



**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**

<b>Small MS4 Annual Report for Year:</b> 2024		<b>Ohio EPA Facility Permit Number:</b> 4GQ00023*CG	
<b>Name of MS4:</b> CITY OF LANCASTER			
<b>Mailing Address:</b> 121 E. Chestnut St., Suite 100			
<b>City:</b> LANCASTER		<b>State:</b> OH	<b>Zip Code:</b> 43130
<b>Country:</b> USA		<b>County:</b> FAIRFIELD	
<b>Primary Contact:</b> Steven Wellstead		<b>Title:</b> Stormwater Manager	
<b>Email Address:</b> swellstead@ci.lancaster.oh.us		<b>Phone:</b> (740) 681-5070	<b>Fax:</b>

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:** 2024 City Organizational Chart with Additional Information (Complete).pdf

The Stormwater Manager, who has been Steven Wellstead since 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 departments include the Utilities Collection Department, Community Development (formerly Certified Building) Department, Water Pollution Control Department (WPCD), Environmental Engineering Department, 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.

<b>Applicant Name:</b> Steven Wellstead	<b>Title:</b> Stormwater Manager
<b>Signature:</b> Electronically submitted by 78911137	<b>Date:</b> Electronically submitted on 04/01/2025

**PUBLIC EDUCATION AND OUTREACH**

**Estimate Your Permit Area of Total Population: 41422**

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
Contractor Stormwater Information	Stormwater & Community Development (formerly Certified Building) Departments	Distribute 200 brochures annually	Keep pollutants from stormwater	Contractors	100.00	Yes

Summary of Results: A sediment and erosion control brochure was provided to 638 contractors in 2024.

Comments: The brochure was provided via email to all contractors who registered with the City's Community Development (formerly Certified Building) Department to do work in the City of Lancaster.

City Website	Stormwater Department	Obtain 1,000 website hits on the Stormwater Department page	Stormwater Information	General public	100.00	Yes
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Summary of Results: In 2024, the Stormwater Department page had 1,387 page views from 911 unique visitors

Comments:

Stormwater Brochure	Stormwater and Utilities Collection Department	Distribute 15,000 brochures to City utility customers	Stormwater Pollution Prevention for the Home	City utility customers	100.00	Yes
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Summary of Results: 19,200 brochures printed and sent out to City utility customers in April 2024

Comments:

Stormwater Education Program	Stormwater Department	100% school participation with 15% of the students receiving education per year	Prevent Stormwater Pollution	School students	100.00	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). All four schools have submitted their annual report to the City explaining the details and results of the program they provided in the 2023-2024 school year. In all cases except one, the schools exceeded the goal stated above of providing stormwater education to a minimum of 15% of their students. The only exception was the high school for the public school system, which provided stormwater education to only 13% of their students in the 2023-2024 school year. With that said, in all other eight schools within the City's public school system (one preschool, five elementary schools, and two junior high schools), the above reference goal was comfortably satisfied.

Comments: The City school system has been notified of their non-compliance with the above referenced goal with regards to their high school, and they have been informed that they need to keep an eye on this in the coming years and make changes if they are not able to come back into compliance.

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	100.00	Yes
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Summary of Results: Four (4) events held: tire collection event on 3/23/2024; Downtown Litter Clean-up Day on 4/20/2024; prescription pill takeback event on 4/27/2024; City bike path cleanup on 9/12/2024

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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Stormwater Education Program	Stormwater Department	100% school participation with 15% of students receiving education	Prevent Stormwater Pollution	School students	100.00	Spring and Fall 2025
Summary of Planned Activities: Schools provide their students with education program related to stormwater						
Comments:						
Stormwater Brochure	Stormwater & Utilities Collection Departments	Distribute 15,000 brochures to City utility customers	Stormwater Pollution Prevention for the Home	City utility customers	100.00	Summer or Fall 2025
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	100.00	Through out 2025
Summary of Planned Activities: Update and provide ongoing maintenance of website to ensure it has up-to-date information related to stormwater						
Comments:						
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	100.00	Through out 2025
Summary of Planned Activities: Multiple cleanup events will be held; specifics to be determined						
Comments:						
Contractor Stormwater Information	Stormwater & Community Development (formerly Certified Building) Department	Distribute 200 brochures to registered private contractors	Remove pollutants from Stormwater	Contractors	100.00	Through out 2025
Summary of Planned Activities: A brochure dealing with stormwater management from construction sites will be issued to all registered private contractors						
Comments:						
<b>PUBLIC INVOLVEMENT AND PARTICIPATION</b>						
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	1	Yes
Summary of Results: One city employee attended annual meeting held 11/7/2024						
Comments: The City's goal was for two employees to participate, but one planned attendee was unable to attend due to being on vacation at the time of the meeting.						

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 in 2024						
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
Summary of Results: None						
Comments: No ordinance changes were proposed in 2024						
Post Annual Report to City Website	Stormwater Department	Post Annual Report on City website upon completion	Work of Stormwater Program	General public	1	Yes
Summary of Results: Annual report for Year 2023 was posted on the City website in late March 2024, shortly after its submission to OEPA, for public viewing						
Comments: Number of people who viewed Annual Report through City website is unknown						
Stormwater Information on City Website	Stormwater Department	Have 1,000 website hits per year	Public Awareness	General public	911	Yes
Summary of Results: Pages for various information and projects created as needed; in 2024, the Stormwater Department page had 1,387 page views from 911 unique visitors						
Comments:						
<b>PUBLIC INVOLVEMENT AND PARTICIPATION</b>						
<i>Summarize activities you plan to undertake during the next reporting cycle.</i>						
BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Proposed Schedule
Public Notices	Stormwater Department	Post public notices when required	Public Awareness	General public	1	As needed
Summary of Planned Activities: Will comply with ORC 121 regarding public notices, as required						
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 2025
Summary of Planned Activities: Post 2024 Annual Report to City website along with submission to OEPA						
Comments:						
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 2025
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 2025
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Summary of Planned Activities: Attend annual meeting

Comments:

Post Draft SWMP on City Website for Public Comments	Stormwater Department	Post SWMP on City website for a 30 day comment period before submission to OEPA	Work of Stormwater Program	General public	1	Spring or summer 2025
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Summary of Planned Activities: Once SWMP is revised to address necessary changes required by OEPA as a result of its September 24, 2024 audit of the City of Lancaster Stormwater Program, the draft SWMP will be posted to the City's website for a 30 day comment period before it is finalized and submitted to OEPA.

Comments: OEPA conducted an audit of portions of the City's Stormwater Program on September 24, 2024 and issued its findings in a letter from Ms. Rahel Babb dated January 28, 2025. Based on OEPA's findings, changes to the City's SWMP will be required. Due to a high workload and an 18 day vacation for Stormwater Manager Steven Wellstead in the two months following receipt of the letter from Ms. Babb, these necessary edits to the SWMP have not yet occurred as of April 1, 2025. However, the City will work as quickly as possible in the subsequent weeks and months to address the necessary changes and hopefully have everything addressed by the summer of 2025.

**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 ( <a href="https://codelibrary.amlegal.com/codes/lancaster/latest/lancaster_oh/0-0-0-65655#JD_913">https://codelibrary.amlegal.com/codes/lancaster/latest/lancaster_oh/0-0-0-65655#JD_913</a> )	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
Storm Sewer System Map	Stormwater Department	Create and maintain GIS storm sewer system map	Yes	Map updated in 2024 as needed when changes to the sewer system were made	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
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HSTS Mapping and List	Stormwater Department	Maintain list and map of HSTSs within City of Lancaster corporation limits	Yes	City audited existing list in December 2023 and found that list needed to be expanded. City worked in 2024 to update list.	Yes
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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 2024.	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 outfalls at least once within the 5 year permit period, all high risk outfalls (5 in total) at least twice per year, and all medium risk outfalls (11 in total) at least once per year	Yes	756	76	4	1	1	Yes

Comments: Some outfalls did exhibit flows when screened in 2024. Some of 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. In two cases in 2024, an outfall which is checked once every 5 years was witnessed to have flow during a "dry-weather period," but in both cases no signs were found to indicate that these flows were illicit. Streams that were screened in 2024 included Pleasant Run (and various tributaries), Tarhe Run, and Hunter's Run.

The bi-annual screening of the City's five (5) high risk outfalls occurred twice during 2024, on April 9 and September 18. In the outfalls where discharge was observed, in all but one case the discharge consisted of only small trickles and showed no signs of being due to an illicit discharge. One of these five outfalls did exhibit non-insignificant flows during both 2024 screenings which warranted further investigation. In both cases the flow was tracked to a local industrial facility, Anchor Hocking. In one case, the discharge was due to a leaking potable water source that serves a water heater on site. This does not qualify as an illicit discharge, although that issue has been temporarily addressed by Anchor Hocking and is no longer leaking into the City's stormwater system. In the other case, the discharge was process water that is utilized to cool equipment used for glass molding, which would qualify as an illicit discharge. This process water had somehow backed up and overflowed into the City's stormwater system. Anchor Hocking has since fixed this issue internally to ensure any back-ups of this process water will overflow to the sanitary sewer instead of the storm sewer system.

In 2024 the City came to the realization that our IDDE plan required an annual screening of all medium risk outfalls, which is something the City has not been conducting in recent years. The City's IDDE plan identifies eleven (11) medium risk outfalls, and these outfalls were screened on April 23, 2024. Some of these outfalls did have discharge, but in all such cases 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: 2024 Annual Report Attachment - Schedule for Elimination of Illicit Connections.docx

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
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Annual IDDE Employee Training	Stormwater Department	Provide annual training for applicable City departments	No	The City developed an IDDE training presentation and provided training internally to Stormwater Department employees on December 21, 2023. Training was intended to be provided to a wider array of City employees throughout various departments in 2024, but this training never occurred. The City apologizes for this oversight and will take measures to ensure this training occurs as required in 2025.		No
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 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	No known illicit discharges from sanitary sewers or cross connections occurred in 2024, so no notifications to OEPA were necessary.		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	19,200 brochures distributed to the City utility customers in 2024; all newly constructed inlets utilized anti-dumping markings		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
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 Summer or Fall 2025; 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
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Comments:

IDDE Plan	Stormwater Department	Create and maintain IDDE plan	No updates to existing IDDE plan planned	As needed
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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 2025
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	As needed
Comments:				
Dry-Weather Screening of Outfalls	Stormwater Department	Inspect all outfalls at least once within the 5 year permit period, all high risk outfalls (5 total) at least twice per year, and all medium risk outfalls (11 total) at least once per year.	Screening will occur on Hunter's Run, the Hocking River, and Hocking River Laterals A, B, C, and D to cover all of the outfalls in the City that have not yet been screened during this current cycle; high risk outfalls will be screened twice throughout 2025; medium risk outfalls will be screened once during 2025.	Throughout 2025
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
Comments:				
Annual IDDE Employee Training	Stormwater Department	Provide annual training for applicable City departments	Provide annual training for applicable City departments	Training to be provided in late 2025.

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 ( <a href="https://codelibrary.amlegal.com/codes/lanca-ster/latest/overview">https://codelibrary.amlegal.com/codes/lanca-ster/latest/overview</a> )	Yes

Summary of Results or Activities: No changes to stormwater ordinance in 2024

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 ( <a href="https://codelibrary.amlegal.com/codes/lanca-ster/latest/overview">https://codelibrary.amlegal.com/codes/lanca-ster/latest/overview</a> )	Yes

Summary of Results or Activities: No ordinance changes occurred in 2024

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	77	77	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 and Environmental Engineering Department	Review 100% of site plans for compliance with erosion and sediment control requirements	Yes	41	41	Yes

Summary of Results or Activities: 41 total site plans reviewed: 2 public construction projects, 23 private development projects, and 16 new single family home plot and grading plans

Comments: A list of the site plans reviewed in 2024 has been attached at the conclusion of this report.

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	637	21	Yes

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

Comments: All inspections are performed by the Stormwater Department, specifically Stormwater Inspector James Pate. In any cases where the Stormwater Inspector were to have an extended absence and inspections of construction sites are necessary during his absence, those inspections would be performed by the Stormwater Manager Steven Wellstead.

Upload File Name(s) for Applicable Sites: 2024 Annual Report Attachment - Active Construction Sites Map & Informaton (Complete).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	3	1	Yes

Summary of Results or Activities: 3 violation letters were issued during 2024, all of which pertained to the same property (1630 Wheeling Rd., Lancaster, OH 43130). The last of these three letters included a Stop Work Order (issued July 29, 2024) due to continued non-compliance. We have not had any issues with the property since this Stop Work Order was issued.

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
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Complaint Process	Stormwater Department	Review and investigate 100% of complaints received	Review and investigate 100% of complaints received	As needed
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
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
Comments:				
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
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
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 ( <a href="https://codelibrary.amlegal.com/codes/lanca ster/latest/overview">https://codelibrary.amlegal.com/codes/lanca ster/latest/overview</a> )	Yes

Summary of Results or Activities: No changes to post-construction stormwater management ordinance in 2024

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 2024

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	10	10	Yes

Summary of Results or Activities: 10 total site plans reviewed for post-construction stormwater management: 0 public construction projects and 10 private development projects

Comments:

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	159	159	13	Yes

Summary of Results or Activities: All existing post-construction stormwater management facilities as of the end of 2023 were inspected in early 2024.

Comments: All inspections are performed by the Stormwater Department, specifically Stormwater Inspector James Pate.

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 were issued in 2024, but there is still one pending issue that relates to violation letters issued in 2021 and 2022. This violation pertained to a single family residence that was not adequately maintaining a detention basin for which they have responsibility. The property owner did taken some actions in 2022 in a partial attempt to rectify the issue, but no further actions were taken by the property owner in 2023 or 2024, and there are still pending issues that need to be addressed. The City, however, is continuing to monitor the situation. Access to the area where improvements need to be made is very restricted, which hampers the City's ability to take enforcement action without major disturbance to nearby areas and residents. With that being said, the City has acquired an access easement through an adjacent property that is, as of early 2025, under construction for an apartment complex, and this development will enable us much easier access to the site and give the City to ability to take an necessary enforcement actions with minimal disruptions. Our hopes is to have this issue resolved in 2025.

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	10	10	Yes

Summary of Results or Activities: 10 total projects, all private development projects, required long-term O&M plans, and all projects provided their plan

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective
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

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:

Protection of Stream Corridors through Flood Damage Prevention Ordinance	Stormwater and Community Development (formerly Certified Building) Departments	Require development permits for all sites within the FEMA regulated areas	Yes	N/A	N/A	Yes
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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 Community Development (formerly Certified Building) Department

**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:

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
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Comments:

Protection of Stream Corridors through Flood Damage Prevention Ordinance	Stormwater and Community Development (formerly Certified Building) 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
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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
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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
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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 2025
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Comments:

Enforcement Procedures	Stormwater Department	Issue violation letters and/or enforcement actions as needed	Issue violation letters and/or enforcement actions as needed	As needed
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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
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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
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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	37	Yes

Summary of Activity: Training held on November 18, 2024 and attended by 37 City employees across various City departments.

Comments:

BMP (mechanism)	List of Municipal Facilities Subject to Program	O&M Procedures Developed?	# of Inspections Performed	Frequency of Inspections
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Municipal Facilities	The City of Lancaster owns/controls two wastewater treatment plants, three service yards, several vehicle maintenance facilities (the full extent of which is to be investigated), one impound lot, one composting facility, one solid waste transfer station, various cemeteries and parks (the full extent of which is to be investigated), and three municipal parking lots which are subject to the program. Various of these aforementioned facilities have existing SWP3's, but those SWP3's are outdated. Various other of these facilities do not have an existing SWP3. The City will be working in 2025 to update and/or create SWP3's for all aforementioned facilities that comply with OEPA requirements.		No	0	During the course of the preparation for and conducting of the September 24, 2024 OEPA audit of the City of Lancaster's stormwater program, it was determined that many, if not all, of the City facilities subject to the program were not conducting their necessary inspections. Furthermore, it was noted that the existing SWP3's for the various City facilities were outdated, and even further that certain City facilities which required a SWP3 did not have one in place. As noted above, the City will be working in 2025 to update and/or create SWP3's for all aforementioned facilities so that they comply with OEPA requirements and address the comments issued in the letter with the findings from the September 24, 2024 audit written by Ms. Rahel Babb and dated January 28, 2025.
BMP (mechanism)	Summarize Maintenance Activities and Schedules		Summarize Activities Performed		
MS4 Maintenance	The hours devoted to various maintenance activities in 2024 has been documented in the attached document titled "2024 Annual Report Attachment."		Maintenance activities include basin repairs, sinkhole repairs, street sweeping, street sweeping disposal, grate cleaning, vactor work, ditching, storm pipe repair/construction, dam maintenance, wetland inspection & maintenance, and pump station maintenance.		
BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed			
Disposal of Wastes	Yes	717.95 tons of waste disposed from street sweepings in 2024. Disposal summary is included in the attached document titled "2024 Annual Report Attachment."			
BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage		
Road Salt	Yes	848 Tons	When appropriate, roads are pre-treated with beet sugar brine.		
BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage		
Pesticide & Herbicide Usage	Yes	1860 Gallons	City-wide, 110 gallons of pesticide were used and 1760 gallons of herbicide were used.  All of pesticides were used for mosquito spraying, and vast majority of herbicides (~94%) were used for roadside treatment.		

BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage
Fertilizer Usage	Yes	0 Pounds	Fertilizer is limited to seeding and mulching per ODOT standards, if needed. No fertilizer utilized in 2024.
BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed	
Street Sweeping	Yes	717.95 tons of waste disposed from street sweepings in 2024. Disposal summary is included in the attached document titled "2024 Annual Report Attachment."	
BMP (mechanism)	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality		
Flood Management Projects	None assessed		
BMP (mechanism)	Summary		

No records found

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
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 2025
Comments:				
MS4 Maintenance	LDOT	Allocate 5,000 man-hours annually for stormwater management system maintenance	Perform stormwater management system maintenance	Throughout 2025
Comments:				
Pesticide & Herbicide Usage	Various City departments	N/A	Apply pesticides & herbicides as needed	Throughout 2025
Comments: Use is primarily for mosquito spraying and roadside treatment				
Fertilizer Usage	Various City departments	N/A	Apply fertilizer as needed	Throughout 2025
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 2025
Comments:				
Flood Management Projects	Stormwater Department	Assess any proposed flood management projects for impacts on water quality	No flood management projects planned in 2025	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 2025
Comments:				

Municipal Facilities	Various City Departments	Develop/revise SWPPPs for all City properties, and ensure compliance with requirement of the SWPPP	Revise/develop SWPPPs for all necessary City facilities, and ensure all such facilities are conducting their required annual inspections.	Throughout 2025
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Comments: As discussed earlier in the report, as a result of the September 24, 2024 audit of the City's stormwater program conducted by OEPA, it was determined that the City facilities with existing SWPPPs were outdated and that various facilities that required SWPPPs did not have any. Based on the feedback received from OEPA in a January 28, 2025 letter from Ms. Rahel Babb, the City will be working in the coming months throughout 2025 to develop/revise the SWPPPs for all necessary City facilities to ensure they comply with OEPA requirements.

Road Salt	Various City departments	N/A	Utilize road salt as necessary	Throughout 2025
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Comments: When appropriate, public roads are pretreated with beet sugar brine to minimize salt usage

**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.*

No changes to the SWMP, identified BMPs, and/or identified measurable goals have been made to the program in 2024.

In any cases where the City failed to satisfy a measurable goal for a given BMP, an explanation for the failure was given above in the applicable BMP section.

As a follow-up to the September 24, 2024 audit they conducted on the City's stormwater program, OEPA issued a letter from Ms. Rahel Babb dated January 28, 2025 which outlined various changes that needed to be made to the City's SWMP. The City will work as quickly as possible throughout 2025 to update the SWMP as needed to address all the issues identified in the Ms. Babb letter.

**VARIANCES GRANTED (IF ANY)**

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

None

**ADDITIONAL INFORMATION**

*Please add any additional comments or attachments below.*

An attachment has been included to address training opportunities associated with the plan review and inspection staff.

An attachment has been included to identify the list of all project plan reviews that occurred during 2024.

Additional Information attachment(s): [2024 Annual Report Attachment.xls](#), [2024 Staff Training Opportunities Information \(Complete\).pdf](#), [2024 Project Plan Review List.pdf](#)

# CITIZENS OF LANCASTER

TREASURER

LAW  
DIRECTOR

MUNICIPAL  
JUDGES

MAYOR

CLERK OF  
COURT

AUDITOR

CITY  
COUNCIL

PRESIDENT  
OF COUNCIL

PROSECUTORS

*ELECTED OFFICIALS*

CLERK OF  
COUNCIL

PARK BOARD

INCOME TAX

SERVICE  
SAFETY  
DIRECTOR  
(HR)

ECONOMIC  
DEVELOPMENT

*GENERAL FUND DEPARTMENTS*

PARKS &  
RECREATION

ENGINEERING

FIRE  
DEPARTMENT

POLICE  
DEPARTMENT

CODE  
ENFORCEMENT

IT-TELECOM  
GIS

COMMUNITY  
DEVELOPMENT  
(★)

TRANSPORTATION  
(Cemetery)

★Building,  
Planning and  
Housing

WATER  
POLLUTION  
CONTROL

WATER

SANITATION

STORM  
WATER

MUNICIPAL  
GAS

UTILITIES  
COLLECTION

*ENTERPRISE FUND DEPARTMENTS*

**City Organizational Chart**  
**Additional Information**

Ultimate responsibility for ensuring the City's six Minimum Control Measures (MCM) are followed lies with the following department and individual:

Stormwater Department  
Steven Wellstead, P.E.  
Stormwater Manager  
[swellstead@ci.lancaster.oh.us](mailto:swellstead@ci.lancaster.oh.us)  
740-681-5070 EXT 1311

The Stormwater Department contains three other staff members, all of whom work directly under the Stormwater Manager and assist in the implementation of various BMPs. These staff members are as follows:

Ryan Shonk, P.E.  
Stormwater Engineer  
[rshonk@ci.lancaster.oh.us](mailto:rshonk@ci.lancaster.oh.us)  
740-681-5070 EXT 1313

James Pate  
Stormwater Inspector  
[jpate@ci.lancaster.oh.us](mailto:jpate@ci.lancaster.oh.us)  
740-681-5070 EXT 1312

Jake Pendleton  
Stormwater Specialist  
[jpendleton@ci.lancaster.oh.us](mailto:jpendleton@ci.lancaster.oh.us)  
740-681-5070 EXT 1314

Furthermore, various other departments/individuals assist the Stormwater Department in implementing the various best management practices (BMPs) for each MCM. The contact information for the individuals and departments who assist the Stormwater Department with at least one BMP within each of the six MCMs is as follows:

**1. Public Outreach and Education**

Community Development Department (formerly Certified Building Department)  
Geoff Davis  
Chief Building Official  
[gdavis@ci.lancaster.oh.us](mailto:gdavis@ci.lancaster.oh.us)  
740-687-6649 EXT 1415

Utilities Collection Department  
Molly Azbell  
Superintendent  
[mazbell@ci.lancaster.oh.us](mailto:mazbell@ci.lancaster.oh.us)  
740-87-6627 EXT 3707

**2. Public Involvement and Participation**

N/A

**3. Illicit Discharge Detection and Elimination**

Water Pollution Control Department  
Curtis Witham  
Superintendent  
[cwitham@ci.lancaster.oh.us](mailto:cwitham@ci.lancaster.oh.us)  
740-687-6664 EXT 2513

**4. Construction Site Stormwater Runoff**

Environmental Engineering Department  
Denise Crews, P.E.  
Environmental Engineer  
740-681-5070 EXT 1310

**5. Post-Construction Stormwater Management**

N/A

**6. Pollution Prevention for Municipal Operations**

Lancaster Department of Transportation (LDOT)  
Tim Deitz  
Superintendent  
[tdeitz@ci.lancaster.oh.us](mailto:tdeitz@ci.lancaster.oh.us)  
740-687-6668 EXT 2711

The only illicit discharge identified by the City of Lancaster through the outfall screening process in 2024 was the process water overflow issue that occurred at the local glass-making business Anchor Hocking. This issue was corrected by Anchor Hocking in 2024.

As for illicit connections, none have been identified through the outfall screening process in 2024, and there are no other known illicit discharges currently pending that have not been addressed, so thus no schedule for elimination is necessary.



**Legend**

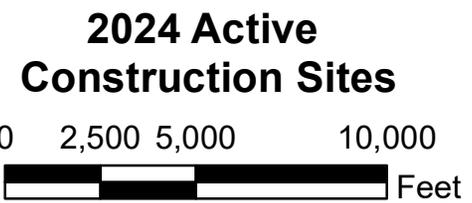
- Streams
- Corporation Boundary
- Active Construction Sites in 2024

**DISCLAIMER**

All data created has been developed to meet National Map Accuracy Standards. All GIS data layers are referenced in the Ohio State Plane Coordinate System  
 Horizontal - North American Datum (NAD) 83 (95)  
 Vertical data -North American Datum Vertical Datum (NAVD) 88  
 Units - Surveyors Feet.

All data has been developed from public records that are constantly undergoing change and is not warranted for content, completeness or accuracy. The City of Lancaster does not warrant, guarantee or represent the data to be fit for a particular use or purpose.

If detailed information is required for data layers shown, please contact the City of Lancaster, Department of Information Technology  
 Please notify the City of Lancaster, Department of Information Technology with any discrepancies.



Project # (on Map)	Project Name	Location	Disturbance ≥1 ac.?	OEPA Permit #	Comments
1	Project Ruble	Whiley Rd., north of SR-188	Yes	4GC07992*BG & 4GC09111*BG & 4GC09736*AG	Consists of Project Ruble work, Project Ruble HUB work, and AEP Sifford Substation work on same site
2	Lateral D Sanitary Trunk Sewer Phase 2 & Campground Road Pump Station Replacement	West of Mill Park Dr. between Wilson Rd. & Magna Ave., & 1384	Yes	4GC09182*AG	Consists of two separate public projects under same permit
3	Bowers Park	west and north of 3700 Wilson Rd. NW	Yes	4GC08026*AG	
4	Upper Hocking WPCF	1442 Campground Rd.	Yes	4GC08431*BG	
5	Pipeworks	3029 Wallace Court	Yes	4GC07335*BG	
6	Fairfield County Salt Barn	3026 W. Fair Ave.	No	N/A	
7	84 Lumber Expansion	2730 N. Columbus St.	Yes	4GC09096*AG	
8	The Overlook Section 2	NW of the intersection between Fair Ave. & Ety Rd.	Yes	4GC00984*AG	
9	Lancaster Campground RV Park Expansion	2151 W. Fair Ave.	Yes	4GC09154*AG	
10	Holiday Inn Expansion	1903 River Way Dr.	No	N/A	
11	Hugh White Nissan Expansion	2480 N. Memorial Dr.	No	N/A	
12	Kingsbury	Timbertop St., between N. Columbus St. & Hawthorne Ave.	Yes	4GC09566*AG	
13	1875 Queen Elizabeth Dr. (Single Family Home)	1875 Queen Elizabeth Dr.	No	N/A	
14	Whittier Townhomes	Whittier Dr. S, between N. Memorial Dr. & Scenic Dr.	Yes	4GC09372*AG	
15	Medcore Clearsky Hospital	1201 River Valley Blvd.	Yes	4GC09369*AG	
16	Sheetz	Intersection of N Memorial Dr. & Pierce Ave.	Yes	4GC09444*AG	
17	1516 Graf St. (Single Family Home)	1516 Graf St.	No	N/A	
18	1651 Baltimore Rd. (Single Family Home)	1651 Baltimore Rd.	Yes	4GC09729*AG	
19	North WTP Replacement	420 W. Sixth Ave.	Yes	4GC08702*BG	
20	Trilogy Health Assisted Living	1495 Granville Pike	Yes	4GC08092*AG	
21	Fairfield County Humane Society Expansion	1721 Granville Pike	No	N/A	
22	Lancaster City Schools New HS	1312 Granville Pike	Yes	4GC08466*BG	
23	Lancaster Transfer Station Replacement	743 S. Ewing St.	Yes	4GC08785*BG	
24	A&L Towing	421 Quarry Rd.	Yes	4GC06333*AG	
25	CIRBA Expansion	265 Quarry Rd.	Yes	4GC09594*AG	

<b>Project # (on Map)</b>	<b>Project Name</b>	<b>Location</b>	<b>Disturbance &gt;=1 ac.?</b>	<b>OEPA Permit #</b>	<b>Comments</b>
26	Sells Greene Apartments	Sells Rd., between Marietta Rd. & Deerfield Ct.	Yes	4GC10082*AG	
27	1630 Wheeling Rd. (Single Family Home)	Wheeling Rd., between Fogg Dr. & Orchard View Dr.	Yes	None acquired	Owner of this site was issued a Stop Work Order because of lack of permit coverage and SWP3. This issue is referenced in Annual Report.
28	Wesley Woods (Various Single Family Homes)	1701 & 1725 Pleasantview Dr.	Yes	4GC00233*AG	
29	The Woods (Various Single Family Homes)	2010 Ridgebrook Rd. & 1826 and 1889 Bent Creek Dr.	Yes	4GC10011*AG & 4GC01682*AG	
30	2297 Carper St. (Single Family Home)	2297 Carper St.	Yes	4GC10169*AG	

## 2024 Annual Report Attachment

<u>BMP Maintenance Summary</u>	<u>1st Qrt. Hours</u>	<u>2nd Qrt. Hours</u>	<u>3rd Qrt. Hours</u>	<u>4th Qrt. Hours</u>
Basin Repair	634	364	587	700
Culvert				
Sinkholes	106	58	44	
Sweeping	176	712	652	972
Sweeper Disposal	16	56	44	16
Grate Cleaning	824	744	216	800
Vactor Work	574	318	100	300
Ditching	60	139	117	
Outfall, Headwall, & Flap Gate Maintenance				
Storm Pipe	351			
Dam Maintenance				8
Wetland Inspection & Maintenance				8
Equipment Maintenance				
Pump Station Maintenance		16		
Total:	2741	2407	1760	2804
Total Hours for 2024:	9712			

<u>Street Sweeping Disposal Summary</u>	<u>1st Qrt. Tons</u>	<u>2nd Qrt. Tons</u>	<u>3rd Qrt. Tons</u>	<u>4th Qrt. Tons</u>
Street Sweeping Disposal	89.52	290.78	259.23	78.42

Total Tons for 2024: 717.95

### Stormwater Pollution Prevention Plans

<u>Department</u>	<u>Plan Complete</u>	<u>2024 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	Yes, but outdated	Unknown	2.2	0	56	0
Division of Water	Yes, but outdated	Unknown	0.19	0	2.93	0
Water Pollution Control	Yes, but outdated	Unknown	0	0	1	0
City Hall	Yes, but outdated	Unknown	0	0	0	0
City Hall Annex	Yes, but outdated	Unknown	0	0	0	0
Department of Transportation	Yes, but outdated	Unknown	845	110	1650	0
Sanitation	Yes, but outdated	Unknown	0.25	0	50	0
Totals:			847.64	110	1759.93	0

### **Training Opportunities for Plan Review Staff**

All plan reviews are conducted in-house by the City of Lancaster. Most plan reviews for private developments are conducted by Stormwater Engineer Ryan Shonk, with Stormwater Manager Steven Wellstead conducting occasional private development review if needed during periods of high workload. Plan reviews for public developments are conducted by Stormwater Manager Steven Wellstead or Environmental Engineer Denise Crews. Reviews of plot and grading plans for single family homes are conducted by Environmental Engineer Denise Crews.

Ryan Shonk, Steven Wellstead, and Denise Crews are all registered professional engineers in the State of Ohio, and all three employees undergo regular training to the degree necessary to maintain their PE license.

### **Training Opportunities for Construction and Post-Construction Inspectors**

All inspections, both during construction and post-construction, are conducted in-house by the Stormwater Inspector James Pate. James Pate is CESSWI certified and conducts the training necessary to maintain that certification.

## Project Plan Review List

<u>Year of Review</u>	<u>Project Name</u>	<u>O&amp;M Needed for Post Construction BMP?</u>	<u>Public/Private/Single Family Home (SFH)</u>	<u>Reviewer</u>
2023-2024	Courtyards at Countryside	Yes	Private	Ryan Shonk
2023-2024	Dave Johns Dr. Spec Warehouse	Yes	Private	Ryan Shonk
2023-2024	Fairfield County Engineer's Salt Barn	No	Private	Ryan Shonk
2024	Emerald Place	Yes	Private	Ryan Shonk
2024	Essex Building Redevelopment	No	Private	Ryan Shonk
2024	Fairfield County Humane Society	No	Private	Ryan Shonk
2024	Fairfield Park	Yes	Private	Ryan Shonk
2024	Hugh White Nissan Remodel/Addition	No	Private	Ryan Shonk
2024	Tarhe School Parking Expansion	No	Private	Ryan Shonk
2024	Meals on Wheels Parking Expansion	No	Private	Ryan Shonk
2024	AEP Sifford Station Phase 2	No	Private	Ryan Shonk
2024	Sells Greene	Yes	Private	Ryan Shonk
2024	Kingsbury Villas North	No	Private	Ryan Shonk
2024	Kingsbury Villas South	No	Private	Ryan Shonk
2024	Timbertop Subdivision Phase 4	Yes	Private	Ryan Shonk
2024	Project Ruble Phase 2	No	Private	Steven Wellstead
2024	Project Ruble Hub Phase 2	No	Private	Steven Wellstead
	2023 Sewer Rehabilitation- Zane			
2024	Alley Sewer Replacement	No	Public	Steven Wellstead
2024	E. Main St. Sewer Separation	No	Public	Steven Wellstead
2024	2214 Brookside Dr.	No	SFH	Denise Crews
2024	2331 Mint Hill Dr.	No	SFH	Denise Crews
2024	1651 Baltimore Rd.	No	SFH	Denise Crews
2024	2252 Brookside Dr.	No	SFH	Denise Crews
2024	2262 Brookside Dr.	No	SFH	Denise Crews
2024	2270 Brookside Dr.	No	SFH	Denise Crews
2024	2278 Brookside Dr.	No	SFH	Denise Crews
2024	127 Arney Ave.	No	SFH	Denise Crews
2024	1516 Graf St.	No	SFH	Denise Crews
2024	2297 Carper St.	No	SFH	Denise Crews
2024	2226 Brookside Dr.	No	SFH	Denise Crews
2024	1228 E. Walnut St.	No	SFH	Denise Crews
2024	2010 Ridgebrook Rd.	No	SFH	Denise Crews
2024	522 Barr Dr.	No	SFH	Denise Crews
2024	543 Summitview Dr.	No	SFH	Denise Crews
2024	1826 Bent Creek Dr. N	No	SFH	Denise Crews
2024-2025	Hunter Trace Estates	Yes	Private	Ryan Shonk
2024-2025	Vision Apartments #2	No	Private	Ryan Shonk
2024-2025	Chick-fil-A	Yes	Private	Ryan Shonk
2024-2025	Taylor Commercial Subdivision	Yes	Private	Ryan Shonk
2024-2025	233 Whiley Ave	No	Private	Ryan Shonk
2024-2025	Fairfield County ADAMH Board (Venture Pl.)	Yes	Private	Steven Wellstead