

CITY of LANCASTER



STORMWATER POLLUTION PREVENTION PLAN

December 2016

Introduction

The City of Lancaster, Ohio is located in Fairfield County approximately 30 miles southeast of Columbus. According to the U.S. Census Bureau, the population as of July 1, 2015 is 39,766 people within 18 square miles. Lancaster is located on the Hocking River and is traversed by several smaller tributaries including Hunter Run, Baldwin Run, Ewing Run, Fetters Run, Pleasant Run and Tarhe Run. Four smaller streams identified as Lateral A, Lateral B, Lateral C and Lateral D also discharge to the Hocking River. A portion of the abandoned Hocking Canal is tributary north of the City.

In December 2002 the Ohio Environmental Protection Agency, in accordance with the United States Environmental Protection Agency Phase II stormwater regulations, identified the City of Lancaster as a governmental jurisdiction to be considered for inclusion into the Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit program. On January 6, 2006, the Director of the Ohio Environmental Protection Agency filed a public notice of his intention to designate the City of Lancaster for inclusion into the MS4 permit program under Ohio Administrative Code 3745-39-03(F)(1)(a). The City of Lancaster was issued permit 4GQ 00023*AG for coverage under the General Permit OHQ000002 on June 5, 2009.

The General Permit renewal OHQ000003 was issued by the Ohio Environmental Protection Agency on September 11, 2014. This permit required that all MS4 communities submit a new Notice of Intent for Coverage within 90 days of notification from the Ohio Environmental Protection Agency and to submit an update Stormwater Pollution Prevention Plan within two years. The City of Lancaster was granted coverage under permit 4GQ00023BG on December 2, 2014.

A Storm Water Pollution Prevention Plan (SWPPP) must meet the requirements of Ohio Administrative Code 3745-39-03(C). This SWPPP has been developed based on the needs of the City of Lancaster and the requirements of the State of Ohio for general permit for MS4 communities and includes the following Minimum Control Measures

- Public Education and Outreach
- Public Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff
- Post Construction Stormwater Management
- Pollution Prevention for Municipal Operations

System Description

The City of Lancaster maintains approximately 182 miles of roadway (excluding State and Federal Routes), 133 culverts, 452,900 feet of storm sewer, and 52,870 feet of

combined sewer as of September 2016. The combined sewer system and discharges are covered under NPDES permit 4PD00001*MD issued to the City of Lancaster. The system covers approximately 18 square miles including and overlapping the combined sewer system. Prior to the 2009 permit, a CAD map of the sewer and storm sewer system was created. Under the 2009 permit, the map was converted to a GIS based map for permit and asset management purposes. A map of the sewer system is found in Appendix A.

Public Education and Outreach

Public education is key to raising awareness of the stormwater issues and the stormwater program. Education is best handled through readily available information sources including the City website, brochures, news stories and education programs with the schools. Targeted clean up and collection programs serve to involve the public in pollution prevention activities targeting such sources of pollution as litter, yard waste, household chemical, personal pharmaceuticals, tires, nutrients and sedimentation. To implement a public education program, the City of Lancaster will perform the following activities:

- Continue Stormwater Education Programs
- Provide Annual Stormwater Information through brochures
- Provide Stormwater Information through the City website
- Encourage Special Cleanup Efforts by Local Groups
- Provide Stormwater Information to Contractors

These programs are described below:

Stormwater Education Programs

Local public and private schools grades K-12 will be encouraged to develop stormwater education programs through the stormwater utility credit program. Schools will be offered three options in developing education programs. The first option is to implement stormwater education through Project Wet, Project Wild or other approved environmental education material. The second option is to hold special stormwater activities such as Science Fairs or Special Cleanups. The third option is to establish a partnership with the stormwater program to provide in-kind services in the production of brochures, videos or public service announcements.

- Legal Authority-Lancaster Codified Ordinance 918.13(a)
- Goal-100% school participation with 15% of the students receiving education per year.
- Schedule Annual Reporting of Schools with Educational Credits

Annual Stormwater Information Brochure

Information on stormwater issues will be provided to all utility customers through an annual brochure inserted in the utility bill. The brochure will provide information on stormwater pollution and steps that the homeowner can take to reduce pollution. Additional copies of the brochure will be available to the public through displays at various city facilities.

Legal Authority-NA
Goal-Distribute 15,000 brochures annually
Schedule Annual Mailing of brochure in utility bill

Provide Stormwater Information through the City website

A website for the Stormwater Department has been developed. The website includes information on the Stormwater Utility, educational materials for homeowners along with program links.

Legal Authority-NA
Goal-1300 website hits per year
Schedule Update website 2015
Ongoing maintenance of website.

Encourage Special Cleanup Efforts by Local Groups

Community groups and citizens will be encouraged to conduct special cleanups to reduce stormwater pollution. These cleanups may include appliance and tire collection, Drug Collections, Stream Cleanups, Bikepath Cleanup and Special Event Cleanups. Special Cleanups will be promoted on the Stormwater website.

Legal Authority-918.13(d)
Goal-Three Special Cleanups per year
Schedule Coordinate with Groups on Cleanups 2015-2019
Post Information on Website-2015-2019

Provide Stormwater Information to Contractors

Construction runoff is a significant source of stormwater pollution. A specific effort will be made to educate contractors regarding stormwater runoff issues. A brochure dealing with stormwater management from construction sites will be developed for contractors. The Brochure will be distributed as part of the annual contractor registration materials for all contractors. In addition, City contractors will receive the brochure as part of the preconstruction conference materials.

Legal Authority-NA
 Goal-Distribute 200 brochures annually
 Schedule Provide Brochure with Annual Registration 2015-2019
 Provide Brochure to City Contractors as part of Preconstruction Conference 2015-2019
 Develop Erosion and Sediment Control Inspection Handout 2017
 Provide E&SC Handout to new construction sites 2017-2019

The Stormwater Manager is responsible for the implementation of the public awareness program in conjunction with the stormwater staff and the Utilities Collection Office. Annually the Manager will evaluate program to determine if the goals have been met and report in the annual report.

Public Involvement

To implement a public involvement program, the City of Lancaster will perform the following activities:

- Participate in Fairfield County Stormwater Community Committee
- Comply with Public Notice Requirements
- Post Annual Report on Website for Public Comment
- Post Project Information on Website for Public Comment
- Distribute Ordinance Changes to Stakeholders for Comment

These programs are described below:

Participate in Fairfield County Stormwater Community Committee

The City of Lancaster is a member of the Fairfield County Stormwater Community Committee. This group meets annually to review stormwater issues, receive public comment and explore ways to partner in stormwater issues.

Legal Authority-NA
 Goal-Annual Countywide Meeting
 Schedule-Annual Meeting as set by Chairman

Comply with Public Notice Procedures

The City of Lancaster is a subdivision of the State of Ohio and must comply with the Ohio Revised Code 121 regarding public meetings.

Legal Authority-Ohio Revised Code 121
 Goal-NA
 Schedule NA

Post Annual Report on the City Website for Public Comment

As part of the NPDES permit, the City of Lancaster is required to file an annual report with the Ohio EPA on the progress and compliance of the program. A copy of the Annual report will be posted on the Stormwater website for public comment. The public will be allowed to review the report and file comments with the City.

Legal Authority-Ohio Revised Code 121

Schedule Draft Annual Report 2014-2019
 Receive Public Comment 2014-2019
 Submit Annual Report to Ohio EPA 2014-2019

Provide Stormwater Information through the City website

A website for the Stormwater Department has been developed. The website includes information on the Stormwater Utility. Part of the website includes the Stormwater Management Plan and individual pages on specific stormwater projects. Information is posted on the site for public comment as required.

Legal Authority-NA
Goal-1300 website hits per year
Schedule Update website 2015
 Ongoing maintenance of website.

Submit Ordinance Changes to Stakeholders for Comment

Prior to submitting stormwater ordinance changes to Lancaster City Council, copies will be submitted to program stakeholders, including developers, department heads, contractors and interested parties for public comment. Changes will also be posted on the City website for comment.

Legal Authority-NA
Goal-Distribute proposed changes
Schedule-As needed

The Stormwater Manager is responsible for the implementation of the public participation in conjunction with the stormwater staff and the Clerk of City Council. Annually the Manager will evaluate program to determine if the goals have been met and report in the annual report.

Illicit Discharge Detection and Elimination

To implement a program for Illicit Discharge Detection and Elimination, the City of Lancaster will perform the following activities:

- Enforce program to detect and eliminate illicit discharges
- Update the sewer map
- Investigate Home Sewage Systems discharging to system
- Work with local wastewater authorities to evaluate future installation of sewers
- Inform public of hazards associated with illegal discharges

These activities are described below:

Enforce program to detect and eliminate illicit discharges

An Illicit Discharge Elimination program was developed under the previous permit. The program continues with semi-annual inspections of critical outlets and five year inspections of all outlet. New outlets identified in the five year inventory will be added to the map. Once the discharge source is identified, the drainage ordinance will be implemented.

Legal Authority-Lancaster Codified Ordinance 913.06

Goal-Evaluate 25% of the discharge locations per year

Schedule

- Evaluate Discharges on Baldwin Run and Lateral C&D 2015
- Evaluate Discharges on Ewing Run 2016
- Evaluate Discharges on Pleasant and Fetter Run 2017
- Evaluate Discharges on Hunter and Tarhe Run 2018
- Evaluate Discharges on Hocking Mainstem and Lateral A&B 2019
- Enforcement Action based on evaluations 2014-2019

Update the sewer map

An AutoCAD map of the sewer system currently exists. This map is updated based on as-built plans as necessary. In order to coordinate sewer information with other Geographic Information, the sewer map was also created as a GIS map.

Legal Authority-Lancaster Codified Ordinance 913.01

Goal-Annual update of map to show all sewer lines

Schedule Update Map as changes occur 2014-2019

Develop and implement plan to identify home sewage treatment systems

The City will conduct an audit of unsewered properties. The plan will include cross references with the stormwater billing system to determine stormwater accounts without sewer service, investigation into the type of sewage system on the property, mapping of locations of these systems, field inspections to determine the outfall location. A map of such systems will be prepared. If failing systems are encountered, the property will be referred to the local Health Department or Ohio EPA as appropriate.

Legal Authority-Unknown the legal authority for home sewage systems rests with the Health Department and the Ohio EPA

Goal-Identify all occupied properties with HSTS

Schedule Map potential properties based on billing system 2016

Investigate discharge locations 2017

Finalize map 2017

Refer failing systems to Health Department 2014-2019

Work with local wastewater agencies to evaluate future sewer extensions

Stormwater and Water Pollution Control operate as an integrated program to implement water pollution control and water quality improvement projects. Jointly the programs in conjunction with the Division of Water, have developed a Master Plan for water and sewer extensions to provide services for development and areas identified without service. The Master Plan has been incorporated into the Long Term Control Plan for Combined Sewer.

Legal Authority-LCO 912

Goal-Implement the Long Term Control Plan

Schedule-as identified or required by the compliance schedule.

Inform public of hazards associated with illegal discharges

The public will be informed of the hazard of illegal discharges through program brochures developed in conjunction with the public education program. In addition, inlet and manhole castings will be replaced with new castings that incorporate anti-dumping markings. All new infrastructure installations will be specified with these castings.

Legal Authority-NA

Goal-15,000 brochures annually

Schedule-Annually 2014-2019

The Stormwater Manager is responsible for the implementation of the illicit discharge program in conjunction with the stormwater staff and the Superintendent of Water

Pollution Control. Annually the Manager will evaluate program to determine if the goals have been met and report in the annual report.

Construction Site Stormwater Runoff

A program to address construction site stormwater runoff will be implemented. The program will include the following activities

- Revision of Erosion and Sediment Control Ordinance
- Site plan reviews
- Complaint Investigation
- Site Inspection

These activities are described below:

Revision of Erosion and Sediment Control Ordinance

An ordinance has been developed to require erosion and sediment control on construction sites including redevelopment sites. The ordinance includes enforcement actions for violations.

- Legal Authority-Lancaster Codified Ordinance 919
- Goal-Development of Erosion and Sediment Control Ordinance
- Schedule Completed

Site plan reviews

A procedure for site plan reviews that incorporate erosion and sediment control has been developed as required by the erosion and sediment control ordinance. Site plans are reviewed in conjunction with subdivision plat approval, zoning approval or building plan approval. In the case of new subdivision, construction plans are reviewed as part of the platting process. For new commercial facilities, site plans are reviewed as part of the zoning review for the building permit. For new residential construction, the initial erosion and sediment control is reviewed with the subdivision. Individual lots are reviewed during the building permit process and site specific erosion and sediment control requirements are developed.

- Legal Authority-Lancaster Codified Ordinance 919.15 and 1109.04
- Goal-Review 100% of site plans for compliance with erosion and sediment control
- Schedule Review of subdivision plans 2014-2019
- Review of site plans for zoning permits 2014-2019
- Review of Plot and Grading plans for building plans 2014-2019

Complaint Investigation

Stormwater construction complaints are directed to the stormwater management program for investigation and correction. The complaint is documented and sent to the stormwater inspector for review. The stormwater inspector will make contact with the contractor and the developer for corrective action. If action is not taken, then the complaint is referred for enforcement under the erosion and sediment control ordinance.

Legal Authority-Lancaster Codified Ordinance 919.16

Goal-Review 100% of complaints received

Schedule Investigate Complaints 2014-2019

Site Inspection

Construction sites will be inspected on a weekly basis and after significant rainfall events by the stormwater inspector for compliance with the approved stormwater management plan. An inspection report will be completed and sent to the appropriate project official for their use. Failure to comply with the approved stormwater management plan will result in enforcement action under the Erosion and Sediment Control Ordinance.

Legal Authority-Lancaster Codified Ordinance 919.16

Goal-Complete Weekly inspections of construction sites

Schedule Perform Weekly Inspections 2014-2019

Send Inspection Reports to Developer or Designee-2014-2019

Take Enforcement Action for Non-conformance-2014-2019

The Stormwater Manager is responsible for the implementation of the construction stormwater management program in conjunction with the stormwater staff. Annually the Manager will evaluate program to determine if the goals have been met and report in the annual report.

Post Construction Stormwater Management

A program to address post construction site management will be implemented. The program will include the following activities

- Erosion and Sediment Control Ordinance
- Protection of Stream Corridors through Flood Damage Prevention Ordinance
- Establishment of Green Space through Public Sites and Open Spaces Ordinance
- Site plan reviews
- Complaint Investigation
- Site Inspection.

These activities are described below:

Revision of Erosion and Sediment Control Ordinance

An ordinance was developed to require post construction stormwater management in developments including redevelopment sites. The ordinance includes enforcement actions for violations.

- Legal Authority-Lancaster Codified Ordinance 919
- Goal-Development of Erosion and Sediment Control Ordinance
- Schedule Completed

Protection of Stream Corridors through Flood Damage Prevention Ordinance

The City of Lancaster protects stream corridors through the enforcement of the Flood Damage Prevention Ordinance. This ordinance prohibits development in the FEMA regulated floodway without extensive study. In addition, development within the flood fringe is prohibited without a development permit. As part of the development permit, the project is reviewed for erosion and sediment control.

- Legal Authority-Lancaster Codified Ordinance 1331
- Goal-Require development permits for all sites within the FEMA regulated areas
- Schedule Enforcement of Ordinance 2014-2019
- Review Development permits 2014-2019
- Inspect Construction 2014-2019

Establish Green Space through the Public Sites and Open Space Ordinance

The City of Lancaster has established a program to acquire green space through the Public Sites and Open Spaces ordinance. This ordinance requires that developers of residential properties set aside green space or pay into a fund to purchase green space. The amount of green space to be set aside is determined by the population of the proposed development. The Public Sites and Open Space ordinance is enforced as part of

the platting or building permit process. Actual management of the Public Sites and Open Space fund is the responsibility of the Lancaster Park Board.

Legal Authority-Lancaster Codified Ordinance 1109.12
Goal-Establish funding for 0.005 acres of land per new person
Schedule Enforcement of Ordinance 2014-2019
Review of proposed green space 2014-2019
Collection of fees 2014-2019

Site plan reviews

A procedure for site plan reviews of post construction stormwater management has been developed as required by the City of Lancaster subdivision regulations and the erosion and sediment control ordinance. Site plans are reviewed in conjunction with subdivision plat approval, zoning approval or building plan approval. In the case of a new subdivision, construction plans are reviewed as part of the platting process. For new commercial facilities, site plans are reviewed as part of the zoning review for the building permit.

Legal Authority-Lancaster Codified Ordinance 919.15, 1105 and 1109.05
Goal-Review 100% of site plans for compliance with erosion and sediment control
Schedule Review of subdivision plans 2014-2019
Review of site plans for zoning permits 2014-2019

Complaint Investigation

Stormwater management complaints are directed to the stormwater management program for investigation and correction. The complaint is documented and sent to the stormwater inspector for review. The stormwater inspector will make contact with the contractor and the developer for corrective action. If action is not taken, then the complaint is referred for enforcement under the erosion and sediment control ordinance.

Legal Authority-Lancaster Codified Ordinance 919.16
Goal-Review 100% of complaints received
Schedule Investigate Complaints 2014-2019

Site Inspection

Post construction stormwater management facilities are inspected on an annual basis for compliance with the approved stormwater management plans. An inspection report will be completed and sent to the appropriate project official for their use. Failure to comply with the approved stormwater management plan will result in enforcement action under the Erosion and Sediment Control Ordinance.

Legal Authority-Lancaster Codified Ordinance 919.16
Goal-Complete Annual Inspections on Identified Post Construction Facilities
Schedule Perform Annual Inspections 2014-2019
Send Inspection Reports to Responsible parties-2014-2019
Take Enforcement Action for Non-conformance-2014-2019

The Stormwater Manager is responsible for the implementation of the post construction stormwater management in conjunction with the stormwater staff. Annually the Manager will evaluate program to determine if the goals have been met and report in the annual report.

Pollution Prevention for Municipal Operations

The City of Lancaster will develop a pollution prevention program for municipal operations to reduce the impact on stormwater discharges. The program will include the following items:

- Development of Site Specific Stormwater Pollution Prevention Plans
- Employee Training
- Maintenance of Municipal Owned BMP's
- Operation and Maintenance of the Stormwater Management System

Site Specific Stormwater Pollution Prevention Plans

A stormwater pollution prevention plan (SWPPP) has been developed for each property under the control of the City of Lancaster that are not required to obtain an Industrial Stormwater Permit and included in this permit. The SWPPP includes an evaluation of stormwater pollution sources on the property as well as steps to eliminate or minimize stormwater pollution. The plan will also includes requirements for reporting, recordkeeping and employee training. Stormwater discharges related to the Lawrence Street Wastewater Treatment Plant and the Stonewall Cemetery Landfill are permitted under individual NPDES permits and are the only City owned properties that require an individual NPDES permit. (Note: Parks and Open Spaces are under the jurisdiction of the Lancaster Board of Parks which is an independent government agency.)

Legal Authority-NA
Goal-Implement SWPPP
Schedule Install canopy for fuel depot December 2017

Employee Training

Employees in each applicable department will receive annual training on stormwater pollution reduction. Training will be provided by the identified source and will include training materials available from federal, state and local agencies.

Legal Authority-NA

Goal-Annual Training for each City Department based on SWPPP

Schedule Annual Training by each department 2014-2019

Maintenance of Municipal Owned BMP's

Several Municipal properties have post construction stormwater management BMP's. These facilities require normal inspection and maintenance. Municipal post construction facilities are handled under the construction and post construction program. The City will provide an annual inspection and correction report to the responsible department for action.

Legal Authority-Lancaster Codified Ordinance 919.16

Goal-Complete Annual Inspections on Identified Post Construction Facilities

Schedule Perform Annual Inspections 2014-2019

Send Inspection Reports to Responsible parties-2014-2019

Take Enforcement Action for Non-conformance-2014-2019

Operation and Maintenance of Stormwater Management System

Proper operation and maintenance of the stormwater management system reduces the risk of water quality problems. Operation and maintenance of the MS4 is primarily the responsibility of the Lancaster Department of Transportation (LDOT). Normal operation and maintenance duties include: street sweeping, inlet cleaning, sewer line cleaning, ditch maintenance and pump station management. LDOT is also responsible for identifying capital repairs and assisting in repair work.

Legal Authority-ORC 715.40

Goal-Allocate 5,000 man-hours for stormwater management system maintenance

Schedule On-going operation and maintenance 2014-2019

The Stormwater Manager is responsible for the implementation of the good housekeeping program in conjunction with the stormwater staff and the Superintendent of Transportation. Annually the Manager will evaluate program to determine if the goals have been met and report in the annual report.