allow infiltration or injection within 30 year TOT).
19. TOT maps for Avion, Roats are not advanced/accurate; affects development.

Project Related

20. Mirror Pond stormwater improvement adjustments given Park District project issues. Newport Corridor; Galveston; other opportunities.
21. Newport Corridor project – lack of room for bioretention facility in ROW. Makes sense to include final stretch of pipe. Tie in to Mirror Pond promises and anticipated MS4 permit needs.
22. Improve knowledge of geotechnical infiltration conditions (technical constraints, helps with Master Plan, recommended by PAG) – (Addressing through contract work). (Contract moving through approval)
23. Grass Roots memorial near Franklin Undercrossing, and ties to CIP project or Core Area Planning.

Communication Needs

24. Website Coordination and in light of City View changes coming
25. Need to complete private database and have solid process for updates/QA/QC.
26. Need to improve process for information capture and communication to public owners of what onsite improvements they have where.

City of Bend
Stormwater Coordinators
Development Focus
Subgroup Meeting

Meeting Summary

Monday, April 20, 2020 9:00 AM to 10:00 AM

Eisenhower Room, Utility Department

Attending: Aaron Henson, Pauline Hardie (CDD-Planning); Brad Mandal (CDD-Building); Dustin Elmore, Kyle Thomas, Chris Henningsen, Evan Malone (CDD-Engineering); Eric Forster (EIPD), David Buchanan, Wendy Edde (Utility EC); Aaron Henson (CDD – Planning)

Key Issues Discussed

- **Permit Update:**
 - The City has applied for an individual permit (NPDES MS4 Phase II) for stormwater draining to the river. Staff are tracking the negotiations by the Phase I communities as they negotiate a template for their permits.

- **Staffing Updates:**
 - Dustin Elmore has joined the City as the Community Development Department Assistant City Engineer, coming from the Portland area. Sean Mulderig left the City Stormwater Utility in January and Sam Rossi has recently joined the City to replace Sean as the Utility Compliance Specialist focused on erosion and sediment control and post-construction stormwater facility inspections.

- **Rate Structure Update:**
 - Staff are awaiting detailed comments from Community Development Department/City Manager's before moving forward with the project to allow developments to use the right of way for private stormwater drainage; this project was not budgeted for and will need reserve money allocated. Chris Henningsen noted that some subdivisions with Master Plans approved through land use have been allowed to send stormwater to either regional controls or into the street though it doesn't meet our existing standards.

- **Standards and Specifications Updates.**
 - Chris Henningsen indicated that the Standards and Specifications update has been delayed to likely June or July due to the need for public comment review given the Covid-19 pandemic response.

- **Code Updates:**

- Pauline Hardie indicated that additional code adjustments are in the works to help with the Council goal of more housing, to allow/encourage small homes by reducing lot sizes down to 1,500 sf, and reducing setbacks down to 3 ft. from 5 feet. To meet HB2001, staff are also looking into reducing duplexes lot sizes down from 6,000 sf to 4,000 sf, to be equivalent to single family lots. Allowing funplexes and cottage homes on standard single family lots. This code change would also look to allow triplexes and four-plexes on these same size lots (currently Bend only has “multifamily” designation above duplex. Height maximums would be the same as existing within the zoning district, limited to a 30' height in multifamily residential areas.

- **Project updates:**

- David Buchanan indicated that the contract for updating the Geotechnical report is underway; GSI has been selected to complete the work, which will be helpful to developers and for the next Stormwater Master Plan update. Wendy Edde gave kudos to EIPD for conducting an online public outreach and input platform for the Newport Corridor project. Eric Forster reported that Galveston is at 90% design but funding for construction has not yet been finalized.

- **Draft List of Current Issues to Work Through.**

- Attendees began walking through the list of brainstormed issues for discussion, coordination and resolution. Attendees were asked to consider the listed items both for completeness and priority. The team walked through the Construction related items, including covered loads and 1200-C permit related items, and started in on post-construction items including rate structure modifications for drainage and density flexibility, HB 2306 implications. As access to the draft priority list posted on Teams did not reach everyone prior to the meeting, the decision was made to send the list out for further completeness and priority input.

Key Decisions Made/ Key Action Items

- Wendy will email the original meeting files posted out to attendees to ensure everyone has access to a copy.
- Attendees will review the items to include any additional and to rank by priority in terms of importance and time by next Monday. Wendy will send a format friendly for the effort.
- The subgroup will meet every two weeks to work through the items.
- Wendy will have Kyle review the content of the Secure Loads flyer prior to finalizing graphics; and then will work to distribute as an educational piece.
- Chris will share the link related to House Bill 2306 that provides for three paths of compliance related to construction process and allowing subcontractors on site.

City of Bend
Stormwater Coordinators
Development Focus Subgroup

Proposed Agenda

Monday May 4, 2020 9:00 AM to 10:00 AM
Teams Meeting

Purpose: Coordinate Stormwater Activities Among Affected Departments

I. Welcome and Introductions (2-3 minutes), All

- Objective: Welcoming remarks. Review and modify agenda as needed. Review and approve past meeting summaries.

II. Updates (3-5 minutes), All

- Objective: Receive update since last meeting.

III. Drainage and Density Flexibility Implementation Prioritization Exercise Results (5-10 minutes)

- Objective: Review results of prioritization exercise; provide any additional feedback.

IV. Understand Flexibility Needs and Challenges by Location and Development Type (15-20 minutes)

- Objective: Discuss issues in relation to needed timelines to create prioritization for next steps

V. Review Needs and Workflow -- Understand Current State and Needs (15-20 minutes)

- Objective: Discuss issues in relation to needed timelines to create prioritization for next steps

VI. Roundtable Updates/Discussions (5-10 minutes)

- Objective: Discuss updates and any new stormwater coordination needs related to Streets, Building, Private Engineering, Planning, capital engineering, Utility O&M, and Communications.

VII. Confirm Next Steps (5-10 minutes)

- Objective: Confirm action items, upcoming training opportunities, and next steps.

**City of Bend
Stormwater Coordinators**

**Development Focus
Subgroup**

Proposed Agenda

Monday May 4, 2020 9:00 AM to 10:00

AM Teams Meeting

Attending: David Buchanan, Wendy Edde, Dustin Elmore, Eric Forster, Pauline Hardie, Chris Henningsen, Aaron Henson, Evan Malone, Brad Mandal, Kyle Thomas

Key Issues Discussed

- **Kudos** to Brad, Craig, and Jerry for work on Texaco Station on Galveston in response to citizen/Public Advisory Group member inquiry; to Kyle Thomas for assistance with interviewing and onboarding Sam Rossi, stormwater compliance technician for Erosion and Sediment Control and Post-Construction Controls; Drew Wells for considering importance of some bioretention on Newport project; and Aaron Henson for referring and erosion and sediment control concern that now has been resolved as a result.
- **Upcoming Trainings:** Tuesday May 5th Contech, designing Manufactured Treatment Devices with Maintenance in Mind; Wednesday May 20th Center for Watershed Protection “Small Scale BMPs”; later in June: Certified Erosion and Sediment Control Lead Workshop (date to be determined).
- **Drainage and Density Prioritization Results** were presented (see meeting materials, and end of this meeting summary). The utility rate re-structure to address the requested flexibility changes is needed to ensure that stormwater charges are being conducted equitably, which is a requirement. That is why staff focused last fall on developing a draft scope of work; still awaiting review comments from CDD and city management staff.
- **Standards and Specs, and Private Design Standards.** Update for standards and specifications currently postponed until mid-summer. For private streets, all private streets must be built to public standards. Separate technical guidance for private designs not captured in ROW standards would be useful to address missing links such as as parking lots and commercial/industrial sites, etc. The City of Portland has documents mimicking the standards and specification but for private developments—we could take a similar approach. The sign-off for single family residential lots is faced with often the homebuilder will create the developed lots and disappear, leaving substandard facilities to the homeowners to figure out in terms of what, determining maintenance needs for, and addressing any operational issues, or changes as a result of aesthetic desires. A clearer pathway to what they have, why they have it, what needs to be met if they want to change it out, and maintenance requirements is important to communicate and currently an area needing improvement. Some communities are requiring planter boxes rather than swales as they are more likely not to be changed out.

- **Maintenance Agreements.** These may be a tool for increasing use to obtain data and maintenance needs, and roles and responsibility clarifications as we modify our approach. Historically larger residential development have not required a maintenance agreement. Staff have been leaning on state DEQ requirements. Part of the considerations of maintenance agreement use is the cost of getting them filed.
- **Understanding Flexibility Needs and Challenges by Location and Development Type.** Attendees started work on this, by starting to fill in the separate table. Attendees discussed permeable pavement within 10 feet of structures (allowable since you can have dirt, water should drain away from structure); drywells under buildings-- designing sites to make drainage work with access from outside; green roofs an option should constraints be addressed; cisterns; multistory, one of the goals the city is working towards is affordability. There is limited room in the right of way with utilities. Goal here is to provide flexibility so that the best site by site combinations can be met -- including handling of stormwater.

Key Decisions Made/Key Action Items

- Wendy will send out the agenda and tables via email. Attendees will review the table on SharePoint "Density and Drainage Needs_Considerations" and add additional information or be prepared to discuss further to complete at the next meeting.
- Wendy will share invites to upcoming trainings. Subgroup will distribute amongst their staff as appropriate/applicable.
- Dustin will provide comments on the draft scope of work for stormwater rate structure within the w

City of Bend
Stormwater Coordinators
Development Focus Subgroup

Proposed Agenda
Tuesday May 26, 2020 8:30 AM to 9:30 AM
Teams Meeting

Purpose: Coordinate Stormwater Activities Among Affected Departments

- I. Welcome and Introductions (2-3 minutes), All
 - a. *Objective: Welcoming remarks. Review and modify agenda as needed. Review and approve past meeting summaries.*
- II. Updates (3-5 minutes), All
 - a. *Objective: Receive update since last meeting. Check in on recent workshops.*
- III. Understand Flexibility Needs and Challenges by Location and Development Type (25-30 minutes)
 - a. *Objective: Complete table, discussing issues in relation to needed timelines to create prioritization for next steps*
- IV. Review Needs and Workflow -- Understand Current State and Needs (15-20 minutes)
 - a. *Objective: Discuss issues in relation to needed timelines to create prioritization for next steps*
- V. Roundtable Updates/Discussions (5-10 minutes)
 - a. *Objective: Discuss updates and any new stormwater coordination needs related to Streets, Building, Private Engineering, Planning, capital engineering, Utility O&M, and Communications.*
- VI. Confirm Next Steps (5 minutes)

Objective: Confirm action items, upcoming training opportunities, and next steps.

City of Bend
Stormwater Coordinators
Development Focus
Subgroup
Meeting Summary
Tuesday May 26, 2020 8:30 AM to 9:30 AM
Teams Meeting

Attending: Kyle Thomas, Dustin Elmore, Chris Henningsen (CDD-Private Engineering), Brad Mandal (CDD-Building), Pauline Hardie , Aaron Henson (CDD—Current Planning); David Buchanan, Wendy Edde (Utilities)

Key Items Discussed

- Updates:
 - Center for Watershed Protection webinar on small site BMPs in urban areas had strong attendance – the effectiveness evaluation surveys may be hiding in the junk mail folder.
 - **Understanding Flexibility Needs and Challenges by Location and Development Type.** Challenges with more parking on ROW streets is loss of efficiency for street sweepers—on car parked results i the length of three car lengths lost in sweeping.. Suggestions were made that notifying residents of street sweeping routes and days can help get cars off the street for a short time to increase sweeper efficiency. Utility staff noted they are working with Streets to improve this area, looking into the potential of using Water Smart to notify. Streets are working to get their routes into small enough areas and equipment reliability up to levels to be able to notify. Kyle indicated that Joshua Romero can help send informational notices via Nextdoor.
 - For Drinking Water Protection Areas, we should make sure we are more clearly identifying domestic well sites as there appears to be very limited information on Boom. David indicated we have the list of private wells that have been field verified but they are not all in BOOM yet. CDD engineering gets pushback if we do not have the maps clear.
- Understanding Needs and Workflow:
 - Standards and specifications update is in process, with a mid- to late summer time frame likely. Pauline is currently working on the small lot residential setback code changes. Have work sessions, Planning Commission and City Council coming up in the weeks following an internal review in early June. Technical guidance to go along with code changes will be helpful. Staff have been developing permeable pavement, maintenance sheets, and infiltration study update.

- Roundtable Discussion. Attendees briefly discussed the voluntary cross property stormwater facilities mentioned in the Center for Watershed Protection small urban sites BMPs webinar. Aaron indicated he recently signed off on the Cottages of Empire Village (Eplans 20-2009-SIMP at 20518 Empire Avenue between Empire and Gloucester) that has a similar concept, a property of 34 townhomes where roof drains are piped to a common swale. For such developments the Building permit easements are recorded in the plat. Dustin feels that these would be acceptable so long as we can get easements. stormwater maintenance agreements running with title are also needed Attendees asked if an applicant packet would be useful – a request was made to prepare anything we can to provide clear direction.

Key Decisions Made

- Offsite flexibility needs are limited to residential subdivisions and Bend Central District and other high density areas that have no parking requirements
- No issue with holding the 100 year storm within a subdivision as a whole (with flexibility to include right-of-way areas.)
- Wendy will use the input from today's meeting to start drafting modifications to code language to allow flexibility, but does not want to get overly flexibility so that impending new permit regulations make the city see-saw back and forth (loosening and tightening regulations).
- David will work with Utility data services to get well data on Boom or similar.

City of Bend
Stormwater Coordinators

Development Focus Subgroup

Proposed Agenda
Monday May 4, 2020 9:00 AM to 10:00 AM
Teams Meeting

Purpose: Coordinate Stormwater Activities Among Affected Departments

- I. Welcome and Introductions (2-3 minutes), All
 - Objective: Welcoming remarks. Review and modify agenda as needed. Review and approve past meeting summaries.
- II. Updates (3-5 minutes), All
 - Objective: Receive update since last meeting.
- III. Drainage and Density Flexibility Implementation Prioritization Exercise Results (5-10 minutes)
 - Objective: Review results of prioritization exercise; provide any additional feedback.
- IV. Understand Flexibility Needs and Challenges by Location and Development Type (15-20 minutes)
 - Objective: Discuss issues in relation to needed timelines to create prioritization for next steps
- V. Review Needs and Workflow -- Understand Current State and Needs (15-20 minutes)
 - Objective: Discuss issues in relation to needed timelines to create prioritization for next steps
- VI. Roundtable Updates/Discussions (5-10 minutes)
 - Objective: Discuss updates and any new stormwater coordination needs related to Streets, Building, Private Engineering, Planning, capital engineering, Utility O&M, and Communications.
- VII. Confirm Next Steps (5-10 minutes)
 - Objective: Confirm action items, upcoming training opportunities, and next steps.

City of Bend Stormwater Coordinators

Development Focus Subgroup

Meeting Summary

Monday June 15, 2020

Attending: Brad Mandal, Aaron Henson, Pauline Hardier, Chris Henningsen, Dustin Elmore (CDD); Eric Forster (EIPD), Wendy Edde (Utilities)

Key Issues Discussed

- **Updates.**
 - Attendees received updates on Center for Watershed Protection Small Urban BMPs webinar and a permeable pavement maintenance webinar. Some communities have swales crossing private front yard boundaries with formal agreement, voluntary. Attendees received overview of meeting materials provided:
- **Understanding Bookends of Post-Construction Requirements in NPDES Permit.**
 - Attendees walked through the post-construction control requirements of both the MS4 NPDES Phase II general permit and Salem's applicant review draft MS4 NPDES Phase I permit (not for further distribution) to better understand the bookends of what is required from a water quality permit sense for areas draining to surface waters.
- **Work Group Members for Solid Waste Containers Source Control Discussions**
 - Dustin explained that the request to get better clarification on Solid Waste Containers/Trash Dumpsters came up a couple weeks before and Dustin set out to collect development rule requirements for clarification from the perspectives of planning, building, and engineering. He received a lot of input and recognized that a lot of people have strong feelings, with specific coordinated guidance not yet solidified yet. Attendees were supportive of the idea of pulling everyone into one room at discuss collaborative ideas to meet the various needs and concerns. Attendees discussed appropriate invitees for that work group. Brad has talked with garbage companies about what size cart and where the size points are with moving and covering. Arron indicated planning does not require trash enclosures unless people propose outside trash. The Code requires them to be screened with the method for screen being a fence or a wall with a gate. Some folks are interested in covers; others do not want the expense. Example: Quickie Lube on 3rd Street across from Chan's Chinese restaurant -- they initially showed a cover; then they revised their plans. Once go with a cover, side yard setbacks and zoning or building code comes into play.
- **Roundtable Items**
 - Aaron noticed a plugged storm drain when attending a meeting, and saw the vector team just downstream so he encouraged them to clean it – noticed in spring pollen, dirt tends to plug. He recognizes the crews are working hard. Wendy expressed appreciation for the extra eyes in the field.
 - Pauline provided an updated on the development code changes she is making for affordable housing encouragement. She has been incorporating staff comments and she plans to lead these through Planning Commission in July and City Council in August.

Key Decisions Made/Action Items

- Wendy will set a solid waste container discussion meeting inviting Dustin, Christina Davenport (IPP), Caroline Egan (Economic Development), Brad Mandal, Jerry Waugh, Larry Medina (Fire), police, and potentially garbage at some point. Dustin will forward invite to additional as appropriate as well.
- Attendees agreed to cancel the meeting occurring in two weeks given the holiday and to allow time for focused work to the topics at hand and the solid waste container.