



## **CITY OF SHEFFIELD LAKE**

### **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM**

**NPDES OHQ0000003**

**OEPA PERMIT # 3GCQ00056\*CG**

### **SWMP UPDATE 2016**

**DENNIS BRING, MAYOR**

## TABLE OF CONTENTS

### General Information

- Certification
- Executive Summary
- Legal Authority
- Financial Authority
- Reporting Requirements
- System Overview
- Program Development

### Watersheds, TMDL Requirements and Chosen BMP's

### Public Education and Outreach (MCM#1)

### Public Involvement/ Participation (MCM#2)

### Illicit Discharge Detection and Elimination (MCM#3)

### Construction site Runoff Control (MCM#4)

### Post-Construction Storm Water Management (MCM#5)

### Pollution Prevention/ Good Housekeeping for Municipal Operations (MCM#6)

### Appendix

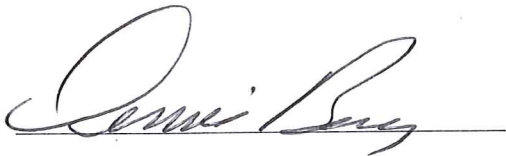
- OEPA NPDES Permit
- NE Ohio Storm Water Training Council TMDL-Sheffield Lake
- NE Ohio Storm Water Training Council Certification-Sheffield Lake
- MOU- Lorain County General Health District
- Model Agreement and Maintenance Agreement for Storm Water BMP (template)

### Acronyms Used in this Report Include:

BMP	Best Management Practices
E&SC	Erosion and Sediment Control
HSTS	Home Sewage Treatment System
MCM	Minimum Control Measure
MOU	Memorandum of Understanding
MS4	Municipal Separate Storm Sewer System
NOACA	Northeast Ohio Area wide Coordinating Agency
NOI	Notice of Intent
NPDES	National Pollutant Discharge System
OEPA	Ohio Environmental Protection Agency
SWMP	Storm Water Management Program
SWP3	Storm Water Pollution Prevention Plan
TMDL	Total Maximum Daily Load

## 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 the possibility of fine and imprisonment for knowing violations."*



Dennis Bring, Mayor

Before me, a Notary Public, in and for said county, personally appeared the above named **MAYOR DENNIS BRING**, on behalf of the City of Sheffield Lake who acknowledged that he did sign the foregoing instrument, and that the same is his free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at Sheffield Lake, Ohio, this 14<sup>th</sup> day of December, 2016

  
Notary Public

**T. L. SMITH**  
NOTARY PUBLIC, STATE OF OHIO  
MY COMMISSION EXPIRES 6/14/2020

## EXECUTIVE SUMMARY

The previous NPDES Small MS4 general permit (OHQ000002) required the development and implementation of Storm water Management Program that satisfied the appropriate water quality requirements of Ohio Revised Code (ORC) 6111 and the Clean Water Act. This document must identify and describe the best management practices (BMP's) the MS4 has selected to address the six MCM's in the permit, why those particular BMP's were selected by the MS4 in light of local water quality issues, and performance standards for BMP implementation. This six MCM's are:

1. Public education and Outreach
2. Public Participation and Involvement
3. Illicit Discharge Detection and Elimination
4. Construction site Runoff Control
5. Post-Construction Runoff Control
6. Pollution Prevention/Good Housekeeping for Municipal Operations

The NPDES Small MS4 permits were reissued on September 11, 2014 (OHQ000003), and require MS4 communities which are renewing coverage under this permit to update their SWMP to be consistent with #OHQ000003 and submit to Ohio EPA for review. #OHQ000003 requires that where applicable, BMP's shall be selected to address U.S. EPA approved TMDL recommendations for identified water quality problems associated with MS4 discharges within Sheffield Lake's watershed(s).

This update of the SWMP, as required, is not a wholesale re-write of the plan. Rather, an opportunity for the City of Sheffield Lake to review the existing BMP's of the community in implementing the six MCMs, their effectiveness and subsequent submittal to OHEPA for review.

## **LEGAL AUTHORITIES TO IMPLEMENT THE SWMP**

The City of Sheffield Lake has the legal authority to implement the following Stormwater Management Program under Article XVIII, Section 3 of the Ohio Constitution granting municipalities the authority to adopt land use and control measures for promoting the peace, health, safety and general welfare of the citizens. Additionally, further described and included in the Appendix are local ordinances further describing and addressing enforcement mechanisms of the legal authority of the City.

## **FINANCIAL AUTHORITIES TO IMPLEMENT THE SWMP**

The City of Sheffield Lake will fund the additional activities necessary to implement its SWMP through dollars from our Storm Water Utility. This monthly fee was established by ordinances in 1999 and includes additional charges concerning connection fees and inspection fees. The City of Sheffield Lake maintains the ability to supplement implementation and compliance from the general fund, if necessary.

## **REPORTING REQUIREMENTS**

The City of Sheffield Lake submits its required report annually by April 1. The report includes the status of the compliance with the permit conditions, an assessment of the appropriateness of the best management practices (BMP) and progress towards achieving the measurable goals for each of the six minimum control measures.

## **OVERVIEW OF COMMUNITY STORMWATER SYSTEM AND TMDL**

The City of Sheffield Lake covers an area of 2.45 square miles, bordered on the east by the City of Avon Lake, and the Ford Motor Co. Ohio Assembly plant permitted area, which is partially included within the City of Sheffield Lake. On the south, it is bounded by Sheffield Village and on the West by the City of Lorain. Sheffield Lake is the outfall for the Lake Erie Watershed. This is further illustrated in (see appendix ) map showing boundaries of the combined Urbanized Area for Ohio EPA's Northeast Ohio District Office (NEDO) region-NEDO UA Appendix 7-FID 96 Name UA Appendix 7. In review of the TMDL Community Identifier Table, the City of Sheffield Lake specific watershed is identified Lake Erie Tributaries-Sub Watershed (HU-12) Heider Ditch-frontal Lake Erie. Currently the TMDL status is not started and TMDL loads NA. *Source-Northeast Ohio Stormwater Training Council (see appendix).*

The City of Sheffield Lake Ohio is a chartered City under the Ohio Constitution, and as such has complete jurisdiction over its coverage area. The population is 9048 (2014) and Sheffield Lake is located:

41° 29'20"N 82° 5' 59" W/ 41.48889° N 82.09972° W

*Coverage Area = 2.45 sq. mi.*

In order to maintain compliance with #OHQ000003, Sheffield Lake will review the recommendations made in the TMDL's for the above watersheds to better tailor our BMP selection to address noted water quality problems attributed to the MS4 discharges.

## **DESCRIPTION OF PROGRAM DEVELOPMENT AND DECISION PROCESS**

To develop its SWMP, the City of Sheffield Lake incorporates the following conditions in the decision process:

- The City has 21 outfalls to Lake Erie that carry most of the storm water that is generated by the 2.45 sq. mi.
- Two major ditches (1) Day Ditch on the west, that empties into Lake Erie through a culvert pipe with intermittent above ground overflow (2) Shumaker ditch on the east, which is an open continuous channel
- Additional important contributors, Lakewood Beach (west), Abbe Road (east) and 103 OVI (far east)

- Final contributors include:
  - Mariners Watch      N41° 29' 04.4 W082°07'46.9
  - Ferndale              N41° 29' 07.2 W082°07'37.4
  - East/West Drive      N41° 29' 11.8 W082°07'13.8
  - Lake Breeze          N41° 29' 23.9 W082°06'48.1
  - Grantwood            N41° 29' 28.9 W082°06'18.8
  - Kearney               N41° 29' 33.9 W082°06'08.9
  - West Shore            N41° 29' 39.6 W082°05'40.1
  - Harris Road          N41° 29' 39.6 W082°05'40.1
  - Lafayette             N41° 29' 40.7 W082°05'27.6
  - Treadway             N41° 29' 40.7 W082°05'27.6
  - Shellcove             N41° 29' 43.6 W082°05'17.3
  - Irving Park           N41° 29' 44.2 W082°05'12.5
  - Elm                    N41° 29' 45.6 W082°05'05.0
  - Edgewater            N41° 29' 56.1 W082°04'31.7
  - Cove Beach          N41° 29' 55.8 W082°04'21.0
  - Lynn                  N41° 29' 57.3 W082°04'16.0

## **WATERSHEDS, TMDL REQUIREMENTS and CHOSEN BMP's**

A Total Maximum Daily Load (TMDL) is a regulatory term in the U.S. clean Water Act, describing a value of the maximum amount of a pollutant that a body of water or a stream can receive while still meeting water quality standards. A TMDL is an allocation of that water pollutant deemed acceptable to the subject receiving waters. TMDL's have not been specifically identified in the Sheffield Lake Watershed as provided by the Northeast Ohio Storm Water Training Council. The City of Sheffield Lake therefore considers common TMDL's such as bacteria, dissolved oxygen & organic enrichment, flow, habitat, nutrients and total suspended solids and their perceived effect and proximity to the Black River and Lake Erie, in establishing BMP's.

## **MCM #1 PUBLIC EDUCATION AND OUTREACH**

This control measure focuses on the homeowner, business/industry and general public. Critical to the success of our storm water management program are a knowledgeable and informed community. Clearly, as the personal responsibilities of the public, and others, are illustrated, a successful compliance to our storm water program will result.

Entailing all groups in the community, support by the citizenry is crucial to success. The public participation program is a key component of the public education measure. Concluding, a broad public support in continued development and decision making is designed to lessen potential legal challenges.

### Minimum Control Measure #1 Public Education and Outreach

BMP #1 Description: Distribute storm water quality and pollution prevention educational material in city building lobbies for those visiting these sites	Legal Authority:	N/A
	Responsible Party:	Superintendent
	Measurable Goal:	Reach 15% of target audience
	Rationale Statement:	Misc. handouts and educational articles are available for public pickup and browsing in various lobbies
BMP #2 Description: Attach pollution prevention and storm water quality messages to residents utility bills "Let it flow or Let us Know"	Legal Authority:	N/A
	Measurable Goal:	Reach 100% of the target audience by adding a message quarterly
	Responsible Party:	Chief Utility Clerk/ Superintendent
	Rationale Statement:	All residents and property owners receive utility bills for water, sewer and refuse
BMP #3 Description: Radio Broadcast on station WEOL during morning drive/ football broadcasts "Lake Erie Starts Here"	Legal Authority:	N/A
	Measurable Goal:	Reach 30% of target audience
	Responsible Party:	Superintendent
	Rationale Statement:	Radio advertising of "Lake Erie Starts Here" narrative/sound bite during morning commute and high school football game
BMP #4 Description: Post various excerpts regarding storm water quality and pollution prevention of the city's website	Legal Authority:	N/A
	Measurable Goal:	Reach 30% of target audience through website
	Responsible Party:	Superintendent
	Rationale Statement:	Residents, general public and contractors/developers access the city website for information on these issues
BMP #5 Description: Superintendent to make storm water quality and pollution prevention educational reports to Road/Water/Sewer/Drain Committee and Council	Legal Authority:	N/A
	Measurable Goal:	Reach 25% of target audience through topic specific reports quarterly
	Responsible Party:	Mayor/ Superintendent
	Rationale Statement:	Educate those in attendance or by way of video/meeting meetings topic points
BMP #6 Description: Coordinate joint effort and collaboration of Lorain County Pipe-media articles/ themed events	Legal Authority:	N/A
	Measurable Goal:	Reach 30% of target audience through joint participation with LCPIPE- utilize media coverage and informational articles and invitation in Avon Lake Water Fest to educate public on point topic
	Responsible Party:	Superintendent
	Rationale Statement:	Many residents and property owners read the local newspapers



BMP #7 Description: Provide various educational materials (coloring books,etc.) to summer recreation programs	Legal Authority:	N/A
	Measurable Goal:	Reach 10% of target audience/youth
	Responsible Party:	Committee Member RWSD
	Rationale Statement:	Introduce educational material through youth programs with the finished projects brought home to parents for further interaction

The City of Sheffield Lake incorporates BMP's in collaboration of general TDML through various educational distributions. Expounding, *Total Suspended Solids & Dissolved Oxygen* are addressed through education of composting and management of yard wastes. Continuing *TSS & DO* is further addressed through education of construction site erosion and sediment control practices. *Bacteria & Nutrients* issues are addressed through education of pet waste (via "pick up pet waste" stations). Continuing, *Bacteria* issues are addressed through programs illustrating the effects of litter in storm water systems.

The educational outreach, in Sheffield Lake, is achieved through brochure availability in municipal lobbies. The City, in collaboration with LCPIPE utilized radio broadcasting with WEOL. Finally, through the use of our website, and outreach to youth programs our education and outreach efforts are successful.

The City of Sheffield Lake is primarily a bedroom community with light retail and little industry. Further development is limited. The majority of attention is focused on public awareness of the effects of dumping waste into ditches and the immediate proximity to Lake Erie and our storm sewer system.

The City of Sheffield Lake currently has a recycling program. Recycling is contracted through Republic Services. The City also (re)introduced curbside leaf pick up programs in collaboration with recycling efforts of Kurtz Bros. in Avon Ohio. Clearly, recycling programs have an impact on improving watershed qualities.

## **MCM #2 PUBLIC INVOLVEMENT/ PARTICIPATION:**

This control measure focuses on the homeowner, business/industry and general public. Critical to the success of our storm water management program are a knowledgeable and informed community. Clearly, as the personal responsibilities of the public, and others, are illustrated, a successful compliance to our storm water program will result.

Entailing all groups in the community, support by the citizenry is crucial to success. The public participation program is a key component of the public education measure. Concluding, a broad public support in continued development and decision making is designed to lessen potential legal challenges.

**Minimum Control Measure #2 Public Involvement/ Participation:**

BMP #1 Description: Pride Day Cleanup	Legal Authority:	N/A
	Measurable Goal:	Reach 15% of the target audience through participation of volunteers/groups cleaning city parks/ beaches-waterways
	Responsible Party:	Mayor, Park Board, Council
	Rationale Statement:	Each year debris is collected by volunteers in parks/beaches in addition to various activities
BMP #2 Description: Household Waste-Drug Collection Initiative	Legal Authority:	N/A
	Measurable Goal:	Reach 40 % of target initiative through collection of paint/oil/antifreeze-prescription drugs
	Responsible Party:	Police, Superintendent
	Rationale Statement:	Promote participation in LCSolid Waste collection point and local station for collection of dated drugs to prevent them from entering watersheds
BMP #3 Description: Maintain and increase Pet Waste Pick up Stations	Legal Authority:	N/A
	Measurable Goal:	Reach 50% of target audience through multiple distribution points of pet waste bags
	Responsible Party:	Park Department
	Rationale Statement:	Many residents are cognizant of picking up pet waste in public parks and trails which prevents spread of disease, and park runoff into storm
BMP #4 Description: Roads/Drains Sub Committee	Legal Authority:	SLCO 945
	Measurable Goal:	Reach 10% of audience through public participation via monthly meetings of board
	Responsible Party:	Mayor, Council, Superintendent
	Rationale Statement:	Opportunity for City to interact with public on flood control, drainage and water/pollution issues
BMP #5 Description: Co-Sponsor recreation programs to include youth participation	Legal Authority:	N/A
	Measurable Goal:	Reach 20% target audience providing youth various interaction material relating to storm sewers
	Responsible Party:	Park Board, Council
	Rationale Statement:	Through interactive youth projects, education and participation is realized by youth and their families

The City of Sheffield Lake incorporates BMP's in collaboration of general TDML through public involvement and participation. This is illustrated through efforts to further address Bacteria & Nutrients and Suspended Solids in the initiatives identified.

### **MCM #3 ILLICIT DISCHARGE DETECTION AND ELIMINATION:**

The illicit discharge detection measure involves the Lorain County General health District staff, City of Sheffield Lake employees and local citizens.

The City of Sheffield Lake has already adopted ordinances in Chapter 944 prohibiting illicit discharges into the storm sewer system.

The LCGHD continues to locate illicit home sewage discharge problems areas through public complaints and visual screening. The program will work to detect and eliminate illicit discharges. The City has limited HSTS and continues efforts to extend sanitary sewers to these isolated areas.

The City of Sheffield Lake currently has a storm water map and storm sewer outfall map. The city does maintain GIS of these outfalls and continues efforts in expanding the GIS systems. While limited in the city, if dry weather flows are detected as illicit discharges the City has utilized independent laboratories for testing. The Service department has procedures in place to determine the origin for corrective action.

In addition to the City, the LCGHD maintains records for HSTS in Sheffield Lake. The LCGHD will continue evaluate the operation of the City HSTS's on a routine basis. These systems will be monitored by the LCGHD as directed by the NPDES permit issued.

#### **Minimum control Measure #3 Illicit Discharge, Detection and Elimination:**

BMP #1 Description: Storm Sewer System and Storm Water Quality Structure Mapping	Legal Authority:	N/A
	Measurable Goal:	Map entire storm sewer system including storm water quality structures and outfalls. Update GIS points
	Responsible Party:	City Engineer, Superintendent
	Rationale Statement:	Mapping of the storm sewer system and post construction storm water quality issues meets the NPDES permit requirements and is beneficial in tracking illicit discharges and correcting bacteria issues
BMP # 2 HSTS Mapping and List	Legal Authority:	SLCO Chapter 944
	Measurable Goal:	List & Mapping of HSTS in coordination with LCGHD
	Responsible Party:	Superintendent, LCGHD

	Rationale Statement:	Identification of HSTS is beneficial in locating sources of illicit discharges and bacteria associated
BMP #3 Sampling of Storm Water Outfall	Legal Authority:	SLCO 944 Chapter 944
	Measurable Goal:	Conduct sampling of outfall for bacteria screening
	Rationale Statement:	Tracking illicit discharges to their source allows the city or LCGHD to work with property owners to correct problem
BMP #4 Coordinate and document response to waste spill with Fire Dept.	Legal Authority:	N/A
	Measurable Goal:	Document any/all events annually
	Responsible Party:	Fire Department (Chief)
	Rationale Statement:	Spills to waters of the State will be documented and reviewed ensuring procedure and clean up were followed.

#### **MCM#4 CONSTRUCTION SITE RUNOFF CONTROL:**

As Phase II requires the City of Sheffield Lake to develop and enforce storm water management plans, so too, the City is cognizant of significant deposits of silt from construction sites. The City of Sheffield Lake requires adherence to erosion control and submittal of complete drainage plans for new and modified development. Identified in chapter 945 of SLCO, projects must include a plan, reviewed by engineering, to reduce soil erosion and control sediments.

Building Department and utility staff assist in plan review and participate in inspection. Procedure requires the developer to install and maintain the specified measures and practices agreed to the plan.

These inspections are complimented by site inspections to determine if waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary wastes are being controlled so that there will not be any adverse impacts to water quality.

#### **Minimum Control Measure #4 construction Site Runoff Control:**

BMP #1 Review of SWPS construction plans to identify/enforce compliance	Legal Authority:	SLCO Chapter 945
	Measurable Goal:	Review SWP3 plans for all relevant sites
	Responsible Party:	Engineering, Building Dept., Superintendent
	Rationale Statement:	SWP3 plan review ensures storm water pollution prevention plans are designed and implemented correctly
BMP #2	Legal Authority:	SLCO Chapter 945



Construction site inspection in coordination with any complaints to prevent storm water pollution	Measurable Goal:	Inspection all construction sites and respond to complaints on bi-weekly basis-document
	Responsible Party	Engineering, Building Dept., Utility Dept.
	Rationale Statement:	Effective compliance of storm water pollution prevention plans are achieved through inspection and documentation
BMP #3 Enforce compliance of storm water erosion sediment control	Legal Authority:	SLCO Chapter 945
	Measurable Goal:	Document and forward notice of violation to site leaders to ensure compliance. Stop work order option
	Responsible Party	City Engineer, Building Dept.
	Rationale Statement:	Reduced storm water pollution will be achieved through enforcement

The City of Sheffield Lake utilizes BMP's in collaboration of general TDML through construction site runoff control. Significantly, these BMP's focus on typical conditions of construction such as TSS and improve dissolved oxygen levels in the watershed. At 2.48 square miles, little opportunity for development exists as the City is dominated with established residential development.

## **MCM #5 POST-CONSTRUCTION STORM WATER MANAGEMENT**

The City of Sheffield Lake is a small residential, bedroom community with light retail and little industry. Comprised of only 2.48 square miles, water quality concerns effectively immerge due to our proximity to Lake Erie.

The City's post construction water quality practices include agreements for storm water BMP concerning each project. It states that the owner continuously maintain storm water storage facilities. The developer shall cause the maintenance obligation to be inserted with project documentation. Additionally, SLCO contains strict requirements to limit the amount of post-development storm water runoff.

### **Minimum Control Measure #5 Post-Construction Storm Water Management:**

BMP#1 Inspect permanent storm water quality structures	Legal Authority:	SLCO Chapter 946
	Measurable Goal:	Inspect all construction sites annually.
	Responsible Party:	City Engineer, Building Department
	Rationale Statement:	Inspection of storm water quality structures will ensure that they are operating as designed and help to prevent storm water pollution.
BMP#2	Legal Authority:	SLCO Chapter 946

Update the storm water management ordinance chapter 946 to meet or exceed the requirements of new NPDES permit OHC000003	Measurable Goal:	Update SLCO as necessary
	Responsible Party:	Mayor, Law Director, Engineer
	Rationale Statement:	Updating the current storm water management ordinance will satisfy the minimum standards of NPDES
BMP#3 Review construction plans to ensure that storm water quality structures are being designed per requirements	Legal Authority:	SLCO 946
	Measurable Goal:	Review all construction plans
	Responsible Party:	City Engineer
BMP#4 Enforce construction of permanent storm water quality structures	Rationale Statement:	Construction plan review will ensure that the storm water quality structures are designed correctly
	Legal Authority:	SLCO Chapter 946
	Responsible Party:	City Engineer, Superintendent
BMP#5 Obtain Maintenance Agreements for all new permanent water quality structures	Measurable Goal:	Ensure all storm water quality structures are achieved per plans. Correspond with all property owners in potential violation including follow up citation if necessary
	Rationale Statement:	Appropriate/correct installation of structures will result in a reduction of storm water pollution
	Legal Authority:	SLCO Chapter 946
	Responsible Party:	City Engineer, Superintendent
	Measurable Goal:	Document maintenance agreements for all new permanent water quality structures with commercial annual inspection required
	Rationale Statement:	Storm water quality structures properly maintained and operating prevent storm water pollution

The City of Sheffield Lake utilizes BMP's in collaboration of general TDML through Post-Construction Storm Water Management. Identified practices are designed to address Total Suspended Solids, Bacteria, and Nutrient issues.

### **MCM #6 POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS:**

The goal of the City of Sheffield Lake's Pollution Prevention/Good Housekeeping is to reduce polluted runoff from municipal operations. With very limited application, herbicides are applied by a licensed outside contractor. Documentation is maintained in the service department and reflects application in limited capacity to a park and city owned property at Shoreway Shopping Center.

Refuse pick-up is contracted through Allied Waste, which includes several dumpster placements on city property. These are used for general city construction project disposal. City street

sweeping is contracted with disposal of materials a function of the agreements. Finally, separate dumpsters are utilized for scrap metal and AC pipe spoils.

The City of Sheffield Lake has recently included curb side leaf pickup, with materials trucked to Kurtz Bros. in Avon for processing. This program runs concurrently with brown bag pick up by Allied Waste on a seasonal basis.

The City's salt stock pile is in an enclosed structure. Salting operations include only main streets while internal residential streets are salted only at intersections and horizontal curves.

The City of Sheffield Lake conducts a ditch cleaning program. Spoils recovered from these maintenance operations are reused as fill material as needed in city projects.

**Minimum Control Measure #6 Pollution Prevention/Good Housekeeping for Municipal Operations**

BMP#1 Employee Training Program	Legal Authority:	N/A
	Measurable Goal:	Provide training to service department staff (including parks, sewer, roads, water) annually
	Responsible Party:	Mayor, Superintendent, City Engineer
	Rationale Statement:	Trained employees will dispose of materials properly so storm water pollution is prevented
BMP#2 Proper Application Of Road Salt	Legal Authority:	N/A
	Measurable Goal:	Salt only main streets and local streets at intersections and horizontal curves.
	Responsible Party:	Superintendent, Mayor
	Rationale Statement:	Reduced salt usage will help prevent pollution of waterways via runoff
BMP #3 Proper disposal of wastes realized by municipal operations	Legal Authority:	N/A
	Measurable Goal:	Dispose of street sweeping and sewer vacuuming materials properly
	Responsible Party	Superintendent
	Measurable Goal:	Proper disposal of generated wastes prevent storm waters pollution
BMP #4 Proper application of pesticides, herbicides and fertilizers	Legal Authority:	N/A
	Measurable Goal:	Apply all pesticides, herbicides and fertilizers per manufacturer's recommendations, observing optimum weather conditions.
	Responsible Party:	Superintendent
	Rationale Statement:	Proper application will reduce chemicals entering watershed

The City of Sheffield Lake utilizes BMP's in collaboration of general TDML through Pollution Prevention /Good Housekeeping of municipal operations. TSS and nutrient considerations are the primary areas of attention in BMP determination.

## APPENDIX







John R. Kasich, Governor  
Mary Taylor, Lt. Governor  
Craig W. Butler, Director

July 31, 2015

CITY OF SHEFFIELD LAKE  
LEN SMITH  
4750 RICHELIEU AVE  
SHEFFIELD LAKE

OH 44054

RE: Approval for coverage under Ohio EPA NPDES General Permit  
STORM WATER ASSOCIATED WITH **SMALL MS4 NOI**

**OHQ000003**

odnr number: if  
applicable

Dear Applicant:

The Ohio Environmental Protection Agency has received a Notice of Intent for coverage under the above referenced general permit for :

CITY OF SHEFFIELD LAKE  
609 HARRIS RD

County: LORAIN

City: SHEFFIELD LAKE

**Ohio EPA Facility Permit Number: 3GQ00056\*CG**

Estimated Disturbed Acreag

This site/facility is approved for coverage under the above referenced Ohio EPA general permit. Please use your Ohio EPA facility permit number in all future correspondences.

Please familiarize yourself with your general permit. The permit contains requirements and prohibitions with which you must comply. Coverage remains in effect until a renewal general permit is issued and Ohio EPA has contacted you in writing about submitting a new NOI for continuing coverage.

**For Coal Surface Mining Permittees enclosed are Monthly Operating Report (MOR) forms for your use.**

**Program contacts:**

Construction :	Mike Joseph	(614) 752-0782	<a href="mailto:michael.joseph@epa.state.oh.us">michael.joseph@epa.state.oh.us</a>
MS4 / Marina / Alt.Const :	Jason Fyffe	(614) 728-1793	<a href="mailto:jason.fyffe@epa.state.oh.us">jason.fyffe@epa.state.oh.us</a>
MS4 / Industrial :	Anthony Robinson	(614) 728-3392	<a href="mailto:anthony.robinson@epa.state.oh.us">anthony.robinson@epa.state.oh.us</a>

You may obtain a copy of copy of OHR000005, information and forms from our web site at:

<http://www.epa.ohio.gov/dsw/storm/stormform.asp>

Ohio EPA has developed a customer service survey to get feedback from regulated entities that have contacted Ohio EPA for regulatory assistance, or worked with the Agency to obtain a permit, license or other authorization. Ohio EPA's goal is to provide our customers with the best possible customer service, and your feedback is important to us in meeting this goal. Please take a few minutes to complete this survey and share your experience with us at: <http://www.surveymonkey.com/s/ohioepacustomersurvey>

Thank you for your cooperation in this matter.

Sincerely,

Craig W. Butler  
Director



The Northeast Ohio Storm Water Training Council acknowledges:

## Patrick Hastings

Participation in

Pollution Prevention and Good Housekeeping  
Update for Service Directors and MS4 Project Managers

*Tamara A. Girard*

Tamara Girard  
Ohio EPA Office of Compliance Assistance and Pollution Prevention







***"For The Health of Us All"***

**David Covell, RS, MPH  
Health Commissioner**

**LORAIN COUNTY GENERAL HEALTH DISTRICT  
9880 SOUTH MURRAY RIDGE, ROAD  
ELYRIA, OHIO 44035**

TELEPHONE  
Area Code 440  
Elyria 322-6367  
Lorain 244-3418  
244-2209

Fax Line 322-0911

November 10, 2016

To: All Designated Lorain County NPDES Small MS4 Communities

RE: Notice of Intent to Provide Assistance

The Lorain County General Health District has a responsibility to protect public health and the environment within our jurisdiction. One of these responsibilities is to assist with the identification, reduction, and elimination of non-point sources of pollution that can be attributed to poorly maintained or failing sewage treatment systems. These sources are included in the definition of an illicit MS4 discharge.

Our agency has and will continue to offer assistance to our communities to identify and remediate malfunctioning and failing sewage treatment systems. We are further committed to working collaboratively with our communities in determining solutions for the elimination of these sources as illicit discharges.

Our agency also serves as an educator in our communities. We provide information on the importance of proper and routine maintenance of sewage treatment systems to residents, business owners, and community groups. Educational materials are available for distribution and we are also able to offer speaking opportunities.

Beginning January 1, 2017, all designated Lorain County NPDES Small MS4 Communities will be under the jurisdiction of the Lorain County General Health District.

Sincerely,

Jill Lis, R.S.  
Director of Environmental Health  
(440) 284-3224  
[jilis@loraincountyhealth.com](mailto:jilis@loraincountyhealth.com)

## MODEL INSPECTION AND MAINTENANCE AGREEMENT FOR STORM WATER BEST MANAGEMENT PRACTICES

This Inspection and Maintenance Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the *[party responsible for the project on which the storm water best management practices will be located]* (hereafter referred to as the **Owner**) and the **City of Sheffield Lake**, provides as follows:

**WHEREAS**, the **Owner** is responsible for certain real estate that is to be developed as *[development's official name and Phase if necessary]* and referred to as the Property; and,

**WHEREAS** the **Owner** is providing a storm water management system consisting of the following storm water management practices *[list all components of the storm water management system]* as indicated by the approved development plans or final construction drawings; and,

**WHEREAS**, to comply with Section 946 of the Codified Ordinances of the **City of Sheffield Lake**, pertaining to this project, the **Owner** has agreed to maintain the storm water management practices in accordance with the terms and conditions hereinafter set forth.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and undertaking of the parties, the parties hereby agree as follows:

### MAINTENANCE PLANS FOR THE STORM WATER MANAGEMENT PRACTICES

1. The **Owner** agrees to maintain in perpetuity the storm water management practices in accordance with approved Maintenance Plans listed in #2 below and in a manner that will permit the storm water management practices to perform the purposes for which they were designed and constructed, and in accordance with the standards by which they were designed and constructed.
2. The **Owner** shall provide an Inspection and Maintenance Plan for each storm water best management practice; they may be combined into one manual. The Inspection and Maintenance Plans shall include a schedule for monthly and annual maintenance. The **Owner** shall maintain, update, and store the maintenance records for the storm water management practices. The specific Maintenance Plans for each storm water management practice are as follows:
  - (a) Storm water Pond Maintenance. To be completed MONTHLY.
    - (1) Remove floating debris.
    - (2) Remove woody vegetative growth from pond area including embankments.
    - (3) Remove trash and/or accumulated sediment.
    - (4) Remove obstructions in orifices and/or outlets.

- (b) Storm water Pond Maintenance. To be completed ANNUALLY.
  - (1) Repair erosion to outfall or spillway.
  - (2) Repair and/or replace damaged structures, such as catch basins, risers, pipes, and headwalls.
  - (3) Repair animal burrows and/or other leaks in the dam structures.
  - (4) Remove debris from overflow spillway and grates.
  - (5) Mow embankments and remove woody vegetation on embankments.
  - (6) Inspect and remove invasive plants.
  - (7) Dredge pond on a 3-7 year cycle or as necessary to retain design capacity.
- (c) Infiltration Trench Maintenance. To be completed MONTHLY.
  - (1) Remove debris and or sediment from inlet and outlet pipes.
  - (2) Minimize heavy equipment, including mowers, in the vegetated areas to reduce compaction.
  - (3) Check observation wells 72 hours after rain events twice a year to ensure dewatering between storms is taking place at the facility. Repair as necessary to ensure functionality.
  - (4) Repair washed-out/damaged check dams.
- (d) Infiltration Trench Maintenance. To be completed ANNUALLY.
  - (1) Remove sediment in sediment traps and pretreatment swales
  - (2) Check and remove any tree cover over trenches.
  - (3) Remove any aggregate (soil/mineral based) deposits.
- (e) Bio-retention Area Maintenance. To be completed MONTHLY.
  - (1) Minimize heavy equipment, including mowers, in the vegetated areas to reduce compaction.
  - (2) Remove and replace any diseased or dead plant material. If specific species are not successful in the bio-retention area, replace as appropriate to ensure full vegetation as designed.
- (f) Bio-retention Area Annual Maintenance. To be completed ANNUALLY.
  - (1) Replace mulch at a depth of no greater than 3" and cover the entire area.
  - (2) Remove compacted mulch prior to new mulch placement.
  - (3) Repair any areas that have eroded.
  - (4) Ensure cell is dewatering within 40 hours as required by the Ohio EPA and not bypassing facility. Repair as necessary to ensure functionality.
- (g) For any BMP's not listed above, please provide monthly/annual maintenance plan as per standard practices.

3. The **Owner** shall perform all maintenance in accordance with the above Maintenance Plan and shall complete all repairs identified through regular inspections, and any additional repairs as requested in writing by the *City of Sheffield Lake*.

## INSPECTION AND REPAIRS OF STORM WATER MANAGEMENT PRACTICES

1. The **Owner** or agent shall inspect all storm water management practices listed above, every three (3) months and after major storm events for the first year of operation. For the purposes of this document, a major storm event shall be defined as 0.5 inches or more of rainfall in a 24-hour period. A certified inspector is not required for this inspection.
2. The **Owner** shall use a storm water certified professional (e.g. CESSWI, CPESC), as approved by the **City of Sheffield Lake**, to inspect all storm water management practices, listed above, at least once every year thereafter.
3. The **Owner** shall submit an Annual Inspection Report in writing to the **City of Sheffield Lake** prior to August 1<sup>st</sup> of each year. Records of all inspection and regular maintenance performed throughout the year shall be included in the annual report.
4. Inspections shall be performed monthly, included in the Annual Inspection Report and made available to the **City of Sheffield Lake** upon request. The storm water professional shall use the appropriate inspection form located in Appendix 2 of the July 2015 *Maintaining Stormwater Control Measures: Guidance for Private Owners & Operators* as published by the Northeast Ohio Storm Water Training Council ([http://www.neohiostormwater.com/uploads/3/0/9/8/3098302/compressed\\_scm\\_om\\_manual\\_final\\_8-21-15.pdf](http://www.neohiostormwater.com/uploads/3/0/9/8/3098302/compressed_scm_om_manual_final_8-21-15.pdf)) or approved equal.
5. Current contact information of the responsible party shall be included on the inspection forms and with the annual report. The **City of Sheffield Lake** shall be notified in writing upon change.
6. The **Owner** grants permission to the **City of Sheffield Lake** to enter the Property and to inspect all aspects of the Storm water management practices and related drainage whenever the **City of Sheffield Lake** deems necessary. The **City of Sheffield Lake** shall provide the **Owner** copies of the inspection findings and a directive to commence with the repairs if necessary.
7. The **Owner** shall make all repairs within ten (10) days of their discovery through **Owner** inspections or through a request from the **City of Sheffield Lake**. If repairs will not occur within this ten (10) day period, the **Owner** must submit a repair schedule to the **City of Sheffield Lake** for approval.
8. In the event of any default or failure by the **Owner** in the performance of any of the covenants and warranties pertaining to the maintenance of the storm water management practices, or the **Owner** fails to maintain the Storm water management practices in accordance with the approved design standards and Maintenance Plan, or, in the event of an emergency as determined by the **City of Sheffield Lake**, it is the sole discretion of the **City of Sheffield Lake**, after providing reasonable notice to the **Owner**, to enter the property and take whatever steps necessary to correct deficiencies and to charge the cost of such repairs to the **Owner**. The **Owner** shall reimburse the **City of Sheffield Lake**

within ten (10) days of receipt of actual cost incurred by the *City of Sheffield Lake*. All costs expended by the *City of Sheffield Lake* in performing such necessary maintenance or repairs shall constitute a lien against the properties of the *Owner*.

9. Nothing herein shall obligate the *City of Sheffield Lake* to maintain the Storm water management practices

## FUNDING

1. The *Owner* shall specify the method of funding for the perpetual inspection, operation, and maintenance of the storm water management practices listed in this Inspection and Maintenance Agreement. This funding mechanism shall be approved by the *City of Sheffield Lake*.

## INDEMNIFICATION

1. The *Owner* hereby agrees that it shall save, hold harmless, and indemnify the *City of Sheffield Lake* and its employees and officers from and against all liability, losses, claims, demands, costs and expenses arising from, or out of, default or failure by the *Owner* to maintain the storm water management practices, in accordance with the terms and conditions set forth herein, or from acts of the *Owner* arising from, or out of, the construction, operation, repair or maintenance of the storm water management practices.
2. This Inspection and Maintenance Agreement shall be a covenant that runs with the land and shall inure to the benefit of and shall be binding upon the parties hereto, their respective successors and assigns, and all subsequent *Owners* of the property.
3. The current *Owner* shall promptly notify the *City of Sheffield Lake* when the *Owner* legally transfers any of the *Owners* responsibilities for the storm water management practices. The *Owner* shall supply the *City of Sheffield Lake* with a copy of any document of transfer, executed by both parties.

IN WITNESS WHERE OF, the *Owner* has caused this Inspection and Maintenance Agreement to be signed in its names by a duly authorized person.

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(Sign) Property Owner / Authorized Official

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(Please type)