



Division of Surface Water
NPDES Small MS4 General Permit
(OHQ000003) Annual Reporting Form

Instructions for completing this form

- OHQ000003 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1st.
- Complete the form and sign and date the certification statement below
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Do not include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form.
 You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:
 Ohio Environmental Protection Agency
 Division of Surface Water
 Storm Water Program-Small MS4
 P.O. Box 1049
 Columbus, Ohio 43216-1049

General Information

Small MS4 Annual Report for Year: 2021		Ohio EPA Facility Permit Number: 4GQ00023*CG	
Name of MS4: CITY OF LANCASTER			
Mailing Address: 121 E. Chestnut St., Suite 100			
City: LANCASTER		State: OH	Zip Code: 43130
Country: USA		County: FAIRFIELD	
Primary Contact: Steven Wellstead		Title: STORMWATER MANAGER	
Email Address: swellstead@ci.lancaster.oh.us		Phone: (740) 681-5070	Fax:

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

Upload File Name for Table of Organization: City_Org_Chart_2022.pdf

The Stormwater Manager, who is Steven Wellstead as of January 2022, is responsible for overall management and implementation of the city's program. The Stormwater Manager position heads the Stormwater Department and works directly under the City's Service-Safety Director (see attached Organizational Chart). The Stormwater Manager works with various other departments within the City government to assist in the implementation of the program; such individuals include the Utilities Collection Department, Certified Building Department, Water Pollution Control Department (WPCD), and the Lancaster Department of Transportation (LDOT).

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possibility of fine and imprisonment for knowing violations.

Applicant Name: Steven Wellstead	Title: Stormwater Manager
Signature: Electronically submitted by 78911137	Date: Electronically submitted on 04/04/2022

PUBLIC EDUCATION AND OUTREACH

Estimate Your Permit Area of Total Population: 40159

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
Stormwater Brochure	Stormwater and Utilities Collection Department	Distribute 15,000 brochures to City utility customers	Plant a Tree and Help Stormwater	City utility customers	100	Yes

Summary of Results: 17,000 brochures printed and sent out to City utility customers in December 2021

Comments:

Stormwater Education Program	Stormwater Department	100% school participation with 15% of the students receiving education per year	Prevent Stormwater Pollution	School students	25	Yes
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Summary of Results: The City has four school entities with a stormwater education program (the City's public school system and three private schools). As of March 31, 2022, one private school has submitted their annual report to the City explaining the details and results of the program they provided in the 2020-2021 school year, and that school met the goal stated above. City is still awaiting the submission of the annual report for the 2020-2021 school year program results from three other school entities. The City has been in contact with all three school entities and is working to ensure these reports are submitted ASAP.

Comments: Due to the COVID-19 pandemic, the City of Lancaster give the four school entities an exemption to the requirement that they provide their stormwater education program during the 2020-2021 school year. Nonetheless, the one private school who submitted their annual report still fulfilled their program requirements for that year, but the results of the other three school entities are currently unknown.

Special Cleanups	Stormwater Department	Conduct a minimum of three (3) special cleanups per year	Keep debris and pollutants out of stormwater	Small businesses, non-profits, schools, church service groups, and citizens	100	Yes
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Summary of Results: Four (4) events held: Downtown Litter Clean-up Day on 4/24/2021; Community Disposal Day and Drug Dropoff on 4/24/2021; Hocking River Litter Cleanup on 9/9/2021; tire recycling event on 9/18/2021

Comments:

Contractor Stormwater Information	Stormwater & Certified Building Departments	Distribute 200 brochures annually	Keep pollutants from stormwater	Contractors	0	Yes
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Summary of Results: The City's Certified Building Department did not provide brochures to private contractors as part of their registration renewal process, as has been done in past years, so no contractors received the brochure in 2021.

Comments: The Stormwater and Certified Building Departments met in March 2022 and determined that the issuance of brochures to registered private contractors would be re-instituted for 2022 and future years. Thus, this issue should not occur again and we expected to meet our stated goal for 2022.

City Website	Stormwater Department	Obtain 1,300 website hits on the Stormwater Department page	Stormwater Information	General public	95	Yes
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Summary of Results: In 2021, the Stormwater Department page had 1,236 page views from 966 unique visitors

Comments:

PUBLIC EDUCATION & OUTREACH

Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule
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Special Cleanups	Stormwater Department	Conduct a minimum of (3) special cleanups per year	Keep debris and pollutants out of stormwater	Small businesses, non-profits, schools, church service groups, and citizens	100	Through out 2022
Summary of Planned Activities: Multiple cleanup events will be held; specifics to be determined						
Comments:						
Contractor Stormwater Information	Stormwater & Certified Building Department	Distribute 200 brochures to registered private contractors	Remove pollutants from Stormwater	Contractors	100	Fall 2022
Summary of Planned Activities: A brochure dealing with stormwater management from construction sites will be issued to all registered private contractors						
Comments:						
Stormwater Education Program	Stormwater Department	100% school participation with 15% of students receiving education	Prevent Stormwater Pollution	School students	100	Spring and/or Fall 2022
Summary of Planned Activities: Schools provide their students with education program related to stormwater						
Comments: The City has four school entities with a stormwater education program (the City's public school system and three private schools). As of March 31, 2022, the City is still awaiting the submission of the annual report from three school entities to identify the program that will be run during the 2021-2022 school year. The City has been in contact with each of these entities and is working to ensure these reports are submitted ASAP.						
Stormwater Brochure	Stormwater & Utilities Collection Departments	Distribute 15,000 brochures to City utility customers	Pet Waste Dangers	City utility customers	100	Fall 2022
Summary of Planned Activities: Brochure related to stormwater will be mailed out to all utility customers with one utility bill						
Comments:						
City Website	Stormwater Department	Have 1,000 unique visitors view the Stormwater Department page on the City website per year	Stormwater Information	General public	100	Through out 2022
Summary of Planned Activities: Update and provide ongoing maintenance of website to ensure it has up-to-date information related to stormwater						
Comments:						
PUBLIC INVOLVEMENT AND PARTICIPATION						
BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
Participate in Fairfield County Regional Planning Stormwater Advisory and Educational Subcommittee Meeting	Stormwater Department	Attend annual meeting	Public Input	General public	2	Yes
Summary of Results: Two City employees attended annual meeting held 11/4/2021						
Comments:						
Public Notices	Stormwater Department	Post public notices when required	Public Awareness	General public	0	Yes

Summary of Results: None

Comments: No public notices were necessary

Distribute Ordinance Changes to Stakeholders for Comment	Stormwater Department	Distribute proposed stormwater ordinance changes prior to City Council submission	Public Input	City Stakeholder	0	Yes
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Summary of Results: None

Comments: No ordinance changes were proposed in 2021

Post Annual Report to City Website	Stormwater Department	Post Annual Report on City website upon completion	Work of Stormwater Program	General public	1	Yes
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Summary of Results: Annual report for Year 2020 was posted on the City website in April 2021 for public viewing

Comments: Number of people who viewed Annual Report through City website is unknown

Stormwater Information on City Website	Stormwater Department	Have 1,300 website hits per year	Public Awareness	General public	966	Yes
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Summary of Results: Pages for various information and projects created as needed; in 2021, the Stormwater Department page had 1,236 page views from 966 unique visitors

Comments:

PUBLIC INVOLVEMENT AND PARTICIPATION

Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Proposed Schedule
Stormwater Information on City Website	Stormwater Department	Have 1,000 unique visitors to the Stormwater page on the city website per year	Public Awareness	General public	1000	Throughout 2022

Summary of Planned Activities: Update and provide maintenance of Stormwater page on City website

Comments:

Distribute Ordinance Changes to Stakeholders	Stormwater Department	Distribute proposed stormwater ordinance changes to stakeholders prior to City Council	Public Input	City stakeholders	1	As needed
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Summary of Planned Activities: Distribute proposed stormwater ordinance changes to stakeholders, if necessary

Comments:

Participate in Fairfield County Regional Planning Stormwater Advisory and Educational Subcommittee Meeting	Stormwater Department	Participate in annual meeting	Public Input	General public	2	Date set by Committee Chairman - likely Fall 2022
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Summary of Planned Activities: Attend annual meeting

Comments:

Public Notices	Stormwater Department	Post public notices when required	Public Awareness	General public	1	As needed
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Summary of Planned Activities: Will comply with ORC 121 regarding public notices, as required

Comments:

Post Draft SWMP on City Website for Public Comments	Stormwater Department	Post SWMP on City website for a 30 day public comment period before submission to OEPA	Work of Stormwater Program	General public	1	Post SWMP to City website on or before February 28, 2022
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Summary of Planned Activities: Post SWMP on City website for a 30 day public comment period before submission to OEPA

Comments:

Post Annual Report on City Website	Stormwater Department	Post Annual Report to City website along with submission to OEPA	Work of Stormwater Program	General public	1	April 2022
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Summary of Planned Activities: Post 2021 Annual Report to City website along with submission to OEPA

Comments:

ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Stormwater Department	Create and maintain ordinance to prohibit illicit discharges	Yes	LCO Chapter 913 (https://codelibrary.amlegal.com/codes/lanca-ster/latest/lancaster_oh/0-0-0-65655#JD_913)	Yes

Summary of Results or Activities: Ordinance enacted in April 2014

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
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Storm Sewer System Map	Stormwater Department	Create and maintain GIS storm sewer system map	Yes	Map updated in 2021 as needed when changes to the sewer system were made	Yes
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Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
HSTS Mapping and List	Stormwater Department	Maintain list and map of HSTSs within City of Lancaster corporation limits	Yes	List and map were created prior to 2021, and no changes occurred in 2021	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	Stormwater Department	Create and maintain IDDE plan	Yes	IDDE plan originally created in 2010. No update to plan made in 2021.	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Total # of Outfalls	# of Outfalls Screened	# of Dry-Weather Flows Identified	# of Identified Illicit Discharges	# of Eliminated Illicit Discharges	Effective
Dry-Weather Screening of Outfalls	Stormwater Department	Inspect all outlets at least once within the 5 year permit period and all high risk outlets at least twice per year	Yes	730	85	0	0	0	Yes

Comments: Some outfalls did exhibit flows when screened, but these flows occurred during a "wet-weather period," which we assume to be 72 hours following the most recent rainfall. The City does take all efforts to conduct screening during "dry-weather periods" when rainfall has not occurred in the previous 72 hours, but due to the variability of both weather conditions and staff availability, some wet-weather period screening has needed to take place to ensure the City will comply with its goal of screening all outfalls within a 5 year permit cycle. Thus, while the City did witness some outfall flows, all such flows occurred during wet-weather periods and none of the flows exhibited any signs that would indicate to the City they may be illicit.

The bi-annual screening of high risk outlets occurred twice during 2021, in January and July. In the outfalls where discharge was observed, the discharge consisted of only small trickles and showed no signs of being due to an illicit discharge.

Upload File Name for the Illicit Discharges: Schedule for Elimination of Illicit Connections.docx

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
Work with Local Wastewater Authorities to Evaluate Future Sewer Extensions	Stormwater and Water Pollution Control Departments	Implement the Long Term Control Plan (LTCP) and Master Plan	Yes	City implementing the LTCP and Master Plan when needed		Yes
Inform Public of Hazards Associated with Illegal Discharges	Stormwater Department	Distribute 15,000 brochure annually to City utility customers; utilize anti-dumping markings on newly constructed inlets	Yes	17,000 brochures distributed to the City utility customers; all newly constructed inlets utilized anti-dumping markings		Yes
Inform OEPA of Illicit Discharges from Sanitary Sewers or Cross Connections	Stormwater and Water Pollution Control Departments	Notify OEPA of any illicit discharges within 24 hours of discovery	Yes	Notified OEPA whenever the City was made aware of an illicit discharge		Yes

ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

Summarize activities you plan to undertake for the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Annual IDDE Employee Training	Stormwater Department	Develop IDDE training program and provide annual training for applicable City departments	Develop IDDE training program and provide annual training for applicable City departments	Develop training program in 2022, then start providing training annually in 2023
Comments:				
Inform Public of Hazards Associated with Illegal Discharges	Stormwater Department	Distribute 15,000 brochure annually to City utility customers; utilize anti-dumping markings on newly constructed inlets	Distribute annual brochure; utilize anti-dumping markings on newly constructed inlets	Distribute brochure in Fall 2022; utilize anti-dumping markups as needed
Comments:				
Inform OEPA of Illicit Discharges from Sanitary Sewers or Cross Connections	Stormwater Department	Notify OEPA of any illicit discharges within 24 hours of discovery	Notify OEPA of any illicit discharges within 24 hours of discovery	As needed
Comments:				
IDDE Plan	Stormwater Department	Create and maintain IDDE plan	No updates to existing IDDE plan planned	As needed
Comments:				
Ordinance or Other Regulatory Mechanism	Stormwater Department	Create and maintain ordinance to prohibit illicit discharges	No planned changes to existing ordinance	As needed
Comments:				
Storm Sewer System Map	Stormwater Department	Create and maintain GIS storm sewer system map	Make updates to GIS storm sewer system map	As needed upon the completion of improvements in 2022
Comments:				
HSTS Mapping and List	Stormwater Department	Maintain list and map of HSTSs within City of Lancaster corporation limits	Maintain list and map of HSTSs within City of Lancaster corporation limits; City will audit list in 2022 to ensure it is accurate and up-to-date	As needed; audit to occur before end of 2022
Comments:				
Dry-Weather Screening of Outfalls	Stormwater Department	Inspect all outlets at least once within the 5 year permit period and all high risk outlets at least twice per year	Screening of all outfalls on Pleasant Run and Tarhe Run and associated tributaries; high risk outlets will be screened twice throughout 2022	Throughout 2022
Comments:				

Work with Local Wastewater Authorities to Evaluate Future Sewer Extensions	Stormwater and Water Pollution Control Departments	Implement the Long Term Control Plan (LTCP) and Master Plan	Implement the Long Term Control Plan (LTCP) and Master Plan	As needed
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Comments:

CONSTRUCTION SITE RUNOFF CONTROL

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Stormwater Department	Maintain existing stormwater ordinance and update if/as necessary	Yes	LCO Chapter 919 (https://codelibrary.amlegal.com/codes/lanca ster/latest/overview)	Yes

Summary of Results or Activities: No changes to stormwater ordinance in 2021

Comments: Stormwater ordinance enacted in April 2014

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used	Effective
Sediment and Erosion Control Requirements	Stormwater Department	Maintain existing sediment and erosion control ordinance and update if/as necessary	Yes	LCO Chapter 919 (https://codelibrary.amlegal.com/codes/lanca ster/latest/overview)	Yes

Summary of Results or Activities: No ordinance changes occurred in 2021

Comments: Sediment and erosion control ordinance enacted in April 2014

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Number of Complaints Received	Number of Complaints Followed Up On	Effective
Complaint Process	Stormwater Department	Review and investigate 100% of complaints received	Yes	22	22	Yes

Summary of Results or Activities: All stormwater complaints were reviewed and investigated by the City

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Stormwater Department	Review 100% of site plans for compliance with erosion and sediment control requirements	Yes	120	120	Yes

Summary of Results or Activities: 120 total site plans reviewed: 4 public construction projects, 20 private development projects, and 96 new home plot and grading plans

Comments: 6 of the private development projects had a review period that extended between both 2020 and 2021

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
Site Inspection Procedures	Stormwater Department	Perform continual inspections of construction sites	Yes	30	665	55.4	Yes

Summary of Results or Activities: Inspections of each active construction site occurred at least once per month

Comments:

Upload File Name(s) for Applicable Sites: Active Construction Sites Map (2021).pdf

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Stormwater Department	Issue violation letters and/or enforcement actions as needed	Yes	0	0	Yes

Summary of Results or Activities: No violation letters issued or enforcement actions taken in 2021

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurements	Effective
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No records found

CONSTRUCTION SITE RUNOFF CONTROL

Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Stormwater Department	Maintain existing stormwater ordinance and update if/as needed	None	As needed

Comments:

Sediment and Erosion Control Requirements	Stormwater Department	Maintain existing sediment and erosion control ordinance and update if/as needed	None	As needed
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Comments:

Complaint Process	Stormwater Department	Review and investigate 100% of complaints received	Review and investigate 100% of complaints received	As needed
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Comments:

Site Plan Review Procedures	Stormwater Department	Review 100% of site plans for compliance with erosion and sediment control requirements	Review 100% of site plans for compliance with erosion and sediment control requirements	As needed
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Comments:

Site Inspection Procedures	Stormwater Department	Perform continual inspections of construction sites	Perform continual inspections of construction sites	At least monthly for all active construction site
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Comments:

Enforcement Procedures	Stormwater Department	Issues violation letters and/or enforcement actions as needed	Issue violation letters and/or enforcement actions as needed	As needed
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Comments:

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Stormwater Department	Maintain existing post-construction stormwater management ordinance and update if/as necessary	Yes	LCO Chapter 919 (https://codelibrary.amlegal.com/codes/lanca/ster/latest/overview)	Yes

Summary of Results or Activities: No changes to post-construction stormwater management ordinance in 2021

Comments: Ordinance enacted in April 2014

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used	Effective
Post-Construction Requirements	Stormwater Department	Maintain existing Stormwater Design Manual to ensure post-construction stormwater management requirements are adhered to	Yes	City of Lancaster Stormwater Design Manual and Ohio EPA General Construction Stormwater Permit	Yes

Summary of Results or Activities: No updates made in 2021

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Stormwater Department	Review 100% of site plans for compliance with post-construction stormwater management requirements	Yes	14	14	Yes

Summary of Results or Activities: 14 total site plans reviewed for post-construction stormwater management: 2 public construction projects, and 12 private development projects

Comments: 5 of the private development projects requiring post-construction stormwater management had a review period that extended between both 2020 and 2021

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	Stormwater Department	Perform annual inspections of existing post-construction stormwater management facilities	Yes	145	145	12.08	Yes

Summary of Results or Activities: All existing post-construction stormwater management facilities were inspected in 2021

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Stormwater Department	Issue violation letters and/or enforcement actions as needed	Yes	1	0	Yes

Summary of Results or Activities: One violation letter was issued in 2021 to a single family residence that was not adequately maintaining a detention basin for which they have responsibility. Enforcement action has been planned for the Spring of 2022 if the owner did not provide the necessary correction action, and as of March 31, 2022 they have not provided the necessary maintenance to address the violation.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Effective
Long-Term O&M Plans/Agreements	Stormwater Department	Require all applicable sites to provide a plan addressing long-term O&M of their post-construction stormwater management facilities, and perform inspection of their facilities to ensure proper O&M	Yes	12	12	Yes

Summary of Results or Activities: 12 private development projects required long-term O&M plans and all projects provided their plan

Comments: 5 of the private development projects that provided O&M plans had a review period that extended between both 2020 and 2021

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective
Protection of Stream Corridors through Flood Damage Prevention Ordinance	Stormwater and Certified Building Departments	Require development permits for all sites within the FEMA regulated areas	Yes	N/A	N/A	Yes

Summary of Activities or Updates: All sites developed within a FEMA regulated area acquired development permits prior to construction

Comments: Development permits are processed by the Floodplain Administrator in the Certified Building Department

Establish Green Space through the Public Sites and Open Space Ordinance	Lancaster Park Board and City Planning Commission	Establish green space for new residential developments within City	Yes	N/A	N/A	Yes
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Summary of Activities or Updates: All new residential developments required to comply with the City's public sites and open space requirements in LCO 1109.12

Comments: The ordinance allows for alternatives to the establishment of green space, most commonly the payment of a fee in lieu of dedication. The method by which the ordinance is satisfied by the developer is at the sole discretion of the Lancaster Park Board and City Planning Commission.

Complaint Investigation	Stormwater Department	Review and investigate 100% of complaints received related to post-construction stormwater management facilities	Yes	N/A	N/A	Yes
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Summary of Activities or Updates: City reviewed and investigated 100% of complaints received related to post-construction stormwater management facilities

Comments:

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Summarize activities you plan to undertake for the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Site Plan Review Procedures	Stormwater Department	Review 100% of site plans for compliance with post-construction stormwater management requirements	Review 100% of site plans for compliance with post-construction stormwater management requirements	As needed

Comments:

Complaint Investigation	Stormwater Department	Review and investigate 100% of complaints received related to post-construction stormwater management facilities	Review and investigate all complaints received related to post-construction stormwater management facilities	As needed
Comments:				
Site Inspection Procedures	Stormwater Department	Perform annual inspections of existing post-construction stormwater management facilities	Perform inspections of all existing post-construction stormwater management facilities	Throughout 2022
Comments:				
Long-Term O&M Plans/Agreements	Stormwater Departments	Require all applicable sites to provide a plan addressing long-term O&M of their post-construction stormwater management facilities, and perform inspection of their facilities to ensure proper O&M	Require all applicable sites to provide a plan addressing long-term O&M of their post-construction stormwater management facilities, and perform inspection of their facilities to ensure proper O&M	As needed
Comments:				
Protection of Stream Corridors through Flood Damage Prevention Ordinance	Stormwater and Certified Buildign Departments	Require development permits for all sites within the FEMA regulated areas	Require development permits for all sites within the FEMA regulated areas	As needed
Comments:				
Establish Green Space through the public Sites and Open Space Ordinance	Lancaster Park Board and City Planning Commission	Establish green space for new residential developments within City	Establish green space for new residential developments within City	As needed
Comments:				
Enforcement Procedures	Stormwater Department	Issue violation letters and/or enforcement actions as needed	Issue violation letters and/or enforcement actions as needed; One enforcement action is planned for a property that was subjected to a violation letter in 2021 and has not undertaken the necessary corrective action needed to address the deficiency in the detention basin for which they have maintenance responsibility.	As needed
Comments:				
Ordinance or Other Regulatory Mechanism	Stormwater Department	Maintain existing post-construction stormwater management ordinance and update if/as necessary	No updates to ordinance currently planned	As needed
Comments:				
Post-Construction Requirements	Stormwater Department	Maintain existing Stormwater Design Manual to ensure post-construction stormwater management requirements are adhered to	No changes to Stormwater Design Manual currently planned	As needed
Comments:				

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Topic(s)	Targeted Audience	# of Employees Attended	Effective
Employee Good Housekeeping Training Program	Stormwater Department	Provide annual stormwater pollution reduction training for applicable City departments	Yes	Stormwater pollution reduction	City employees involved in construction work	14	Yes

Summary of Activity: Training held on December 15, 2021 and attended by 14 City employees across 3 City departments.

Comments:

BMP (mechanism)	List of Municipal Facilities Subject to Program	O&M Procedures Developed?	# of Inspections Performed	Frequency of Inspections
Municipal Facilities	Department of Transportation, Water Pollution Control Department, Lancaster Municipal Gas, City Hall, City Hall Annex, Division of Water, Sanitation Department	Yes	30	Varies per department/facility between once monthly and once annually. The frequency of inspections for each of the departments/facilities is identified in the attached document titled "2021 Annual Report Attachment."

BMP (mechanism)	Summarize Maintenance Activities and Schedules	Summarize Activities Performed
MS4 Maintenance	The hours devoted to various maintenance activities in 2021 has been documented in the attached document titled "2021 Annual Report Attachment."	Maintenance activities include basin repairs, sinkhole repairs, street sweeping, street sweeping disposal, grate cleaning, vactor work, ditching, and storm pipe repair/construction.

BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed
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Disposal of Wastes	Yes	1,257.71 tons of waste disposed from street sweepings in 2021. Disposal summary is included in the attached document titled "2021 Annual Report Attachment."
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BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage
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Road Salt	Yes	1579 Tons	When appropriate, roads are pre-treated with beet sugar brine.
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BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage
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Pesticide & Herbicide Usage	Yes	928 Gallons	Use is primarily for mosquito spraying and roadside treatment.
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BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage
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Fertilizer Usage	Yes	0 Pounds	Fertilizer is limited to seeding and mulching per ODOT standards, if needed.
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BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed
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Street Sweeping	Yes	1,257.71 tons of waste disposed from street sweepings in 2021. Disposal summary is included in the attached document titled "2021 Annual Report Attachment."
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BMP (mechanism)	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality
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Flood Management Projects	None assessed			
BMP (mechanism)	Summary			
No records found				
POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS				
<i>Summarize activities you plan to undertake for the next reporting cycle.</i>				
BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Municipal Facilities	Various City Departments	Develop/maintain SWPPPs for all City properties, and ensure compliance with requirement of the SWPPP	Develop/maintain SWPPPs for all City properties, and perform inspections to ensure compliance with requirement of the SWPPP	Throughout 2022
Comments: SWPPP needs to be developed for Transit Department property in 2022				
MS4 Maintenance	LDOT	Allocate 5,000 man-hours annually for stormwater management system maintenance	Perform stormwater management system maintenance	Throughout 2022
Comments:				
Disposal of Wastes	LDOT	Properly dispose of all wastes collected during street sweeping operations	Properly dispose of all wastes collected during street sweeping operations	Throughout 2022
Comments:				
Road Salt	Various City departments	N/A	Utilize road salt as necessary	Throughout 2022
Comments: When appropriate, public roads are pretreated with beet sugar brine				
Pesticide & Herbicide Usage	Various City departments	N/A	Apply pesticides & herbicides as needed	Throughout 2022
Comments: Use is primarily for mosquito spraying and roadside treatment				
Fertilizer Usage	Various City departments	N/A	Apply fertilizer as needed	Throughout 2022
Comments: Fertilizer is only used for seeding and mulching for ODOT standards				
Street Sweeping	LDOT	Street sweep all curbed City streets a minimum of 2 times per year	Street sweeping all curbed City streets a minimum of 2 times per year	Throughout 2022
Comments:				
Flood Management Projects	Stormwater Department	Assess any proposed flood management projects for impacts on water quality	No flood management projects planned in 2022	None
Comments:				
Employee Good Housekeeping Training Program	Stormwater Department	Provide annual stormwater pollution reduction training for applicable City departments	Hold annual stormwater pollution reduction training for applicable City departments	Fall 2022
Comments:				

PROPOSED CHANGES TO YOUR SWMP (IF ANY)

Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

Under the "Public Education and Outreach" portion of the program, the City has changed the goal of the "City Website" BMP from 1,300 website visits per year to 1,000 unique website visitors per year. The same thing was done for the "Stormwater Information on City Website" BMP in the "Public Involvement & Participation" portion of the program.

Under the "Public Education and Outreach" portion of the program, the City has changed the "Stormwater Information to Contractors" BMP to entail only the submission of a brochure to the private contractors who are registered through the Certified Building Department. Previously, the SWMP noted that brochures would also be provided to contractors at pre-construction meetings for public projects, but these meetings don't occur often (only a few take place in any given year), and the agenda for these meetings always addresses sediment and erosion control requirements anyway, so the City felt this part of the BMP wasn't necessary.

Under the "Illicit Discharge Detection and Elimination" portion of the program, the "Mapping and List of HSTs" BMP was revised to note that the City has a completed list/map of HSTs within the city limits, and this list/map will be maintained into the future. Please note that previous investigations have found that NONE of these HSTs discharge to the MS4 system. As such, this map/list is not being provided in this annual report, although it can of course be provided upon request. The City will conduct an audit of the current list during 2022 to ensure it is accurate and up-to-date.

Under the "Illicit Discharge Detection and Elimination" portion of the program, a BMP for annual employee training on IDDE has been added to comply with this added requirement to the new permit.

VARIANCES GRANTED (IF ANY)

Identify and summarize any variances granted under your storm water program.

ADDITIONAL INFORMATION

Please add any additional comments or attachments below.

The City's updated Stormwater Management Plan (SWMP) has been attached.

Additional Information attachment(s): [2021 Annual Report Attachment.pdf](#), [SWMP - March 2022 \(Final\).pdf](#)

2021 Annual Report Attachment

<u>BMP Maintenance Summary</u>	<u>1st Qt. Hours</u>	<u>2nd Qt. Hours</u>	<u>3rd Qt. Hours</u>	<u>4th Qt. Hours</u>
Basin Repair	324	429	676	48
Culvert				
Sinkholes		76.2	92	
Sweeping	280	824	864	588
Sweeper Disposal	32	64	40	56
Grates Cleaning	272	496	336	368
Vactor Work	288	448	464	224
Ditching		12	128	66
Outfall, Headwall, & Flap Gate Maintenance				
Storm Pipe		322	40	
Dam Maintenance				
Equipment Maintenance				
Pump Station Maintenance				
Total:	1196	2671.2	2640	1350

Total Hours for 2021: 7857.2

<u>Street Sweeping Disposal Summary</u>	<u>1st Qt. Tons</u>	<u>2nd Qt. Tons</u>	<u>3rd Qt. Tons</u>	<u>4th Qt. Tons</u>
Street Sweeping Disposal	224.22	495.48	295.64	242.37

Total Tons for 2021: 1257.71

Stormwater Pollution Prevention Plans

<u>Department</u>	<u>Plan Complete</u>	<u>2021 Inspections</u>	<u>Road Salt Used (tons)</u>	<u>Pesticide Used (gal)</u>	<u>Herbicide Used (gal)</u>	<u>Fertilizer Used (lbs)</u>
Municipal Gas	Y	Quarterly	2.8	0	31.85	0
Division of Water	Y	Quarterly	0.74	0	5	0
Water Pollution Control	Y	Quarterly	0	0	5	0
City Hall	Y	Annual	0	0	0	0
City Hall Annex	Y	Annual	0	0	0	0
Department of Transportation	Y	Monthly	1573.5	55.65	830	0
Sanitation	Y	Quarterly	2	0	0	0
Totals:			1579.04	55.65	871.85	0