



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

Instructions for completing this form

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

General Information

Small MS4 Annual Report for Year: 2021		Ohio EPA Facility Permit Number: 4GQ00018*CG	
Name of MS4: City of Westerville			
Mailing Address: 21 S STATE ST			
City: WESTERVILLE		State: OH	Zip Code: 43081
Country: USA		County: FRANKLIN	
Primary Contact: KEVIN WEAVER		Title: Director of Public Service	
Email Address: kevin.weaver@westerville.org		Phone: (614) 901-6746	Fax:

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

Upload File Name for Table of Organization: Westerville Organizational Chart.pdf

Table of Organization attached.
 Working agreement with Franklin Soil and Water Conservation District.

Certification

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

Applicant Name: Kevin Weaver	Title: Director of Public Service
Signature: Electronically submitted by kweaver_westerville	Date: Electronically submitted on 03/29/2022

PUBLIC EDUCATION AND OUTREACH

Estimate Your Permit Area of Total Population: 40000

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
Education Targeted to Business Community	FSWCD	Work with partners to reach out to 100% of Westerville businesses and recruit 5% in five years to take the pledge to keep waterways healthy by using best management practices in their daily operations and by educating their employees about stormwater issues	Stream Corridor Protection Measures Good Housekeeping for Residents and Local Businesses Installing and Maintaining Proper Stormwater Management Controls	Businesses	100	Yes

Summary of Results: Water Quality Partnership

The Water Quality Partnership mailing was sent to 236 businesses in Westerville in June 2021 with stormwater pollution prevention actions for businesses. Topics covered in the pledge include cleaning, landscaping, vehicles, dumpsters, storage, and off-site jobs, such as power washing. For restaurants, the topic of fats, oils, and grease (FOG) management is also included.

Comments: N/A

Education Targeted to the Development Community	FSWCD	Work with partners to reach 100% of the development community who work within Westerville in five years, providing a number of newsletters, outreach materials, and in-person workshops that touch on the Big Walnut Creek TMDL and the proper installation and maintenance of stormwater controls.	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Maintaining Home Sewage Treatment Systems Installing and Maintaining Proper Stormwater Management Controls	Development Community	100	Yes
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Summary of Results: Outreach to the development community included the following:

1. The City of Westerville requires Pre-Construction Meeting for all private development projects before starting construction. The number of Pre-Construction Meeting for 2021 was 9 meetings. On all projects over an acre of disturbance the property owner/developer is required have a Stormwater Pollution Prevention Plan (SWPPP) and a Stormwater Operation & Maintenance Manual.

2. Urban Review Newsletter

Two (2) issues of The Urban Review newsletter, which provides information on current land development and stormwater BMP's, a schedule of upcoming training opportunities, as well as best available technology (BAT) for developers and engineers. Additional topics for the Winter edition included weather perspectives, vernal pools, proper storage (including salt), construction entrances (TSS), and winter drainage tips on clearing blockages from the curb. Additional topics for the Autumn edition include fall yard work and stormwater, street sweeping, dumpster and waste management, pond skimmers, and salt smart practices. Approximately 1,100 subscribers across Franklin County receive The Urban Review newsletter.

3. Urban Conservation Program (Webinars and Workshops)

Facilitated county wide outreach to contractors and developers, including the following resources that were advertised on the FSWCD website as well as to Urban Review subscribers:

3 Central Ohio Stormwater Roundtable facilitated by Franklin Soil and Water with a total of 125 attendees from across the county.

- (a) Wetlands: An MS4 Perspective (April 15, 2021).
- (b) MS4 Post-Construction Programs and Implementation Practices (July 15, 2021).
- (c) Post-Construction Wrap Up and Updates to the Columbus Stormwater Drainage Manual (October 21, 2021).

Held a regional forum with MORPC on Updating Ohio Precipitation Data for Stormwater and Flooding Planning (May 11, 2021). This virtual forum was designed to provide information on existing precipitation data resources, perspectives on the need for updated data for Ohio, and potential avenues for creating the needed data. 112 attendees participated.

FSWCD provided a Center for Watershed Protection (CWP) membership to help bring virtual education opportunities to local communities, consulting firms, and development companies. There are currently have 37 member organizations throughout Franklin County that make use of the Center's resources, which includes a monthly webcast series, as well as monthly "lunch and learns" on watershed and stormwater topics.

Comments: N/A

Education Targeted to Homeowners and Residents	FSWCD, Westerville Public Service Department	Work with partners to reach ~60% of Westerville residents in five years, using a suite of Print and Online Media and In-Person Communications, that touch on the five educational themes, target stormwater and the Big Walnut Creek TMDL issues.	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Maintaining Home Sewage Treatment Systems Installing and Maintaining Proper Stormwater Management Controls	Residents	79	Yes
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Summary of Results: Approx. 31,831 residents reached through newsletters, mailers, workshops and events. Additionally, approximately 68,000 residents reached via social media.

1. Frankly Speaking Newsletter

Two (2) issues of the Frankly Speaking newsletter reached approx. 929 residents. Topics included native plants, streamside buffers, Hellbranch Meadows stream and wetland restoration, conservation mini-grants, GIS watershed mapping, milkweed seed pod collection, and wetlands.

2. Backyard Conversations e-Newsletter

Eleven (11) issues of Backyard Conversation e-newsletters reached approx. 297 Westerville residents. Topics included vernal pools, native plants, wet backyards, wetlands, land stewardship, water quality, urban conservation, dog waste, stormwater best practices, fall leaf management, paint disposal, and salt practices.

3. Social Media Posts

Publicized stormwater topics through Westerville's social media, reaching a total audience of 68,007 in 2021. Topics and dates as follows:

Spring Household Hazardous Waste Collection on April 8, May 8, May 12, and May 15, 2021

Water Quality Partnership (stormwater pledge for businesses) on June 5, 2021

Rain Garden Reimbursements on June 9, 2021

Community Backyards reimbursement for backyard water conservation resources on June 26, 2021

Fall Household Hazardous Waste Collection on Aug 28 and Sept 9, 2021

Stormwater Awareness Week on Oct 17, 2021

4. Magazine Article/Advertisements

The Community Recreation Guide is mailed directly to approx. 15,000 households and approx. 1,000 are distributed from City buildings. The May/June Issue included an advertisement for the Spring Household Hazardous Waste Collection and a Drinking Water Consumer Report (including information on source water protection). The September/October Issue included an advertisement for the Fall Household Hazardous Waste Collection and an article on Stormwater Awareness Week with information on how residents can prevent pollution (including yard waste, trash/litter, pet waste disposal, hazardous waste, rain gardens, and native plants).

Westerville's e-Newsletter included advertisements for the spring and fall household hazardous waste collections, the rain garden reimbursements, the Community Backyards program (reimbursements for rain barrels, compost bins, and native plants), and the Get Grassy program lawn care program. Each issue of the e-Newsletter is sent to approx. 3,400 residents.

5. Leaf Collection Mailer

The Westerville Service Department sends out leaf collection notices to over 11,000 residents.

6. Stream-side Landowner Outreach

(Completed in 2020)

7. Community Backyards Program

The Community Backyards program provides conservation education materials through an online course or in-person workshop on the topics of rain barrels, compost bins, and native plants. In total, 170 Westerville residents participated in the program. There are two ways to participate: (1) 158 residents participated through the online course and (2) 12 residents participated through the virtual workshops.

There were 6 virtual Community Backyards workshops available to residents across Franklin County in 2021 covering the topics of rain barrels, compost bins, and native plants. The workshops were held on April 24, May 19, June 12, July 21, Aug 14, and Sept 18, 2021.

8. Community Events

The Arborfest event on Sept 28, 2021 included an exhibit by FSWCD with information on backyard conservation, the Community Backyards program (information on rain barrels, compost bins, and native plants/trees), and the Get Grassy program (information on lawn care practices that support water quality). Approx. 35 people visited the exhibit.

(Party at the Creek was cancelled in 2021 due to Covid.)

Comments: Approximately 31,831 residents reached through newsletters, mailers, workshops and events, reaching 79% of the target audience.

Education Targeted to Students and Teachers	FSWCD	Work with partners to reach 50% of City of Westerville students and teachers in five years providing environmental education on stormwater topics in relation to the Big Walnut Creek TMDL and Ohio State Science Standards.	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Maintaining Home Sewage Treatment Systems Installing and Maintaining Proper Stormwater Management Controls	Students and Teachers	10	Yes
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Summary of Results: In Class and In Field Programming

1. Student Outreach: 833 Westerville students were provided environmental education on topics related to stormwater pollution including water quality, soils and soil erosion in relation to Ohio State Science Standards:

- (a) 103 students participated in the 2021 Conservation Poster Contest. This year's theme was Healthy Forests, Healthy Communities.
- (b) Exploring Soil program provided to:
 - (i) 70 third graders at McVay Elementary School on January 13, as well as the Soil Tunnel on January 20.
 - (ii) 245 sixth graders at Heritage Middle School on May 11.
- (c) Soil Tunnel program provided to:
 - (i) 13 third graders at Westerville Virtual Academy on January 27.
 - (ii) 17 third graders at Central College Christian Academy on April 22.
 - (iii) 52 third graders at Emerson Elementary on November 23.
- (d) Lorax program provided to:
 - (i) 29 first graders at Central College Christian Academy on April 22.
- (e) Soil Erosion program provided to:
 - (i) 32 students at Emerson Elementary on September 22.
- (f) Erosion and Fossils program provided to:
 - (i) 98 fourth graders at Mark Twain Elementary on November 1.
- (g) Soils program provided to:
 - (i) 35 third graders at McVay Elementary on January 20.
- (h) 97 kindergartens through fifth graders reached with various soil programs at Central College Christian Academy on April 23.
- (i) 42 summer camp students in kindergarten through fifth grade reached with various soil programs at Bright Path Active Learning on August 5.

2. Teacher Outreach (educational program materials to teachers for use in classroom):

Soil and Water Information for Teachers (SWIFT) newsletter published 3 issues, reaching 703 educators in Westerville. All issues contain resources for educators and opportunities for students.

Soil and Water Information for Teachers Lessons on Environmental Themes (SWIFTlet) were published monthly when classroom programs were suspended to provide soil and water education material to teachers and students virtually. There were 6 issues published in 2021. Each issue contained a learning activity and a coloring page. Topics included hibernation, vernal pools, fossils, clouds/water cycle, cicadas, and agriculture.

Comments: NA

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
Education Targeted to Homeowners and Residents	FSWCD, Westerville Public Service Department	Work with partners to reach ~60% of Westerville residents in five years, using a suite of Print and Online Media and In-Person Communications, that touch on the five educational themes, target stormwater and the Big Walnut Creek TMDL issues.	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Maintaining Home Sewage Treatment Systems Installing and Maintaining Proper Stormwater Management Controls	Residents	12	Annually

Summary of Planned Activities: 1. Frankly Speaking Newsletter - Provide newsletter by mail and e-mail
2. Backyard Conversations e-Newsletter - Publicize and communicate stormwater program and themes
3. Social Media Posts - Publicize and communicate stormwater program using online communication social media platforms (Facebook, Instagram, Twitter, YouTube, etc.)
4. Magazine Article / Advertisements - Publicize and communicate stormwater program using articles in Westerville Community Recreation Guide addressing stormwater program
5. Leaf Collection Mailer - Provide information addressing the proper disposal of leaf litter
6. IDDE Mailer - Provide information addressing the proper maintenance of HSTS
7. Stream-side Landowner Outreach - Provide stream corridor protection measure materials through mailers.
8. Community Backyards Program - Provide workshops with materials on benefits of rain gardens, rain barrels, composting, native plants and trees, and good lawn care.
9. Community Events - Distribute materials on various stormwater themes and programs (e.g. Community Backyards, PUP) at an informational booth at community events, including but not limited to Touch-A-Truck, 4th Fridays, etc.

Comments: N/A

Education Targeted to Business Community	FSWCD	Work with partners to reach out to 100% of Westerville businesses and recruit 5% in five years to take the pledge to keep waterways healthy by using best management practices in their daily operations and by educating their employees about stormwater issues.	Stream Corridor Protection Measures Good Housekeeping for Residents and Local Businesses Installing and Maintaining Proper Stormwater Management Controls	Businesses	100	Annually
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Summary of Planned Activities: Water Quality Partner Program - Provide mailer with information regarding Water Quality Partner Program and steps business can take to protect our waterways

Comments: N/A

Education Targeted to the Development Community	FSWCD	Work with partners to reach 100% of the development community who work within Westerville in five years, providing a number of newsletters, outreach materials, and in-person workshops that touch on the Big Walnut Creek TMDL and the proper installation and maintenance of stormwater controls.	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Maintaining Home Sewage Treatment Systems Installing and Maintaining Proper Stormwater Management Controls	Development Community	100	Annually
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Summary of Planned Activities: 1. Urban Review Newsletter - Provide Urban Review Newsletter to all of the development community
 2. Urban Conservation Program - Address stormwater topics by providing access to
 a. Webinars (Center for Watershed Protection, etc.);
 b. Workshops (Brown Bag Discussions).

Comments: N/A

Education Targeted to Students and Teachers	FSWCD	Work with partners to reach 50% of City of Westerville students and teachers in five years providing environmental education on stormwater topics in relation to the Big Walnut Creek TMDL and Ohio State Science Standards	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Maintaining Home Sewage Treatment Systems Installing and Maintaining Proper Stormwater Management Controls	Students and Teachers	10	Annually
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Summary of Planned Activities: 1. In Class and In Field Programming - Provide stormwater related programming

2. SWIFT

- a. Provide newsletter by mail and e-mail
- b. Provide stormwater related educational program materials to teachers for use in class

Comments: N/A

PUBLIC INVOLVEMENT AND PARTICIPATION

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
Conservation Commitments	FSWCD	Obtain conservation commitments from education program participants.	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Maintaining Home Sewage Treatment Systems Installing and Maintaining Proper Stormwater Management Controls	Residents	18	Yes

Summary of Results: Commitments were made through the following programs:

1. Water Quality Partner Program

Businesses that pledge to actions that prevent stormwater pollution receive a window cling and recognition on Franklin Soil and Water's Website. Topics covered in the pledge include cleaning, landscaping, vehicles, dumpsters, storage, and off-site jobs, such as power washing. For restaurants, the topic of fats, oils, and grease (FOG) management is also included. In 2021, businesses that pledged also received dumpster magnets and a flyer with additional information on dumpster management and hazardous waste. 6 businesses pledged in 2021:

- (1) Intek, Inc.
- (2) Leverage HR
- (3) Safex
- (4) Westerville Public Library
- (5) Westerville Water Department
- (6) Worthington Cylinders (Westerville Location)

2. Be the Change for Clean Water Survey

Be the Change for Clean Water has an interactive quiz on the website bethechangeformcleanwater.org with information on water quality and stormwater pollution. The exact number of Westerville residents participating is now known, however, the website had 5,554 visitors and 25 people completed the quiz in 2021 (target audience is central Ohio).

3. Stormwater Awareness Week

Stormwater Awareness Week (October 17-23, 2021) included a pledge on the website franklinswcd.org/stormwater-week for residents to make a commitment to actions that encourage infiltration, prevent pollution, and support water quality. Practices included installing a rain barrel, planting native plants, clearing storm drains of debris, properly disposing of hazardous waste and pet waste, and picking up litter. Twelve (12) Westerville residents committed to take action. Five (5) of those participants won prizes, including spill clean up kits, rain barrels, or salt buckets with a snow shovel or ice scraper.

Comments: 6 businesses and 12 residents committed to stormwater pollution prevention actions.

Public Input	City of Westerville	Provide an opportunity for and consideration of public input into storm water management plan.	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Maintaining Home Sewage Treatment Systems Installing and Maintaining Proper Stormwater Management Controls	Residents	380	Yes
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Summary of Results: The City of Westerville website includes a webpage on Stormwater Management (westerville.org/services/public-service/storm-water-management). The webpage describes the Big Walnut and Alum Creek watersheds, the Stormwater Management Plan, and actions residents can do to help prevent stormwater pollution (topics include litter, fertilizers, pesticide/herbicide, oil, vehicle wash water, pet waste, rain barrels and stream banks). The page also contains a link to the Stormwater Management Plan. There were 380 page views in 2021.

Comments: N/A

Citizen Volunteer Events	Westerville Public Service Department AND Parks Department	Work with the community to hold events that promotes the clean-up and restoration of watershed habitat and promotes better water quality	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Installing and Maintaining Proper Stormwater Management Controls	Residents	152	Yes
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Summary of Results: Volunteer events included the following:

Plantings with 65 volunteers.

Invasive plant removal with 87 volunteers.

Comments: NA

Conservation Implementation	FSWCD	Work with partner to provide an annual community-wide program on stormwater management where residents are incentivized to implement practices in their own backyard	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Installing and Maintaining Proper Stormwater Management Controls	Residents	97	Yes
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Summary of Results: The following conservation practices were implemented:

1. Community Backyards Program

Ninety-four (94) residents implemented a backyard conservation practice on their property after participating in the Community Backyards program, receiving a \$25-\$50 rebate (17 rain barrels, 7 compost bins, and 70 native plants or trees were installed).

2. Rain Garden Installation

One (1) rain garden was installed at 73 Haddam Place East and the resident received a cost-share.

Brook Run Rain Gardens

There are five (5) right-of-way rain gardens in the Brook Run subdivision that are maintained with coordination from Franklin Soil and Water Conservation Specialist and Westerville Environmental Maintenance Supervisor. Westerville's crew cuts grass around the basins and collects yard waste bags. Maintenance consists of weed and litter removal; pruning and transplanting; occasional grass trimming around basin; and clearing inlets excess debris and sediment. Two (2) residents requested additional assistance and education regarding the rain gardens on their properties (607 Brook Run and 631 Brook Run).

Comments: 17 rain barrels + 7 compost bins + 70 native plant/trees + 1 rain garden + 2 Brook Run rain garden residents = 97 total

Hazardous Waste Pick-up	Westerville Public Service Department	Work with partner to promote the hazardous and electronic waste pick-up held annually by SWACO	Good Housekeeping for Residents and Local Businesses	Residents	50	Yes
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Summary of Results: Household Hazardous Waste Collection events were held twice in 2021, with approximately 25-30 volunteers at each event:

(1) May 15, 2021: 674 vehicles and 28.5 tons

(2) September 11, 2021: 927 vehicles and 37 tons

Comments: N/A

PUBLIC INVOLVEMENT AND PARTICIPATION

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

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Proposed Schedule
Citizen Volunteer Events	Westerville Public Service Department AND Parks Department	Work with the community to hold events that promotes the clean-up and restoration of watershed habitat and promotes better water quality	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Installing and Maintaining Proper Stormwater Management Controls	Residents	30	Annually

Summary of Planned Activities: 1. Stream Clean-up - Work with community groups to hold an event, providing support for trash pick-up; and/or
 2. Tree Planting and Invasive Removal - Work with community groups to hold an event, providing support for tree planting and invasive removal; and/or
 3. Storm Drain Labeling - Work with community groups to hold an event, providing support for catch basin labeling.

Comments: N/A

Conservation Commitments	FSWCD	Obtain conservation commitments from education program participants.	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Maintaining Home Sewage Treatment Systems Installing and Maintaining Proper Stormwater Management Controls	Businesses, Residents	30	Annually
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Summary of Planned Activities: 1. Water Quality Partner Program
 Recruit businesses to work to keep the waterways that flow through our communities healthy by using best management practices in their daily operations and by educating their employees about stormwater issues through direct mailing, newsletters, and recognition.

2. Be the Change for Clean Water
 Track survey results on the Be The Change for Clean Water website by zip code.
 Advertise survey through printed and online media, and at community events.

Comments: N/A

Hazardous Waste Pick-up	Westerville Public Service Department	Work with partner to promote the hazardous and electronic waste pick-up held annually by SWACO	Good Housekeeping for Residents and Local Businesses	Residents	1700	Annually
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Summary of Planned Activities: Encourage proper disposal of hazardous and electronic waste by coordinating with SWACO to advertise and organize waste pick-up days

Comments: N/A

Public Input	Westerville Public Service Department	Provide an opportunity for and consideration of public input into storm water management plan.	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Good Housekeeping for Residents and Local Businesses Maintaining Home Sewage Treatment Systems Installing and Maintaining Proper Stormwater Management Controls	Residents and Business	10	Ongoing
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Summary of Planned Activities: a. Make the plan available for public comment on the City website

Comments: N/A

Conservation Implementation	FSWCD	Work with partner to provide an annual community-wide program on stormwater management where residents are incentivized to implement practices in their own backyard	Stream Corridor Protection Measures Backyard Stormwater Conservation for Stormwater Runoff Improvements Installing and Maintaining Proper Stormwater Management Controls	Residents	80	Annually
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Summary of Planned Activities: 1. Community Backyards Program - Provide incentive (rebates on materials) to implement stormwater practices such as rain gardens, rain barrels, composting, native plants, and good lawn care practices.

2. Rain Garden Installation - Residents who live in a participating area may receive up to \$250 for installing a rain garden at their residence.

Comments: N/A

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	Westerville Public Service Department	The City of Westerville has enacted ordinances to prohibit illicit discharges. The City will work to review and update as necessary, evaluating its effectiveness as annually	Yes	Ordinance 529.10 and 1175.04	Yes

Summary of Results or Activities: Reviewed ordinance 529.10 and 1175.04 making sure that it is compliant with Ohio EPA requirements.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
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Storm Sewer System Map	Westerville Public Service Department	The City of Westerville has a municipal storm water system mapped in a GIS along with the names and locations of all surface waters of the State that receive discharges from the City's MS4. The City will work maintain and update as necessary, updating with 100% of all new storm sewer structures.	Yes	Updated and maintained the comprehensive storm sewer map. Updates are noted and/or changed when new builds are completed.	Yes
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Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
HSTS Mapping and List	Westerville Public Service Department	The City of Westerville will maintain and update a HSTS map within a GIS and an active list will be made available to the OEPA and Franklin County Health Department.	Yes	Maintained HSTS map and list.	Yes

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	Westerville Public Service Department	The City of Westerville has a program approach detailed in the City of Westerville Department of Public Service Illicit Discharge Detection and Elimination Program document. The City will review annually and update as necessary this IDDE plan that outlines the measures the City is maintaining to prohibit, detect and eliminate illicit discharges into their municipal separate storm sewer system	Yes	Reviewed the IDDE plan to detect and eliminate non-storm water discharges, including illegal dumping to the MS4.	Yes

Comments: N/A

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	Westerville Public Service Department	The City of Westerville has outlined its approach to Dry Weather Screening and the City's approach to tracing illicit discharges within the IDDE Plan. The City will carry on its annual inspection continuing the long term surveillance via screening for discharges or signs of discharges as dry weather restrictions allow.	Yes	184	184	0	0	0	Yes

Comments: N/A

Upload File Name for the Illicit Discharges: [MCM 3_IDDE_Attachment.pdf](#)

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
No records found						
ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)						
<i>Summarize activities you plan to undertake for the next reporting cycle.</i>						
BMP (mechanism)	Responsible Party	Measurable Goal		Summary of Planned Activities		Proposed Schedule
Storm Sewer System Map	Westerville Public Service Department	The City of Westerville has a municipal storm water system mapped in a GIS along with the names and locations of all surface waters of the State that receive discharges from the City's MS4. The City will work maintain and update as necessary, updating with 100% of all new storm sewer structures		Update and maintain comprehensive storm sewer map Show location of outfalls and names and location of surface waters receiving discharges from these outfalls Include catch basins, pipes, ditches, flood control facilities, post construction BMPs, private post-construction BMPs.		Annually
Comments: N/A						
Dry-Weather Screening of Outfalls	Westerville Public Service Department	The City of Westerville has outlined its approach to Dry Weather Screening and the City's approach to tracing illicit discharges within the IDDE Plan. The City will carry on its annual inspection continuing the long term surveillance via screening for discharges or signs of discharges as dry weather restrictions allow.		Continue with long-term surveillance of outfalls via dry weather screening		Annually
Comments:						
IDDE Plan	Westerville Public Service Department	The City of Westerville has a program approach detailed in the City of Westerville Department of Public Service Illicit Discharge Detection and Elimination Program document. The City will review annually and update as necessary this IDDE plan that outlines the measures the City is maintaining to prohibit, detect and eliminate illicit discharges into their municipal separate storm sewer system		Update and maintain a plan to detect and eliminate non-storm water discharges, including illegal dumping to the MS4.		Annually
Comments:						

HSTS Mapping and List	Westerville Public Service Department	The City of Westerville will maintain and update a HSTS map within a GIS and an active list will be made available to the OEPA and Franklin County Health Department.	Maintain and update HSTS map and list with new systems as needed	Annually
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Comments:

Ordinance or Other Regulatory Mechanism	Westerville Public Service Department	The City of Westerville has enacted ordinances to prohibit illicit discharges. The City will work to review and update as necessary, evaluating its effectiveness annually	Review ordinance 529.10 and 1175.04 making sure that it is compliant with Ohio EPA requirements The City of Westerville is currently in the process of updating the City's current ordinance with a final draft slated for 2022.	Annually
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Comments:

CONSTRUCTION SITE RUNOFF CONTROL

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Westerville Engineering Department	Continue to use and enforce existing ordinances that require erosion and sediment controls.	Yes	Chapter 1201 https://www.westerville.org/services/planning-development/planning-zoning/zoning-code-update	Yes

Summary of Results or Activities: Reviewed ordinance Chapter 1201 making sure that it is compliant with Ohio EPA requirements
In 2021 City Staff has created a Draft of a New Stormwater Management Chapter for the City's Codified Ordinance. The goal is take this new chapter to City Council in the second quarter of 2022.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used	Effective
Sediment and Erosion Control Requirements	Westerville Engineering Department	Continue to use existing standards for sediment and erosion and waste disposal requirements.	Yes	HC 000004, OHC 000003, OHC D00001, OH3000001 Ohio Department of Natural Resources Rainwater and Land Development Manual, latest edition Columbus Stormwater Manual, latest edition. https://www.westerville.org/services/planning-development/planning-zoning/zoning-code-update	Yes

Summary of Results or Activities: Reviewed and updated (as necessary) sediment and erosion control requirements to ensure compliance
Continue to ensure compliance with sediment and erosion control requirements.
In 2021 City Staff has created a Draft of a New Stormwater Management Chapter for the City's Codified Ordinance. The goal is take this new chapter to City Council in the second quarter of 2022.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Number of Complaints Received	Number of Complaints Followed Up On	Effective
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Complaint Process	Westerville Engineering Department	Ensure the existing process is updated and followed that allows for receipt and consideration of sediment and erosion complaints by the public that are tracked and 100% followed-up on	Yes	3	3	Yes
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Summary of Results or Activities: The process was updated in 2020. In 2021, City Staff created a Draft of a New Stormwater Management Chapter for the City's Codified Ordinance. The goal is take this new chapter to City Council in the second quarter of 2022.

When a deficiency/non-compliance issue is noted, the City of Westerville Contract inspector contacts the developer/owner site superintendent directly. In the event the deficiency is not corrected in a timely manner, The Contract inspector notifies the City and direct contact is made with the developer/owner and followed up with an email. If needed, a site visit is scheduled. Complaints from the public are responded to within 24-hours. The inspector will make a site visit and document the nature of the complaint and observed deficiency on an inspection form.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Westerville Engineering Department	Follow existing procedures for storm water pollution prevention plan review which incorporate consideration of potential water quality impacts, recording the number of sites applicable and number of plan reviewed	Yes	3	3	Yes

Summary of Results or Activities: All development plans are reviewed by City engineering staff and checked for disturbance area. For those projects disturbing one acre or greater, a SWPPP is required and a Stormwater Operation & Maintenance Manual. For areas less than 1 acre- the developer is still required to install such BMP's as necessary as a condition of the approval of the construction documents or project plans.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
Site Inspection Procedures	Westerville Engineering Department	Follow existing procedures for site inspection of sediment and erosion control requirements, recording the number of applicable sites, the number of inspections performed, and the average frequency of inspections.	Yes	11	264	22	Yes

Summary of Results or Activities: The developer is required to perform inspections per the General Permit (at least once every 7 days and within 24 hours after a storm event greater than one half inch of rain per 24 hour period). The City hires third party inspection to perform an E&SC inspection once every two weeks and after a storm event greater than one half inch of rain per 24 period. Inspections often occur more frequently as these inspectors are onsite overseeing the construction of public improvements. This information is shared with the developer, designer and contractor at the project pre-construction meeting. WESTERVILLE REQUIREMENTS 1) Inspection of public improvements and sediment / erosion control with fees paid by Owner (see attached-Please fill out form and return before leaving today) COW (City of Westerville) INSPECTIONS ARE NOT A REPLACEMENT FOR WEEKLY E&SC INSPECTIONS COMPLETED BY THE SWPPP PROFESSIONAL. 2) Call 24 hrs in advance/ before Noon preceding day-614.901.6650 3) Erosion and Sediment Control to be closely monitored by COW (bi-weekly inspections & after every significant rain event) 4) Mud and dust control

Comments: N/A

Upload File Name(s) for Applicable Sites: MCM 4&5_2021 Inspection List for CIP & Private Development.pdf

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
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Enforcement Procedures	Westerville Engineering Department	Follow existing procedures for enforcement of sediment and erosion control requirements, recording the number of violation letters sent and the number of enforcement actions taken	Yes	0	0	Yes
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Summary of Results or Activities: No enforcement was required during the calendar year of 2021.

Comments:

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

CONSTRUCTION SITE RUNOFF CONTROL

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Complaint Process	Westerville Engineering Department	Ensure the existing process is updated and followed that allows for receipt and consideration of sediment and erosion complaints by the public that are tracked and 100% followed-up on	Update complaint process as necessary Track and follows-up on 100% of received complaints	Annually

Comments:

Ordinance or Other Regulatory Mechanism	Westerville Engineering Department	Continue to use and enforce existing ordinances that require erosion and sediment controls.	Review ordinance Chapter 1201 making sure that it is compliant with Ohio EPA requirements The City of Westerville is currently in the process of updating the City's current ordinance with a final draft slated for 2019.	Annually
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Comments: N/A

Sediment and Erosion Control Requirements	Westerville Engineering Department	Continue to use existing standards for sediment and erosion and waste disposal requirements.	Review and update (as necessary) sediment and erosion control requirements to ensure compliance Continue to ensure compliance with sediment and erosion control requirements. Ohio Department of Natural Resources Rainwater and Land Development Manual, latest edition Columbus Stormwater Manual, latest edition Use standards OHC 000004, OHC 000003, OHC D00001, OH3O00001 Ohio Department of Natural Resources Rainwater and Land Development Manual, latest edition Columbus Stormwater Manual, latest edition	Annually
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Comments:

Site Inspection Procedures	Westerville Engineering Department	Follow existing procedures for site inspection of sediment and erosion control requirements, recording the number of applicable sites, the number of inspections performed, and the average frequency of inspections	Perform site inspections from approved SWPPP Recommend necessary changes to appropriate developer representative Perform additional site inspections as necessary to ensure compliance Follow guidelines to ensure enforcement at noncompliant sites	Annually
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Comments:

Enforcement Procedures	Westerville Engineering Department	Follow existing procedures for enforcement of sediment and erosion control requirements, recording the number of violation letters sent and the number of enforcement actions taken	Enforce Westerville Codified Ordinance Chapter 1201 Issue verbal and written notice of violations when inspected	Annually
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Comments:

Site Plan Review Procedures	Westerville Engineering Department	Follow existing procedures for storm water pollution prevention plan review which incorporate consideration of potential water quality impacts, recording the number of sites applicable and number of plan reviewed	Review construction plans for issues related to soil erosion and sediment control practices Ensure plans follow sediment and erosion control requirements	Annually
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Comments:

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Westerville Engineering/Public Service/Code Enforcement Department	Continue to use and enforce existing ordinances that address post-construction runoff.	Yes	Used standards OHC 000004, OHC 000003, OHC D00001, OH3O00001 https://www.westerville.org/services/planning-development/planning-zoning/zoning-code-update	Yes

Summary of Results or Activities: Reviewed ordinance Chapter 1201 making sure that it is compliant with Ohio EPA requirements
In 2021 City Staff has created a Draft of a New Stormwater Management Chapter for the City's Codified Ordinance. The goal is take this new chapter to City Council in the second quarter of 2022.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used	Effective
Post-Construction Requirements	Westerville Engineering/Public Service/Code Enforcement Department	Continue to use existing standards for construction site operators to implement appropriate post-construction control BMPs	Yes	OHC 000004, OHC 000003, OHC D00001, OH3O00001 https://www.westerville.org/services/planning-development/planning-zoning/zoning-code-update	Yes

Summary of Results or Activities: In 2021 City Staff has created a Draft of a New Stormwater Management Chapter for the City's Codified Ordinance. The goal is take this new chapter to City Council in the second quarter of 2022.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Westerville Engineering/Public Service Department	Follow existing procedures for storm water pollution prevention plan review which incorporate consideration of potential water quality impacts, recording the number of sites applicable requiring post-construction controls and number of plan reviewed	Yes	3	3	Yes

Summary of Results or Activities: All development plans are reviewed by City engineering staff, a requirement of the plan review process is submission of an acceptable Storm water Operation and Maintenance Plan.

See Attachment for Project Name

Comments: NA

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	Westerville Engineering/Public Service Department	Follow existing procedures for site inspection of post-construction control requirements, recording the number of inspections performed, and the average frequency of inspections	Yes	6	6	0.5	Yes

Summary of Results or Activities: Onsite inspection is performed to ensure post construction measures are installed according to the Construction Documents and OEPA General Permit. The developer/owner is required to document (NAVD 88, NAD 83-SF) the As-Built: * structure locations, * top of casting elevation, * invert elevations, * pipe grades, * orifice plates (location, elevation and size of opening), * proof survey verifying detention/retention location/capacity, * channel modifications or improvements. The as-built information is certified by the design engineer (to function as designed) and a request is made for project compliance. The City performs an onsite inspection of the improvements and notes any deficiencies to be corrected. Upon correction of deficiencies the projects are accepted by the City.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Westerville Engineering/Public Service/Code Enforcement Department	Follow existing procedures for enforcement of post-construction control requirements, recording the number of violation letters sent and the number of enforcement actions taken	Yes	0	0	Yes

Summary of Results or Activities: Enforced Westerville Codified Ordinance Chapter 1201.

No enforcement was necessary for the calendar year of 2021.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Effective
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Long-Term O&M Plans/Agreements	Westerville Engineering/Service Department	Ensure that agreements are in place with property owner and that long-term operation and maintenance of post-construction controls are assumed by responsible party	Yes	3	3	Yes
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Summary of Results or Activities: All developments larger than one acre or greater, a Stormwater Operation & Maintenance Manual is required before the Site Plans are approved. In 2021 City Staff has created a Draft of a New Stormwater Management Chapter for the City's Codified Ordinance. The goal is take this new chapter to City Council in the second quarter of 2022. In 2022 the City's goal is to create a Recordable O&M Agreement template.

Comments: N/A

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective
No records found						

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	Westerville Engineering/Public Service Department	Follow existing procedures for storm water pollution prevention plan review which incorporate consideration of potential water quality impacts, recording the number of sites applicable requiring post-construction controls and number of plan reviewed	Review construction plans for issues related to post-construction control practices Ensure plans follow post-construction control requirements	Annually

Comments:

Enforcement Procedures	Westerville Engineering/Public Service/Code Enforcement Department	Follow existing procedures for enforcement of post-construction control requirements, recording the number of violation letters sent and the number of enforcement actions taken	Enforce Westerville Codified Ordinance Chapter 1201 Issue verbal and written notice of violations when inspected	Annually
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Comments:

Post-Construction Requirements	Westerville Engineering/Public Service/Code Enforcement Department	Continue to use existing standards for construction site operators to implement appropriate post-construction control BMPs	Review and update (as necessary) post-construction requirements to ensure compliance Provide information to permit applicants regarding post-construction requirements and non-structural and structural BMPs at the time of permitting Use standards OHC 000004, OHC 000003, OHC D00001, OH3O00001 The City of Westerville is currently in the process of updating the City's current ordinance with a final draft slated for 2020.	Annually
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Comments:

Site Inspection Procedures	Westerville Engineering/Public Service Department	Follow existing procedures for site inspection of post-construction control requirements, recording the number of inspections performed, and the average frequency of inspections	Perform two site inspections per site once the city has accepted the site and the developer is no longer responsible to ensure the BMPs are still functioning as intended and the natural resources continue to be protected Recommend necessary changes to appropriate developer representative Perform additional site inspections as necessary to ensure compliance Conduct annual follow-up site visits at previous construction sites Follow guidelines to ensure enforcement at noncompliant sites	Annually
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Comments:

Long-Term O&M Plans/Agreements	Westerville Engineering/Service Department	Ensure that agreements are in place with property owner and that long-term operation and maintenance of post-construction controls are assumed by responsible party	During post construction meeting ensure O&M agreements are in place and responsibilities are understood	Annually
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Comments:

Ordinance or Other Regulatory Mechanism	Westerville Engineering/Public Service/Code Enforcement Department	Continue to use existing standards for construction site operators to implement appropriate post-construction control BMPs	Review ordinance Chapter 1201 making sure that it is compliant with Ohio EPA requirements The City of Westerville is currently in the process of updating the City's current ordinance with a final draft slated for 2020.	Annually
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Comments: N/A

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Topic(s)	Targeted Audience	# of Employees Attended	Effective
Employee Training Program	Westerville Public Service Department	Hold or attend one workshop on preventing or reducing pollutant runoff from municipal operations annually for employees involved with park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and/ or stormwater system maintenance	Yes	Pollution Prevention & Good House Keeping	City Staff	10	Yes

Summary of Activity: Ten (10) employees watched training videos on the topics "MS4 Stormwater Pollution Prevention" and "Illicit Discharge Detection and Elimination."

Comments: The training was completed on January 7, 2022 due to scheduling constraints in the calendar year 2021.

BMP (mechanism)	List of Municipal Facilities Subject to Program	O&M Procedures Developed?	# of Inspections Performed	Frequency of Inspections
Municipal Facilities	350 and 370 Park Meadow Rd	Yes	24	Bi-monthly. (Supervisors on-site conduct informal inspections approximately twice per month.)

BMP (mechanism)	Summarize Maintenance Activities and Schedules		Summarize Activities Performed
MS4 Maintenance	32 curb inlets/catch basins were rebuilt/repaired 700 curb inlets/catch basins cleaned 3700' STS flushed		Maintained regular schedule for cleaning catch basins and structures.
BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed	
Disposal of Wastes	Yes	Solid Waste 10,180 tons Recyclables 3,143 tons Yard Waste 3,481 tons	
BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage
Road Salt	Yes	2793 Tons	Annual calibration of all salt trucks was completed in 2021. Road Salt 2,793 tons Brine 15,912 gallons Beat Heat 3,126 gallons
BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage
Pesticide & Herbicide Usage	Yes	103 Gallons	Maintained procedures for reducing pesticide and herbicide use Pesticide 12.5 gallons Pesticide 10 lbs Herbicide 2,000 pounds (granular) & Herbicide 90 gallons (liquid)
BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage
Fertilizer Usage	Yes	6000 Pounds	Maintained procedures for reducing fertilizer use Fertilizer 6,000 pounds
BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed	
Street Sweeping	Yes	Street Sweeping 133.01 tons of debris Sweeping downtown and major corridors 1 time per week, this is 1,596 miles annually. Sweeping the residential zones four times per year, this is 580 miles annually.	
BMP (mechanism)	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality		
Flood Management Projects	N/A		
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
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Flood Management Projects	Westerville Engineering Department	Ensure storm water management is considered for all flood management projects.	Track new or existing flood management projects assessed for impacts on waterways	Ongoing
Comments:				
Disposal of Wastes	Westerville Public Service Department	Review and update written procedures. 100% of all collected leaves, tires, oil and hazardous chemicals disposed of properly and/or recycled.	Maintain annual list of wastes disposed Document how wastes are disposed with amounts Maintain procedures for proper waste disposal	Annually
Comments:				
Road Salt	Westerville Public Service Department	Properly apply salt in a way that minimizes usage.	Document tons of salt used each year Maintain or refine procedures for reducing salt use	Annually
Comments:				
MS4 Maintenance	Westerville Public Service Department	Inspect and clean catch basins and structures based on yearly maintenance plan.	Maintain regular schedule for cleaning catch basins and structures.	Annually
Comments:				
Pesticide & Herbicide Usage	Westerville Public Service Department	Properly manage use of pesticides and herbicides	Document amount of pesticide and herbicide used Maintain procedures for reducing pesticide and herbicide use	Ongoing
Comments:				
Employee Training	Westerville Public Service Department	Hold or attend one workshop on preventing or reducing pollutant runoff from municipal operations annually for employees involved with park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and/ or stormwater system maintenance	Hold good housekeeping workshop that is appropriate for each department and its specific job duties Detailed hands-on training for city staff members on sediment and erosion control Walk through SWP3	Annually
Comments:				
Fertilizer Usage	Westerville Public Service Department	Decrease use of fertilizer	Document general areas where fertilizer is applied Document amount of fertilizer used Maintain procedures for reducing fertilizer use	Ongoing
Comments: N/A				
Municipal Facilities	Westerville Public Service Department	Review and update facilities list and SWP3 as necessary. Complete quarterly site inspections of Service Complex at 350 and 370 Park Meadow Road, Westerville, Ohio	Update SWP3, updating list of subject facilities Perform Facility inspections	Annually, Quarterly
Comments:				

Street Sweeping	Westerville Public Service Department	Minimize trash, grits, and other pollutants in the street which may be transferred to the storm water system.	Minimize trash, grits, and other pollutants in the street which may be transferred to the storm water system Document and maintain street sweeping schedule Record amount of material collected and disposed, if possible	Annually
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Comments:

PROPOSED CHANGES TO YOUR SWMP (IF ANY)

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

Updated SWMP to reflect new permit requirements (see attached).
For MCM 6 "Facility Inspections", staff is working on improving and formalizing the process of documenting and tracking facility inspections within the 2021 - 2025 permit term. This has been noted within the 2021-2025 SWMP activities.

VARIANCES GRANTED (IF ANY)

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

N/A

ADDITIONAL INFORMATION

Please add any additional comments or attachments below.

Please see attached Stormwater Management Plan for the 2021 - 2025 permit term.

Additional Information attachment(s): [Westerville SWMP 2021 with Signature Page.pdf](#)