MEMORANDUM

TO: NEFCO General Policy Board Members
FROM: Laura Minnig, Environmental Planner
DATE: October 10, 2018
SUBJECT: Consideration of an Amendment to the Clean Water Plan for the Ravenna Facilities Planning Area to add language to the wastewater prescriptions for public parks and natural areas

What’s being requested:
On behalf of the Ravenna Facilities Planning Area (FPA), the Portage County Water Resources Department (PCWR) requests modification to the Ravenna FPA to modify the wastewater prescription to address special situations where a public park or natural area is not “accessible” to a sanitary collection system, as defined by the Ohio Department of Health and Ohio Environmental Protection Agency rules. Parks and Natural Areas currently annotated as “Areas That Will be Served by a POTW or by On-site Non-discharging Systems (green)” will include a prescription to allow for the installation and maintenance of restrooms where wastewater is stored, composted or incinerated in public areas where sanitary sewer is not accessible.

Background (adapted from information provided by Portage County Water Resources (PCWR):
The Portage County Park District wishes to construct a vault-type restrooms at the following location (see Figure 1) in which sanitary sewer is not accessible:

- Dix Park: 7318 State Route 44, Ravenna Township.
- Shaw Woods: 7075 Beery Road, Ravenna Township.

In applying for the parks’ Ohio EPA Permit To Install (PTI), it was identified that there are no provisions in the Ravenna FPA’s wastewater prescription: “Areas That Will be Served by a POTW or by On-site Non-discharging Systems (green)” to allow for this type of wastewater handling. The Portage County Park District has prepared an Operation and Maintenance Plan for the on-going maintenance of these types of wastewater collection and handling systems. Their plan includes weekly inspections by staff, established pumping times and handling by a licensed wastewater hauler.

Facilities Planning Area (FPA) boundary change: No change to the boundary.
**Wastewater prescription change:** The current wastewater prescription for “Areas That Will be Served by a POTW or by On-site Non-discharging Systems (green)” reads:

Future development will be served by an existing POTW modified or expanded as required to handle the flow or a non-discharging sewage disposal system. Non-discharging systems including on-site septic systems and systems in which the effluent is applied to the land are locally permitted at this time. New discharging systems are only permitted for repair of existing systems in cases where both central sewer and non-discharging systems are not available.

The proposed additional wastewater prescription is as follows:

*When public restrooms need to be provided on public park property where sewers are not available, holding tanks, or privies may be utilized to store or compost the wastewater and allowance made for the installation, operation, and maintenance. These restroom facilities shall not be connected to a potable water source (for use with sinks, flush toilets, kitchens) nor receive discharges from potable water facilities (including drainage from outside water fountains, kitchens etc.). These facilities must obtain an Ohio EPA Permit-To-Install and supply an operation and maintenance plan to the property owner for their acceptance. The operator shall obtain the appropriate semi-public, commercial operator document from the local jurisdiction or Ohio EPA as applicable.*

**Local governments/agencies affected:**
Ravenna Township  
Portage County Board of Commissioners  
Portage County Health District  
Portage County Park District  
Ohio EPA-NEDO

Letters were sent to the entities listed above. Responses received from these entities are attached. All of the entities indicated no objection to the amendment, except for the Ohio EPA (no comment). Please note that these contact letters also referenced the Amendments for the Hiram-Garrettsville and the Balance of the Portage County Sewer District Facilities Planning Areas.

**Public notification efforts:** The legal ad was published in the Record Courier on September 16, 2018 (see attached). To date there have been no calls requesting additional information. Please note that, as with the contact letters, the legal ad also included the consideration of amendments to the Clean Water Plan for the Hiram-Garrettsville and the Balance of the Portage County Sewer District Facilities Planning Areas.

**Specific proposed changes to the current FPA Appendix in the Clean Water Plan:** The proposed changes to existing text in the Ravenna FPA Appendix have been made with strikeouts and additions (see attached).
Staff recommendation:
Portage County Water Resources has complied with all of NEFCO’s 208 Plan amendment requirements. There have been no objections to the proposed amendment. Staff recommends approval.

Environmental Resources Technical Advisory Committee (ERTAC) Recommendation to the NEFCO General Policy Board:
The ERTAC recommended approval of the amendment, with the inclusion of comment forms from Ravenna Township and the Portage County Health District.

NEFCO General Policy Board Action:
Approval of Resolution No. FY2019-007.
RESOLUTION OF THE GENERAL POLICY BOARD OF THE NORTHEAST OHIO FOUR COUNTY REGIONAL PLANNING AND DEVELOPMENT ORGANIZATION (NEFCO) APPROVING AN AMENDMENT TO THE CLEAN WATER PLAN FOR THE RAVENNA FACILITIES PLANNING AREA TO ADD LANGUAGE TO THE WASTEWATER PRESCRIPTION FOR PUBLIC PARKS AND NATURAL AREAS

WHEREAS, NEFCO is the designated water quality management planning agency for Portage, Stark, Summit and Wayne Counties; and

WHEREAS, as part of that designation it is NEFCO’s responsibility to coordinate the use and update of its Clean Water Plan, also known as the 208 Plan; and

WHEREAS, NEFCO has been requested by the Portage County Water Resources (PCWR) Department to consider an amendment to NEFCO’s Clean Water Plan to add language to the wastewater prescription in the Ravenna Facilities Planning Area (FPA); and

WHEREAS, this amendment would add the following language to the wastewater prescription:

“When public restrooms need to be provided on public park property where sewers are not available, holding tanks, or privies may be utilized to store or compost the wastewater and allowance made for the installation, operation, and maintenance. These restroom facilities shall not be connected to a potable water source (for use with sinks, flush toilets, kitchens) nor receive discharges from potable water facilities (including drainage from outside water fountains, kitchens etc.). These facilities must obtain an Ohio EPA Permit-To-Install and supply an operation and maintenance plan to the property owner for their acceptance. The operator shall obtain the appropriate semi-public, commercial operator document from the local jurisdiction or Ohio EPA as applicable”; and

WHEREAS, Ravenna Township, the Portage County Board of Commissioners, Portage County Health District, and Portage County Park District have indicated no objection to the proposed amendment, and the Ohio EPA Northeast District Office had no comment on the amendment; and

WHEREAS, a legal advertisement that described the proposed amendment and sought comments on it, yielded no comments or questions; and

WHEREAS, the Ohio Environmental Protection Agency (Ohio EPA) has requested NEFCO’s approval of this amendment as a step in Ohio EPA’s permitting process; and

WHEREAS, the NEFCO Environmental Resources Technical Advisory Committee (ERTAC) performed a technical review of this requested amendment and recommended approval, with the inclusion of comment forms from Ravenna Township and the Portage County Health District.
NOW, THEREFORE, BE IT RESOLVED that the NEFCO General Policy Board approves this amendment for the Ravenna Facilities Planning Area to add language to the wastewater prescription for public parks and natural areas. Furthermore, the Board directs staff to incorporate this amendment into NEFCO's Clean Water Plan and to transmit pertinent amendment materials to Ravenna Township, Portage County Board of Commissioners, Portage County Health District, and Portage County Park District, and the Ohio EPA-NEDO.

Certified as action taken by the NEFCO General Policy Board at its regular meeting held on October 17, 2018.

Thomas A. Tatum, Secretary
NEFCO General Policy Board
Ravenna Facilities Planning Area
208 Clean Water Plan

Areas Currently Served with Sanitary Sewers
Areas Programmed for Sewers within the next 20 years
Areas that will be Served by a POTW or by On-site Nondischarging Systems
Areas without a Wastewater Treatment Planning Prescription
Parks and Natural Areas
Ohio Army National Guard (OHANG)
Lakes and Ponds

FPA Boundary
Basin Divide
Stream
Community Boundary
Numbered Route
Other Major Roads
Publicly Owned Wastewater Treatment Works (POTW)

* Please see Clean Water Plan text for a complete explanation of the mapping categories.
* Please see the FPA Reference Map (figure 3-1a) for names of adjacent FPAs.

Northeast Ohio Four County Regional Planning and Development Organization, December 21, 2011; base map modified 9/2018.
Sources: Portage County Water Resources; Portage County GIS; Ohio EPA; National Hydrologic Database; NEFCO

Approved by the NEFCO General Policy Board
12/21/2011
Gene Roberts, P.E. Director  
Water Resources Department

September 14, 2018

Ravenna Township Trustees  
6115 S. Spring Street  
Ravenna, Ohio  44266

Re: Consideration of an Amendment to the Clean Water Plan for the Hiram-Garrettsville, Portage County and Ravenna Facilities Planning Areas to Add Wastewater Prescriptions for Public Parks and Natural Areas

Dear Board Members,

The Portage County Park District wishes to construct vault-type restrooms at the following locations in which sanitary sewer is not accessible:

Dix Park: 7318 State Route 44, Ravenna Township. (Figure 1)
Shaw Woods: 7075 Beery Road, Ravenna Township. (Figure 2)
Morgan Park: 8828 State Route 44, Shalersville Township. (Figure 3)
Headwaters Trail: 10480 SR 700 Hiram Township. (Figure 4)

Currently there are no provisions in Appendix 3-5 Hiram_Garrettsville, Appendix 3-10 Ravenna, and Appendix 3-12 Balance of Portage County in the Clean Water Plan prescription “Areas That Will be Served by a POTW or by On-site Non-discharging Systems (green)” to allow for this type of wastewater handling. The Portage County Park District has prepared an Operations and Maintenance Plan for the on-going maintenance of the vault-type wastewater collection and handling system. Their plan includes weekly inspections by staff, established pumping times and handling by a licensed wastewater hauler.

The Portage County Water Resources Department (PCWR) requests modification to the Hiram-Garrettsville, Portage County and Ravenna Facilities Planning Areas Facilities Planning Areas to modify the wastewater prescription to address special situations where a public park or natural area is not “accessible” to a sanitary collection system, as defined by the Ohio Department of Health and Ohio Environmental Protection Agency rules. Parks and Natural Areas are currently annotated as “Areas That Will be Served by a POTW or by On-site Non-discharging Systems (green)” will include a prescription to allow for the installation and maintenance of restrooms where wastewater is stored or composted in public areas where sanitary sewer is not accessible.

The current prescription for “green” areas is provided below:

“Areas That Will be Served by a POTW or by On-site Non-discharging Systems (green)
Future development will be served by an existing POTW modified or expanded as required to handle the flow or a non-discharging sewage disposal system. Non-discharging systems including on-site septic systems and systems in which the effluent is applied to the land are locally permitted at this time. New discharging systems are only permitted for repair of existing systems in cases where both central sewer and non-discharging systems are not available.”

8116 Infirmary Road  •  Ravenna, Ohio 44266  •  330.297.3670  •  330.297.3689 (fax)
An Equal Opportunity Employer

“To provide public water and wastewater services in order to preserve and promote the health and safety of the Portage County Community.”
PCWR requests the following addition to Prescription for “green” areas in Appendices 3-5, 3-10 and 3-12:

“Restrooms installed on public park properties where sanitary sewers are not available may install restroom facilities which store or compost generated wastewater. These restroom facilities shall not be connected to a potable water source (for use with sinks, flush toilets, kitchens) nor receive discharges from potable water facilities (including drainage from outside water fountains, kitchens etc.). These facilities must obtain an Ohio EPA Permit To Install and supply an operations and maintenance plan to the property owner for their acceptance.”

Attached for your information and use are:
- Figures 1 – 4, showing location of the Portage County Park Districts proposed wastewater vault systems, and
- A response letter for your use.

PCWR would appreciate your comments prior to September 28, 2018 using the attached form.

Questions may be directed to me at the Portage County Water Resources Department, 8116 Infirmary Road, Ravenna, Ohio 44266. Contact information is 330.298.2133 by telephone, or by e-mail at trutledge@portageco.com.

Sincerely,

Tia L. Rutledge, P.E.
Planning Division Manager

(5) Enclosures
cc: Gene Roberts, P.E., Director, Portage County Water Resources Department

T:\Planning\NEFCO:208 Plan\FPA Amendments\PC Park District\Portage County Park District.docx
Wastewater Prescription Change for Public Parks
Hiram-Garrettsville, Ravenna and Portage County FPAs
Response Form

Date:

To: Portage County Water Resource Department
   Attn: Tia Rutledge
   8116 Infirmary Road
   Ravenna, Ohio 44266

From: Hiram Township
      Ohio EPA-NEDO
      Portage County Board of Commissioners
      Portage County Health District
      Portage County Park District
      Ravenna Township
      Shalersville Township

Re: Hiram-Garrettsville, Ravenna and Portage County Facilities Planning Areas and Wastewater
   Prescriptions Change

Please review the attached letter and maps, and respond to the Portage County Water Department by noting
the following:

☐ No objection to the proposed revision.

☐ Recommend the comments written hereon or attached.

☐ Recommend the approval be withheld until completion of further review.

__________________________________________  ____________
Authorized Signature                      Date

__________________________________________
Agency Name
Wastewater Prescription Change for Public Parks
Hiram-Garrettsville, Ravenna and Portage County FPAs
Response Form

Date:

To: Portage County Water Resource Department
   Attn: Tia Rutledge
   8116 Infirmary Road
   Ravenna, Ohio 44266

From: Hiram Township
      Ohio EPA-NEDO
      Portage County Board of Commissioners
      Portage County Health District
      Portage County Park District
      Ravenna Township
      Shalersville Township

Re: Hiram-Garrettsville, Ravenna and Portage County Facilities Planning Areas and Wastewater Prescriptions Change

Please review the attached letter and maps, and respond to the Portage County Water Department by noting the following:

☐ No objection to the proposed revision.

☐ Recommend the comments written hereon or attached.

☐ Recommend the approval be withheld until completion of further review.

Authorized Signature

Date

Agency Name
Date:

To: Portage County Water Resource Department  
    Attn: Tia Rutledge  
    8116 Infirmary Road  
    Ravenna, Ohio 44266

From: Hiram Township  
    Ohio EPA-NEDO  
    Portage County Board of Commissioners  
    Portage County Health District  
    Portage County Park District  
    Ravenna Township  
    Shalersville Township

Re: Hiram-Garrettsville, Ravenna and Portage County Facilities Planning Areas and Wastewater Prescriptions Change

Please review the attached letter and maps, and respond to the Portage County Water Department by noting the following:

☐ No objection to the proposed revision.

☐ Recommend the comments written hereon or attached.

☐ Recommend the approval be withheld until completion of further review.

[Signature]  
Authorized Signature  9/18/18  
Date

Portage County Board of Commissioners
Agency Name
Wastewater Prescription Change for Public Parks
Hiram-Garrettsville, Ravenna and Portage County FPAs
Response Form

Date:

To: Portage County Water Resource Department
    Attn: Tia Rutledge
    8116 Infirmary Road
    Ravenna, Ohio 44266

From: Hiram Township
      Ohio EPA-NEDO
      Portage County Board of Commissioners
      Portage County Health District
      Portage County Park District
      Ravenna Township
      Shalersville Township

Re: Hiram-Garrettsville, Ravenna and Portage County Facilities Planning Areas and Wastewater Prescriptions Change

Please review the attached letter and maps, and respond to the Portage County Water Department by noting the following:

☐ No objection to the proposed revision.

☑ Recommend the comments written hereon or attached.

☐ Recommend the approval be withheld until completion of further review.

Authorized Signature

Portage County Health District
Agency Name

9/26/2018
Date
Areas That Will be Served by a POTW or by On-site Non-discharging Systems (green).  

Future development will be served by an existing POTW modified or expanded as required to handle the flow or a non-discharging sewage disposal system. Non-discharging systems including on-site septic systems and systems in which the effluent is applied to the land are locally permitted at this time. New discharging systems are only permitted for repair of existing systems in cases where both central sewer and non-discharging systems are not available.

Restrooms installed on public park properties where sanitary sewers are not available may install restroom facilities which store or compost generated wastewater. These restroom facilities shall not be connected to a potable water source (for use with sinks, flush toilets, kitchens) nor receive discharges from potable water facilities (including drainage from outside water fountains, kitchens etc.). These facilities must obtain an Ohio EPA Permit To Install and supply an operation and maintenance plan to the property owner for their acceptance.

Portage County Health District recommends changing the language to state:

When public restrooms are provided on public property where sewers are not available, holding tanks or privies may be utilized to store or compost the wastewater and allowance made for the installation, operation, and maintenance.
Date: 9.25.2018

To: Portage County Water Resource Department
   Attn: Tia Rutledge
   8116 Infirmary Road
   Ravenna, Ohio 44266

From: Hiram Township
      Ohio EPA-NEDO
      Portage County Board of Commissioners
      Portage County Health District
      Portage County Park District
      Ravenna Township
      Shalersville Township

Re: Hiram-Garrettsville, Ravenna and Portage County Facilities Planning Areas and Wastewater Prescriptions Change

Please review the attached letter and maps, and respond to the Portage County Water Department by noting the following:

☐ No objection to the proposed revision.

☐ Recommend the comments written hereon or attached.

☐ Recommend the approval be withheld until completion of further review.

[Signature]
Authorized Signature

Portage Park District
Agency Name

[Signature] 9.24.2018
Date
Date:

To: Portage County Water Resource Department  
Attn: Tia Rutledge  
8116 Infirmary Road  
Ravenna, Ohio 44266

From: Hiram Township  
Ohio EPA-NEDO  
Portage County Board of Commissioners  
Portage County Health District  
Portage County Park District  
Ravenna Township  
Shalersville Township

Re: Hiram-Garrettsville, Ravenna and Portage County Facilities Planning Areas and Wastewater Prescriptions Change

Please review the attached letter and maps, and respond to the Portage County Water Department by noting the following:

☒ No objection to the proposed revision.

☐ Recommend the comments written hereon or attached.

☐ Recommend the approval be withheld until completion of further review.

[Signature]  
Authorized Signature  
8-25-18  
Date

[Signature]  
Agency Name
Wastewater Prescription Change for Public Parks
Hiram-Garrettsville, Ravenna and Portage County FPAs
Response Form

Date:

To: Portage County Water Resource Department
Attn: Tia Rutledge
8116 Infirmary Road
Ravenna, Ohio 44266

From: Hiram Township
Ohio EPA-NEDO
Portage County Board of Commissioners
Portage County Health District
Portage County Park District
Ravenna Township
Shalersville Township

Re: Hiram-Garrettsville, Ravenna and Portage County Facilities Planning Areas and Wastewater Prescriptions Change

Please review the attached letter and maps, and respond to the Portage County Water Department by noting the following:

X No objection to the proposed revision.

☐ Recommend the comments written hereon or attached.

☐ Recommend the approval be withheld until completion of further review.

Authorized Signature

Date

Agency Name
PUBLIC NOTICE AND REQUEST FOR COMMENTS PERTAINING TO A PROPOSED FACILITIES PLANNING AREA AMENDMENT IN HIRAM TOWNSHIP, RAVENNA TOWNSHIP AND SHALESVILLE TOWNSHIP, PORTAGE COUNTY, OHIO; WITHIN THE PORTAGE COUNTY PARK DISTRICT

The Portage County Water Resources Department (PCWR) requests modification to the Hiram-Garretsville, Portage County and Ravenna Facilities Planning Areas FPAs to modify the wastewater prescription to address special situations where a public park or natural area is not "accessible" to a sanitary collection system, as defined by the Ohio Department of Health and Ohio Environmental Protection Agency rules. Parks and Natural Areas currently annotated as "Areas That Will be Served by a POTW or by On-site Non-discharging Systems (green)" will include a prescription to allow for the installation and maintenance of restrooms where wastewater is stored or composted in public areas where sanitary sewer is not accessible.

PCWR would appreciate your comments prior to September 28, 2018.

Comments and requests for additional information may be directed to Tia Rutledge, Planning Division Manager, Portage County Water Resources Department, 8116 Infirmary Road, Ravenna, Ohio 44266. Contact information is 330-298-2133 by telephone and trutledge@portageco.com by email.

RC, Sept 16, 2018, 12488370
Appendix 3-10

Ravenna
Facilities Planning Area
Ravenna Facilities Planning Area
208 Clean Water Plan

Approved by Draft to the NEFCO General Policy Board
12/21/2011 10/10/2018
3-10-2
Ravenna Facilities Planning Area

I. Existing Situation
   A. County/Basin:
      Portage/Lake Erie

   B. Facilities Planning Area:
      Ravenna

   C. Designated Management Agency (DMA):
      I. Primary DMA
      a) City of Ravenna
      II. Secondary DMA
      a) Portage County Water Resources Department (Portage County Regional Sewer District)
      b) City of Ravenna

   D. Publicly-Owned Treatment Works:
      Ravenna WWTP, 2.3 MGD (2.8 MGD Summer/2.8 MGD Winter)

   E. Facilities Plan:
      John David Jones & Associates, responsible for submittal of Ravenna Regional Facilities Plan; Portage County Sanitary Engineer, responsible for preparing the facilities plan for the township areas; Floyd G. Browne & Associates, completed Ravenna City Infiltration/Inflow Analysis; Portage County, completed the Lakeview Gardens SSES and the city’s consultant has completed an SSES for portions of the city’s sewer system.

   F. Area Served:
      City of Ravenna, Ravenna Township, Shalersville Township (part), Rootstown Township (part), Franklin Township (part), Charleston Township (part).

   G. Receiving Stream:
      Hommon Ditch of Breakneck Creek, a tributary to the Cuyahoga.

   H. Contact Person/Address/Phone/Fax:
      a) Mr. Robert N. Finney, City Engineer
         City of Ravenna
         530 N. Freedom St.
         Ravenna, Ohio 44266
         Phone: (330) 296-5666
         Fax: (330) 297-2166
      b) Mr. Jeff Lonzrick, Interim-Director/Sanitary Engineer
         Portage County Water Resources Department (Portage County Regional Sewer District)
         Portage County Administration Building
         449 South Meridian Street
         P.O. Box 1217
         8116 Infirmary Road
         Ravenna, Ohio 44266-0812
         Phone: (330) 297-3670
         Fax: (330) 297-3680

Approved by Draft to the NEFCO General Policy Board
12/21/2011 10/10/2018
I. **Population Served:**
The population projections used in the 201 Plan and those in the NEFCO 208 Clean Water Plan are compared below.

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The above population projections (Approved 208) were prepared in 1990. Updated projections are scheduled to be prepared after county population projections are produced by the Ohio Department of Development Office of Strategic Research.

II. **Wastewater Treatment Planning Prescriptions and Wastewater Planning Options**
Original source information provided by the Portage County Water Resources Department (Portage County Regional Sewer District), June 30, 2000, and the City of Ravenna, July 14, 2000.

*City of Ravenna Jurisdiction*
**Areas Currently Sewered (yellow):**
Of 4000+ water customers, approximately 20 still have septic systems. No new building is permitted in areas that do not have public sewers. Any property owner’s boundary within 100 feet of a public sewer must tie-in to that sewer at the owner’s expense. None of the 20 on-site systems are presently a known health problem. If in the future a problem develops, the owners will be encouraged to extend a public sewer to their property if feasible. If a public sewer is not feasible, the owner will be required to repair or replace the on-site system in accordance with the regulations of the Portage County Health Department.

*Portage County Water Resources Department (Portage County Regional Sewer District) Jurisdictions*
**Areas Currently Sewered (yellow):**
*Shalersville (part), Ravenna (part), Franklin (part), Rootstown (part) and Brimfield (part) Townships* - These areas are currently served with sanitary sewers that have been constructed and are currently in operation. However, there may be undeveloped tracts of land and vacant lots subject to improvement. All new development and construction in the yellow areas of this facility planning area will be required to connect to and/or provide sanitary service to ensure that wastewater will be treated at an existing publicly-owned treatment works (POTW) with modifications or expansions as required to handle the flow. Existing non-residential private treatment systems (semi-public) shall be abandoned and connection made to the existing sanitary sewer system if available. Failing HSDSs serving single family homes shall be abandoned in accordance with Ohio Administrative Code 3701-29-02.
Areas That Will be Served by a POTW or by On-site Non-discharging Systems (green):
Shalersville, Ravenna, Charleston, Franklin and Rootstown Township - Future development will be served by an existing POTW modified or expanded as required to handle the flow or a non-discharging sewage disposal system. Non-discharging systems including on-site septic systems and systems in which the effluent is applied to the land are locally permitted at this time. New discharging systems are only permitted for repair of existing systems in cases where both central sewer and non-discharging systems are not available.

When public restrooms need to be provided on public park property where sewers are not available, holding tanks, or privies may be utilized to store or compost the wastewater and allowance made for the installation, operation, and maintenance. These restroom facilities shall not be connected to a potable water source (for use with sinks, flush toilets, kitchens) nor receive discharges from potable water facilities (including drainage from outside water fountains, kitchens etc.). These facilities must obtain an Ohio EPA Permit-To-Install and supply an operation and maintenance plan to the property owner for their acceptance. The operator shall obtain the appropriate semi-public, commercial operator document from the local jurisdiction or Ohio EPA as applicable.