

# MEETING NOTES

**Meeting Date:** May 16, 2023  
**Meeting Time:** 10:00 am-11:00 am  
**Written By:** Shawn Arden, PE  
**Client:** Portage County

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**Location of Meeting:** Portage County SWCD

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**Purpose of Meeting:** Portage County Storm Water Task Force Meeting

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Listed below are general discussion topics.

1. Storm Water Mobile Data Collection Applications
  - a. Eric discussed a review of multiple data collection products. Demonstrations were provided by MS4 Web and SWPPPTrack. SWPPPTrack appears to have more capabilities meeting the County's needs.
  - b. Acquisition of the software will require an initial and annual fee.
  - c. Software purchase to be further discussed.
2. Review and Application Fees
  - a. Eric noted that Portage County is not currently charging applicants for SWPPP plan review and site inspections.
  - b. Eric presented example fees charged by the surrounding counties.
  - c. Discussion regarding charges for erosion and sediment control review and inspection for sites under one acre.
  - d. Discussion regarding presenting the proposed fees to the Board of Commissioners for consideration. Suggest including table of fees charged by adjacent counties for comparison.
3. Subdivision Storm Water Maintenance Program
  - a. EMH&T is finalizing the basin maintenance prioritization reflecting input from the County Engineer's Office. Goal to conclude this month with presentation to the Steering Committee in July.
  - b. Eric discussed sending letters to homeowners that are either located adjacent to a basin or have a basin maintenance access easement on their parcel.
4. PCHD Update – Amos discussed the Q1 report for MCM #3 (handout).
5. Township Facility Maintenance Reports
  - a. Eric noted SWCD is receiving quarterly inspection reports from the Townships.
  - b. Larry and Eric to discuss plan to update the facility SWPPP's.
6. Open Comments
  - a. No discussion

7. Next SWTF Meeting: August 15, 2023; 10:00 am; at TBD (annual good housekeeping training)

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The summary provided herein represents the preparer's best understanding of the items discussed during the subject meeting. Please review for accuracy and completeness and advise EMH&T of any errors or omissions within five (5) business days of issuance.

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## Portage County Storm Water Task Force Quarterly Meeting May 16<sup>th</sup>, 2023

### Agenda

- Storm water mobile data collection applications
  - MS4 Web and SWPPPTrack demonstrations
  - Costs associated
- Review and applications fees
  - Surrounding SWCDs
  - Summit SWCD fees and application form
  - Proposed fee schedule based on disturbed acreage

1-10 acres	\$1,000
10-20 acres	\$2,000
>20 and subdivisions	\$3,000
- Subdivision Storm Water Maintenance Program
  - Basin maintenance prioritization and EMH&T report
  - Letters to adjacent homeowners and easement access notices
- Health Department
  - Storm water program update
- Schedule for 2023 SWTF quarterly meetings
  - Third Tuesday of the month
  - August 15<sup>th</sup> and November 21<sup>st</sup>
- Open floor, Suggestions, Q&A, etc.

## Plan Review & Inspection Fee Policy

**SUMMIT SOIL & WATER CONSERVATION**  
**DISTRICT 1180 South Main Street, Suite 230**  
**Akron, Ohio 44301**  
**Phone: 330-929-2871**

### **A STORMWATER POLLUTION PREVENTION PLAN (SWPPP) PERMIT APPLICATION must be completed and returned to the District Office**

If a site will disturb one or more acres of land as defined by clearing, grading, grubbing, excavation, demolition, tree removal, filling and off-site borrow areas, or is part of a larger common plan of development or sale, a SWPPP must be submitted to this office for review and approval prior to disturbance. Please refer to the OEPA/Summit SWCD Checklist for SWPPP requirements located on our website at <https://sswcd.summitoh.net/>

As part of the SWPPP review process, the following must be completed:

☐ **Site Review Fee:**

**\$40.00 X total site acreage (\$150.00 minimum fee)**

*(Must be paid at time of submittal. SWPPP will not be reviewed until this fee is paid)*

☐ **Completed 2-page SWPPP Application Form**

☐ **One full set of construction plans (24x36)**

☐ **One 11x17 ( or electronic PDF)**

☐ **One copy of the Long Term Maintenance Agreement**

☐ **Inspection Fee:**

*(Please use table below to determine site inspection fee, based on total disturbed acreage)*

<b>Acres Disturbed</b>	<b>Site Inspection Fee</b>
1 - 4.9 acres	\$500.00
5 -9.9 acres	\$1000.00
10 - 19.9 acres	\$1500.00
20 - 49.9 acres	\$2000.00
Sites larger than 50 acres	\$2500.00

*\*Sites with a Notice of Violation (NOV) will incur an additional inspection fee of \$250.00 per inspection until the site is brought into compliance.*

*\*\*Additional costs incurred for plan reviews and/or inspections will be charged back to the developer.*

## **Summit Soil and Water Conservation District**

### **GENERAL SITE PLAN REQUIREMENTS:**

- Clearing, demolition, and grading plans will incur separate site review and inspection fees if submitted separate from total site SWPPP package.
- District will review, approve, or send comments for revisions within 30 working days of submittal and payment of review fees. A SWPPP will not be reviewed until review fees have been paid.
- The approved SWPPP will be valid for 2 years.
- The developer must apply for a Notice of Intent (NOI) from Ohio EPA. A copy of the NOI, OEPA approval letter and facility number must be submitted as part of the SWPPP.
- Inspection fees must be paid PRIOR to the start of construction.
- An approved SWPPP and pre-construction meeting are required before earthmoving commences.
- It is the developer's responsibility to contact the SWCD. Please call (330) 929-2871 with any questions.

**MINIMUM STANDARDS** – The Storm Water Pollution Prevention Plan (SWPPP) must address all minimum components of the most recent NPDES Construction General Permit for Ohio and Summit County Codified Ordinance Chapter 941 Erosion and Sediment Control and Post Construction Water Quality and City/Village regulations (the stricter regulation will apply).



**Summit Soil & Water  
Conservation District**  
1180 S Main Street, Ste. 230  
Akron, OH 44301  
Phone: (330) 929-2871  
Email: [staff@summitoh.net](mailto:staff@summitoh.net)  
Website: <https://sswcd.summitoh.net>

**Storm Water  
Pollution  
Prevention Plan  
(SWPPP)  
Application**

**-For Summit SWCD Use Only- Fees Paid**

Site Review Fee ☐ Inspection Fee ☐

**Site Information**

Site Name  Phase  NPDES#

Location

Include  
address, description,  
and official township,  
village, or municipality.

Parcel #

Watershed

(Cuyahoga,  
Tinkers Creek...)

Site Type

(Residential,  
commercial, government)

Total Site Acreage

Total Disturbed Acreage (Includes clearing,  
grubbing, excavating, filling, off-site borrow areas)

**Contact Information:** *Applications with incomplete contact information will not be processed.*

**Professional Engineer/  
Plan Preparer**

**Site Owner or  
Developer**

**Contractor**

Name

Company

Address

Phone &  
Email

## Summit Soil & Water Conservation District

Storm Water Pollution  
Prevention Plan  
(SWPPP)  
Application  
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**Email Completed SWPPP Packet to: *staff@summitoh.net***

### Geographical coordinates

	Latitude (Decimal Degree)	Longitude (Decimal Degree)
Post Construction WQ Practice #1	N	W
Post Construction WQ Practice #2	N	W
Post Construction WQ Practice #3	N	W
Post Construction WQ Practice #4	N	W

THE OWNER OF THE DEVELOPMENT AND /OR UNDERSIGNED, DO HEREBY COVENANT AND AGREE TO COMPLY WITH ALL OF THE LAWS OF THE STATE OF OHIO AND THE REGULATIONS OF THE COUNTY OF SUMMIT, PERTAINING TO EARTHWORK (INCLUDING EROSION/SEDIMENT CONTROL AND WATER QUALITY REQUIREMENTS) AND THE SAID CONSTRUCTION WILL BE IN ACCORDANCE WITH PLANS AND SPECIFICATIONS SUBMITTED HERewith AND CERTIFY THAT THE INFORMATION AND STATEMENTS GIVEN ON THE APPLICATION ARE TRUE.

APPLICATION BY \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Print \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Please note that failure to complete all sections of this application may result in a delay in processing your application.**



## Portage County Combined General Health District

999 East Main Street  
Ravenna, Ohio 44266

[www.portagehealth.net](http://www.portagehealth.net)



Portage County Health District 330-296-9919

Fax 330-297-3597

Portage County WIC 330-297-9422

Columbiana County WIC 330-424-7293

*Joseph Diorio, MPH, MS, REHS, Health Commissioner*

### Portage County Task Force Committee Meeting

**Meeting Date:** May 16, 2023

**Meeting Time:** 10:00 a.m.

**Location:** PCE Office

### PCHD Stormwater MCM #3-IDDE Activities

#### Outfall Inspections and dry weather screening

- During the quarter, the stormwater staff performed 43 stormwater file reviews, 8 office research, 12 GIS and IDDE data collections.
- Furthermore, staff performed 14 IDDE inspections.
- During field inspection, 1 new outfall point was identified and captured.
- Additionally, 76 existing outfall points were verified and 60 dry weather screened.

#### HSTS Nuisance Complaint Inspections

- The PCHD Storm Water Program received 6 new HSTS nuisance complaints during the quarter:
- Performed 9 nuisance complaint inspections.
- Conducted 5 nuisance complaint monitoring or surveillance.
- Issued 3 BOH orders to fix faulty septic systems or obtain service contract compliance.
- 8 nuisance complaints were abated.

#### WPCLF

- Paperwork to receive \$150,000 of 2023 funds awarded for HSTS improvement completed.
- Four new HSTS repair/replacement improvement contracts are awarded.
- All four HSTS repair/replacement improvement contracts awarded in the 2nd half of 2022 completed.

#### 2022 Stormwater IDDE Annual Report

- Report Completed during the 1<sup>st</sup> quarter and disseminated.

#### Priority Area Facility Planning

- PCHD continued to assist Portage County Water Resources (PWR) with sanitary sewer connection projects.