

**CITY of LANCASTER**



**STORM WATER  
MANAGEMENT PLAN (SWMP)**

March 2022

## **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 April 1, 2020 is 40,552 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 to the Hocking River north of the City.

In December 2002, the Ohio Environmental Protection Agency (OEPA), 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 OEPA 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 4GQ00023\*AG for coverage under the General Permit OHQ000002 on June 5, 2009.

The General Permit renewal OHQ000004 was issued by the OEPA on April 1, 2021. This permit required that all MS4 communities submit a new Notice of Intent for Coverage within 90 days of notification from the OEPA and to submit an updated Storm Water Management Plan (SWMP) by April 1, 2022. The City of Lancaster was granted coverage under permit 4GQ00023CG on June 22, 2021.

The SWMP must meet the requirements of Ohio Administrative Code 3745-39-03(C). This SWMP 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:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff
5. Post-Construction Stormwater Management
6. Pollution Prevention for Municipal Operations

## **System Description**

The City of Lancaster maintains approximately 177.23 miles of roadway (excluding State and Federal Routes), 100 culverts, 485,266 feet of storm sewer, and 48,216 feet of

combined sewer as of September 2021. The combined sewer system and discharges are covered under NPDES permit 4PD00001\*ND 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, an AutoCAD 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. Our current GIS map of the City's sewer system can be provided upon request.

## **1. 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:

- A. Stormwater education programs
- B. Provide annual stormwater information brochure
- C. Provide stormwater information through the City website
- D. Encourage special cleanup efforts by local groups
- E. Provide stormwater information to contractors

These programs are described in the following sections.

### **A. 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 (LCO) 918.13(a)
- Goal: 100% school participation with 15% of the students receiving education per year.
- Schedule: Annual reporting of schools with educational credits

## **B. Provide 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. Each annual brochure will feature a different stormwater theme, and at least one brochure during the permit period will target animal waste, which is a source of E. coli within the Hocking River. The major source of E. coli within the City is the combined sewer system, which is not part of this permit and is being addressed by the City's Long Term Control Plan (LTCP).

- Legal Authority: N/A
- Goal: Distribute 15,000 brochures annually
- Schedule: Annual mailing of brochure in utility bill

## **C. 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, and program links.

- Legal Authority: N/A
- Goal: Have 1,000 unique visitors view the Stormwater Department page per year
- Schedule: Update and provide ongoing maintenance of website.

## **D. 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, bike path cleanups, and special event cleanups. Special event cleanups, if/when they occur, will be promoted on the Stormwater website.

- Legal Authority: LCO 918.13(d)
- Goal: Conduct a minimum of three (3) special cleanups per year
- Schedule: Annually coordinate with groups on annual cleanups and post information on City website

## **E. 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 annually to all contractor who have an

active registration with the City through the Certified Building Department, which is a requirement to do any work within the City of Lancaster.

- Legal Authority: N/A
- Goal: Distribute 200 brochures to registered private contractors
- Schedule: Annually

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

## **2. Public Involvement and Participation**

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

- A. Participate in Fairfield County Regional Planning Stormwater Advisory and Educational Subcommittee
- B. Comply with public notice requirements
- C. Post Draft SWMP on City website for public comment
- D. Post Annual Report on City website
- E. Provide stormwater information through the City website
- F. Distribute ordinance changes to stakeholders for comment

These programs are described in the following sections.

### **A. Participate in Fairfield County Regional Planning Stormwater Advisory and Educational Subcommittee**

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

- Legal Authority: N/A
- Goal: Participate in annual meeting
- Schedule: Annual meeting as set by Committee Chairman

### **B. Comply with Public Notice Requirements**

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

- Legal Authority: ORC Chapter 121
- Goal: Post public notices when required
- Schedule: As needed

**C. Post Draft SWMP on City Website for Public Comment**

As part of the development of the SWMP, the Stormwater Manager will post the draft SWMP on the City website for public review and comment.

- Legal Authority: N/A
- Goal: Post draft SWMP on City website for 30 day public comment period before submission to OEPA
- Schedule: Post on website and provide public announcement of draft plan on or before February 28, 2022.

**D. Post Annual Report on the City Website**

As part of the NPDES permit, the City of Lancaster is required to file an annual report with the OEPA on the progress and compliance of the program. When this report is completed and send to OEPA, the City will also post a copy of the report on the City website for the public to view.

- Legal Authority: ORC Chapter 121
- Goal: Post Annual Report to City website along with submission to OEPA
- Schedule: Annually in April

**E. 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 SWMP and individual pages on specific stormwater projects. The website also includes information on the LTCP, which is implemented through a partnership between the Stormwater and Water Pollution Control Departments. The LTCP aims to reduce combined sewer overflows, which is a major source of E. coli within the City of Lancaster, although the combined sewer system is not covered by this permit. Information related to the Stormwater Utility, SWMP, individual stormwater or combined sewer projects, and the LTCP is posted on the site for public comment as required.

- Legal Authority: N/A
- Goal: Have 1,000 unique visitors view the Stormwater Department page per year
- Schedule: Update and provide ongoing maintenance of website.

## **F. Distribute 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: N/A
- Goal: Distribute proposed stormwater ordinance changes prior to City Council submission
- Schedule: As needed

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

## **3. Illicit Discharge Detection and Elimination**

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

- A. Enforce program to detect and eliminate illicit discharges
- B. Update the City sewer map
- C. Develop plan to identify home sewage treatment systems (HSTSs)
- D. Work with local wastewater authorities to evaluate future sewers extensions
- E. Inform public of hazards associated with illegal discharges
- F. Inform OEPA of illicit discharges from sanitary sewers or cross connections
- G. Annual employee training for illicit discharge detection and elimination

These activities are described in the following sections.

### **A. Enforce Program to Detect and Eliminate Illicit Discharges**

An Illicit Discharge Detection and Elimination program was developed under the previous permit. The program continues with semi-annual inspections of critical outlets and five year inspections of all outlets. New outlets identified in the five year inventory will be added to the map. If a discharge source is identified as illicit, the enforcement actions identified in City ordinance will be implemented.

- Legal Authority: LCO 913.06
- Goal: Inspect all outlets at least once within the 5 year permit period and all high risk outlets at least twice per year
- Schedule:
  - 2021 - Evaluate Discharges on Ewing Run
  - 2022 - Evaluate Discharges on Pleasant Run and Tarhe Run
  - 2023 - Evaluate Discharges on Hunter Run and Laterals A&B
  - 2024 - Evaluate Discharges on Hocking River and Laterals C&D
  - 2025 - Evaluate Discharges on Baldwin Run and Fetters Run
  - 2026 - Evaluate Discharges on Ewing Run
  - 2021-2026 – Evaluate all high risk outlets twice per year

#### **B. Update the City Sewer Map**

The City currently maintains a map of the City’s sewer system on GIS. This map is maintained by the Stormwater Department and updated as necessary based on changes made to the system. The GIS map includes details of the MS4 system.

- Legal Authority: LCO 913.01
- Goal: Update GIS sewer system map
- Schedule: As needed

#### **C. Maintain List and Map of Home Sewage Treatment Systems (HSTSs)**

The City of Lancaster possesses a list and accompanying map of all occupied properties within the corporation limits that are not connected into the sanitary sewer system and instead possess an HSTS. Previous investigations have not identified any HSTSs that are connected to the MS4 system. If failing HSTSs are ever encountered, the property will be referred to the local Health Department or OEPA as appropriate. The City will maintain this list/map and update it whenever necessary.

- Legal Authority: Unknown. The legal authority for home sewage systems rests with the Health Department and the OEPA
- Goal: Maintain list/map of HSTSs within City of Lancaster corporation limits
- Schedule: As needed; City will audit list in 2022 to ensure it is accurate and up-to-date

#### **D. Work with Local Wastewater Authorities to Evaluate Future Sewer Extensions**

The City of Lancaster Stormwater and Water Pollution Control Departments 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 LTCP for combined sewers.

- Legal Authority: LCO Chapter 912
- Goal: Implement the LTCP and Master Plan
- Schedule: As identified or required by the compliance schedule

**E. 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, when old inlets are replaced as part of City projects, the new inlets will have castings that incorporate anti-dumping markings. All new infrastructure installations will be specified with these castings.

- Legal Authority: N/A
- Goal: Distribute 15,000 brochures annually; utilize anti-dumping markings on newly constructed inlets
- Schedule: Annual mailing of brochure in utility bill

**F. Inform OEPA of Illicit Discharges from Sanitary Sewers or Cross Connections**

In accordance with the permit, the City will notify the OEPA of illicit discharges from illicit sanitary cross connections or leaking or broken sanitary sewer lines actively contributing sewage to the MS4 system (not including the combined sewer system). Notification shall include the location, general description, date, and approximate time the discharge was discovered. Notification shall be made within 24 hours of the discovery.

- Legal Authority: NPDES permit
- Goal: Notify OEPA of any illicit discharges within 24 hours of discovery
- Schedule: As needed

**G. Annual Employee Training for Illicit Discharge Detection and Elimination**

Applicable City employees will receive training in illicit discharge detection and elimination as part of the annual employee training session.

- Legal Authority: N/A
- Goal: Develop a training program for illicit discharge detection and elimination and provide training for applicable City departments
- Schedule: Develop training program in 2022, then perform training annually thereafter

The Stormwater Manager is responsible for the implementation of the illicit discharge program in conjunction with the stormwater staff and the Superintendent of the Water Pollution Control Department. Annually the Stormwater Manager will evaluate program to determine if the goals have been met and report in the annual report.

## **4. Construction Site Stormwater Runoff**

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

- A. Development of an erosion and sediment control ordinance
- B. Site plan reviews
- C. Complaint investigation
- D. Site inspection

These activities are described in the following sections.

### **A. Development of an 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: LCO Chapter 919
- Goal: Development of erosion and sediment control ordinance
- Schedule: Completed

### **B. 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 subdivisions, 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: LCO 919.15 and 1109.04
- Goal: Review 100% of site plans for compliance with erosion and sediment control requirements
- Schedule: As needed

### **C. 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 contact 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: LCO 919.16
- Goal: Review and investigate 100% of complaints received
- Schedule: As needed

**D. Site Inspection**

Construction sites will be inspected monthly and after significant rainfall events by the stormwater inspector for compliance with the City's requirements. An inspection report will be completed and sent to the appropriate project official for their use. Failure to comply with City requirements will result in enforcement action under the erosion and sediment control ordinance.

- Legal Authority: LCO 919.16
- Goal: Perform continual inspections of construction sites
- Schedule: Monthly

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

## **5. Post-Construction Stormwater Management**

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

- A. Development of a post-construction stormwater management ordinance
- B. Protection of stream corridors through flood damage prevention ordinance
- C. Establish green space through the public sites and open space ordinance
- D. Site plan reviews
- E. Complaint investigation
- F. Site inspection
- G. Long term operation and maintenance (O&M) plans/agreements

These activities are described in the following sections.

**A. Development of an Erosion and Sediment Control Ordinance**

An ordinance has been developed to require post-construction stormwater management facilities on most construction sites, including redevelopment sites. The ordinance includes enforcement actions for violations.

- Legal Authority: LCO Chapter 919
- Goal: Development of post-construction stormwater management ordinance
- Schedule: Completed

**B. 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: LCO Chapter 1331
- Goal: Require development permits for all sites within the FEMA regulated areas
- Schedule: As needed

**C. 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 space ordinance. This ordinance requires that developers of residential properties set aside green space or pay into a fund to purchase future 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: LCO 1109.12
- Goal: Establish green space for new residential developments within City
- Schedule: As needed

**D. 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: LCO 919.15, Chapter 1105, and 1109.05
- Goal: Review 100% of site plans for compliance with post-construction stormwater management requirements
- Schedule: As needed

### **E. Complaint Investigation**

Complaints related to post-construction stormwater management 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 contact 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: LCO 919.16
- Goal: Review and investigate 100% of complaints received
- Schedule: As needed

### **F. Site Inspection**

Post-construction stormwater management facilities are inspected on an annual basis for compliance with the City's requirements. An inspection report will be completed and sent to the owner of the facility 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: LCO 919.16
- Goal: Perform inspections of post-construction facilities
- Schedule: Annually

### **G. Long Term Operation and Maintenance (O&M) Plans/Agreements**

The City ensures the O&M of post-construction stormwater management facilities through various methods. For all developments requiring a SWPPP, the developer must provide a Long Term O&M Plan for their post-construction facilities as part of the SWPPP that is reviewed and approved by the City prior to the start of construction. This Long Term O&M Plan identifies the entity responsible for the post-construction O&M and the regular measures they must take to ensure the post-construction facilities function as designed. For subdivisions, the entity that has ownership and maintenance responsibilities for post-construction stormwater management facilities is identified on the final plat. Maintenance of post-construction stormwater management facilities is also required by the City's erosion and sediment control ordinance. As noted in the previous section, post-construction stormwater management facilities are inspected annually by the City, and failure to comply with routine maintenance of the facility could subject the owner of the facility to enforcement action under the erosion and sediment control ordinance.

- Legal Authority: LCO 919.16 and 919.17
- Goal: Require all applicable sites to provide a plan addressing long-term O&M of their post-construction stormwater management facilities, and perform inspections of facilities to ensure proper O&M
- Schedule: Plans to be provided as needed, and inspections to be performed at least once annually

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

## **6. 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:

- A. Employee training
- B. Develop and maintain site specific Stormwater Pollution Prevention Plans (SWPPPs)
- C. Maintenance of municipal owned BMPs
- D. Operation and maintenance of the stormwater management system

These activities are described in the following sections.

### **A. Employee Training**

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

- Legal Authority: N/A
- Goal: Stormwater pollution reduction training for applicable City departments
- Schedule: Annually

### **B. Develop/Maintain Site Specific Stormwater Pollution Prevention Plans (SWPPPs)**

A stormwater pollution prevention plan (SWPPP) will be developed and/or maintained for each property under the control of the City of Lancaster that is not required to obtain an industrial stormwater permit and not included in this permit. The SWPPP will include an evaluation of stormwater pollution sources on the property as well as steps to eliminate or minimize stormwater pollution. The plan also will include requirements for reporting, recordkeeping, and employee training. Stormwater discharges related to the Lawrence Street Water Pollution Control

Facility, Upper Hocking Water Pollution Control Facility, 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: N/A
- Goal: Develop/maintain SWPPPs for all City properties, and ensure compliance with requirements of the SWPPP
- Schedule: Develop new SWPPP(s) in 2022; continually maintain existing SWPPPs as needed; continually comply with SWPPP as needed

### **C. Maintenance of Municipal Owned BMPs**

Several municipal properties have post-construction stormwater management BMPs. 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: LCO 919.16
- Goal: Perform inspections of post-construction facilities
- Schedule: Annually

### **D. 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. The City of Lancaster does not maintain uncovered salt piles and our brine facilities comply with barrier protection and secondary containment. LDOT ditch maintenance operations will comply with the permit requirement to stabilize soil within 2 days for operations within 50 feet of a surface water of the state and within 7 days for operations not within 50 feet of a surface water of the state. LDOT street sweeping operations occur a minimum of two times per year on all curbed streets. Debris captured during street sweeping operations is disposed at the City Transfer Station.

- Legal Authority: ORC 715.40
- Goal: Allocate 5,000 man-hours annually for stormwater management system maintenance
- Schedule: As needed

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

## **Stormwater Contact**

The stormwater management program is implemented and coordinated by the Stormwater Management Program under a management agreement between City Departments and Divisions. The contact for the program is:

Steven Wellstead, P.E.  
Stormwater Manager  
121 E. Chestnut Street  
Suite 100  
Lancaster OH 43130  
(740) 681-5070  
[swellstead@ci.lancaster.oh.us](mailto:swellstead@ci.lancaster.oh.us)