



City of Glendale Stormwater Pre-Construction Meeting Agenda

A. Attendees

Name	Signature	Phone number	Email Address
General Contractor			
Owner or Owner's Representative			
Stormwater Manager*			
Alternate Stormwater Manger			
Grading Sub-Contractor			
City of Glendale Stormwater Inspector*			

* Required Attendees. By signing attendees acknowledge the below requirements.

B. Overview and Purpose

To discuss the requirements of the GESC Plan, City of Glendale (City) Stormwater Code and the Stormwater Construction Program (SCP) Requirements.

- Review of regulatory requirements and enforcement portions the Code and SCP Requirements.
- To perform an initial inspection of the site (**construction/grading activities cannot commence prior to approval of initial BMPs**).
- The [City Code](#) and [SCP Requirements](#) can be found online.

C. Stormwater Manager - SCP Requirements – Section 3.3 – page 10

- The site will have a Stormwater and Alternate Stormwater Manager, who shall have the authority to act on behalf of the Permittee, including committing funds, to ensure that the site compliance with the City Stormwater Permit.
- The contact information for the Stormwater Manager and Alternate will provide contact information to the City and the City will be notified of any changes in contact information.
- The Stormwater Manger or Alternate shall be onsite as necessary to ensure the Stormwater requirements are being implemented.
- If the Stormwater Manger or Alternate cannot be contacted within 24 hours a compliance action may be taken.

D. Inspections - SCP Requirements – Sections 3.2 and 3.3 – pages 9 & 10

- In accordance with Chapter 13.30.020 of the City Code, the Stormwater Manger or Alternate will perform weekly inspections of the site and update the GESC Plan accordingly. **Inspections will be submitted to the City within one week.**
- It is the Stormwater Manager responsibility to perform or oversee the required inspections as described in the City Code Chapter 13.30.020 and in the SCP Requirements Section 3.2.
- The City will frequently perform Routine Inspections of the site and may identify inadequate and/or missing BMPs, as well as those needing routine maintenance. The Operator must provide maintenance immediately, in most cases.

During Construction Requirements - SCP Requirements – Sections 3.1.1, 3.4 and 3.5 – page 11

- Appropriate control measures must be in place prior to the start of the construction activity and must be continued through final stabilization.



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- During construction, the Operator is responsible ensuring proper installation, operation of CMs and is responsible for making their own determination as to the adequacy and locations of CM types Control measure must reduce or prevent the discharge of pollutants from entering to the MS4 from the project's construction activities.
- The GESC Plan must be maintained to reflect current site conditions, must identify and address all pollutants found onsite, including trash.
- **No work is allowed on site other than the installation of the Initial BMPs shown on the GESC Plan until the executed permit is issued and on site. Failure to restrict additional activities can result in a stop work order.**

Enforcement - SCP Requirements – Sections 4 – pages 11

- Per the City's Stormwater Code, Chapter 13.30.050 Non-Compliance Remedies, whenever the city determines that any activity is occurring which is not in compliance with the Stormwater permit and/or the requirements of Chapter 13.030 of the Code, the city may issue a verbal warning, a written compliance order, a stop work order, and or re-inspection fees, or additional remedies.