

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
NOTICE OF INTENT  
FOR GENERAL PERMIT FOR DISCHARGES FROM  
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS  
(MS4s)**

Input forms in Word format are available  
by via email.  
[marilyn.davenport@epa.state.il.us](mailto:marilyn.davenport@epa.state.il.us)  
or by calling the Permit Section at  
217/782-0610  
See address for mailing on page 4

For Office Use Only – Permit No. ILR40\_\_\_\_\_

**Part I. General Information**

1. MS4 Operator Name: Village of Winnetka with the Winnetka Park District – JOINT PERMIT
2. MS4 Operator Mailing Address:  
Street- 510 Green Bay Road City- Winnetka  
State- Illinois Zip Code- 60093
3. Operator Type: Village
4. Operator Status: Local
5. Name(s) of Governmental Entity(ies) in which MS4 is located: Village of Winnetka; Winnetka Park District
6. Area of land that drains to your MS4 (in square miles): 3.94
7. Latitude/Longitude at approximate geographical center of MS4 for which you are requesting authorization to discharge:  
Latitude: 42 06 23 Longitude: -87 44 33  
DEG. MIN. SEC. DEG. MIN. SEC.
8. Name(s) of known receiving waters: *Attach additional sheets (Attachment 1) as necessary:*

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <u>Lake Michigan</u></li> <li>3. _____</li> <li>5. _____</li> <li>7. _____</li> <li>9. _____</li> </ol> | <ol style="list-style-type: none"> <li>2. <u>Skokie River ( East Fork of the North Branch of Chicago River)</u></li> <li>4. _____</li> <li>6. _____</li> <li>8. _____</li> <li>10. _____</li> </ol> |
|---|---|

**9. Persons Responsible for Implementation/Coordination of Storm Water Management Program:**

<u>Name</u>	<u>Title</u>	<u>Telephone No.</u>	<u>Area of Responsibility</u>
<u>Steven Saunders</u>	<u>Dir. PW/ Village Engineer</u>	<u>847-716-3534</u>	<u>Public Works/Engineering, Winnetka</u>
<u>Susan Chen</u>	<u>Assistant Village Engineer</u>	<u>847-716-3532</u>	<u>Public Works/Engineering, Winnetka</u>
<u>Liza McElroy</u>	<u>Director of Parks&amp; Rec.</u>	<u>847-501-2052</u>	<u>Winnetka Park District</u>

Information required by this form must be provided to comply with 415 ILCS 5/39 (2000). Failure to do so may prevent this form from being processed and could result in your application being denied.

## Part II. Best Management Practices (include shared responsibilities) Proposed to be Implemented in the MS4 Area

*(Details of BMP implementation for each checked BMP number, e.g., A.1, E.2, is required in Part IV of this NOI.)*

### A. Public Education and Outreach

- A.1 Distributed Paper Material
- A.2 Speaking Engagement
- A.3 Public Service Announcement
- A.4 Community Event
- A.5 Classroom Education Material
- A.6 Other Public Education

### B. Public Participation/Involvement

- B.1 Public Panel
- B.2 Educational Volunteer
- B.3 Stakeholder Meeting
- B.4 Public Hearing
- B.5 Volunteer Monitoring
- B.6 Program Coordination
- B.7 Other Public Involvement

### C. Illicit Discharge Detection and Elimination

- C.1 Storm Sewer Map Preparation
- C.2 Regulatory Control Program
- C.3 Detection/Elimination Prioritization Plan
- C.4 Illicit Discharge Tracing Procedures
- C.5 Illicit Source Removal Procedures
- C.6 Program Evaluation and Assessment
- C.7 Visual Dry Weather Screening
- C.8 Pollutant Field Testing
- C.9 Public Notification
- C.10 Other Illicit Discharge Controls

### D. Construction Site Runoff Control

- D.1 Regulatory Control Program
- D.2 Erosion and Sediment Control BMPs
- D.3 Other Waste Control Program
- D.4 Site Plan Review Procedures
- D.5 Public Information Handling Procedures
- D.6 Site Inspection/Enforcement Procedures
- D.7 Other Construction Site Runoff Controls

### E. Post-Construction Runoff Control

- E.1 Community Control Strategy
- E.2 Regulatory Control Program
- E.3 Long Term O&M Procedures
- E.4 Pre-Const Review of BMP Designs
- E.5 Site Inspections During Construction
- E.6 Post-Construction Inspections
- E.7 Other Post-Const Runoff Controls

### F. Pollution Prevention/Good Housekeeping

- F.1 Employee Training Program
- F.2 Inspection and Maintenance Program
- F.3 Muni Operations Storm Water Control
- F.4 Municipal Operations Waste Disposal
- F.5 Flood Management/Assess Guidelines
- F.6 Other Municipal Operations Controls

## Part III. Qualifying Local Programs

*Attach additional sheets (Attachment 2) as necessary:*

*(Describe any qualifying local programs that you will implement in lieu of new permitting requirements.)*

### 1. Public Education and Outreach:

#### A.6 Other Public Education (Village of Winnetka):

**a. Pet Waste Management:** The Village of Winnetka Municipal Code Section 6.08.020 Responsibilities of Dog Owners. This section of the ordinance prohibits animal waste from being deposited on public and private property and is enforced by graduated fines.

**b. Proper Disposal of Household Hazardous Materials:** The Village of Winnetka Municipal Code Section 15.24.150 Use of Public Sewers and Section 8.16 Garbage and Refuse, address the proper disposal of waste. These sections of the code prohibit the discharge of hazardous materials, wastes or other described materials into the public sewer system.

**c. Water Conservation Practices for Homeowners:** The Village of Winnetka Municipal Code Sections 13.04.160 Water Emergency Use Plan and Section 13.04.170 Water Conservation. These sections of the code outline the Village's water use and restrictions.

**d. Leaf and Yard Waste:** The Village of Winnetka Municipal Code Section 8.16.120 Disposal of Yard Waste addresses the proper methods for the disposal of yard waste. The Village requires that lawn bags and stickers be purchased through the Village for the proper disposal of yard waste.

### 2. Public Participation/Involvement:

#### B.7 Other Public Involvement (Village of Winnetka):

**a. Public Participation:** The Public Works Department has a written policy in effect to encourage public participation in Department related programs, projects, and services to ensure the Public Works Department has a clear understanding of community needs and wants. As part of this policy, the Department shall inform the public of all major programs and projects and will consider public suggestions or concerns regarding those programs and projects.

**b. The Solid Waste Agency of Northern Cook County (SWANCC):** SWANCC is a unit of local government and a not-for-profit corporation. Twenty-three municipalities in northern Cook County joined together to form SWANCC in 1988. The Village of Winnetka is a member of SWANCC. SWANCC offers many educational resources and programs, including school programs for grades K-12. Their website is <http://swancc.org>.

## Part III. Qualifying Local Programs

*Attach additional sheets (Attachment 2) as necessary:*

*(Describe any qualifying local programs that you will implement in lieu of new permitting requirements.)*

### 3. Illicit Discharge Detection and Elimination:

#### C.1 Storm Sewer Map (Village of Winnetka and Winnetka Park District):

The Village of Winnetka storm sewer maps are prepared and available to the public.

The Winnetka Park District storm sewer maps are prepared and available to the public.

#### C.2 Regulatory Control Program (Village of Winnetka):

a. **Separate Storm Sewer Connection:** As part of the building permit process, all new residential/commercial projects are required to provide separate storm and sanitary sewer services. These services are inspected during construction. This requirement is enforced by ordinance. The Village of Winnetka Municipal Code Section 15.24.070 Separate Systems for Sanitary and Storm Sewers.

b. **Illegal Dumping:** The Village of Winnetka has an ordinance in place that prohibits the deposition of refuse on any land within the Village limits, except in accordance with this ordinance. The Village of Winnetka Municipal Code Section 8.16.100 Deposit of Refuse in Public Places or on Private Property.

c. **Non-Storm Water Discharges:** The Village of Winnetka Municipal Code Section 15.24.150 Use of Public Sewers. This ordinance prohibits the discharge of specified materials into any public sewer.

d. **Right to Enter Premises:** The Village of Winnetka Municipal Code Section 15.04.070 Right to Enter Premises allows Village officials to lawfully enter upon any premises or structure, when necessary to do so in the performance of any duty imposed upon them by code.

#### C.9 Public Notification (Village of Winnetka and Winnetka Park District):

a. **Employee Training (Hazardous Materials):** 100% of the Public Works and Park District (PW&PD) O&M staff are trained in proper hazardous material storage, handling, disposal and maintenance. Training occurs on an annual basis.

b. **Employee Training (Salt Application):** 100% of PW & PD O&M staff are trained in proper road salt application procedures. Training schedules are maintained for the O&M staff. Training occurs on an annual basis.

c. **Employee Training (Fleet Services):** All PW & PD Fleet Services staff are trained in preventing pollution of from fleet maintenance and repairs. Training occurs annually.

d. **Employee Training (Educational Materials):** MSDS sheets are provided for hazardous materials and vehicle washing. MSDS sheets are updated regularly. All PW & PD O&M staff receives MSDS training. Training occurs annually.

## Part III. Qualifying Local Programs

*Attach additional sheets (Attachment 2) as necessary:*

*(Describe any qualifying local programs that you will implement in lieu of new permitting requirements.)*

### 4. Construction Site Runoff Control:

The Winnetka Park District does not issue permits for construction. All permitting within the Village limits of Winnetka must be processed and approved through the Village of Winnetka. All construction permits for the Winnetka Park District are issued through the Village of Winnetka. The Park District must comply with the Village's regulations and ordinances.

#### D.1 Regulatory Control Program (Village of Winnetka):

a. **Site Demolition Escrow:** As part of the structure demolition permitting process, developers are required to place on deposit an escrow that covers the costs for stabilizing the site as well as the repair of any damaged public property.

b. **Zoning Review:** As part of the building permit review process, all construction permits are reviewed for compliance with the maximum impermeable lot coverage requirements set forth in the Municipal Code, Zoning, Section 17.30.030 Lot, Space, Bulk and Yard Regulations for Single-Family Residential Districts. No permit is approved unless these requirements have been met.

#### D.5 Public Information Handling Procedures (Village of Winnetka):

a. **Public Record:** All permit information is a matter of public record. The public is free to view any and all documentation relating to a permit or property at any time. All requests for information are processed in accordance with the Freedom of Information Act (FOIA) requirements. All public comments regarding a permit are received and responded to in an appropriate manner.

### 5. Post-Construction Runoff Control:

The Winnetka Park District does not issue permits for construction. All permitting within the Village limits of Winnetka must be processed and approved through the Village of Winnetka. All construction permits required by the Winnetka Park District are issued through the Village of Winnetka, who must comply with the Village's regulations.

#### E.1 Community Control Strategy (Village of Winnetka):

a. **Zoning Review:** As part of the building permit review process, all construction permits are reviewed for compliance with the maximum impermeable lot coverage requirements set forth in the Municipal Code, Zoning, Section 17.30.030 Lot, Space, Bulk and Yard Regulations for Single-Family Residential Districts. No permit is approved unless these requirements have been met.

## Part III. Qualifying Local Programs

*Attach additional sheets (Attachment 2) as necessary:*

*(Describe any qualifying local programs that you will implement in lieu of new permitting requirements.)*

### 5. Post-Construction Runoff Control (Continued):

#### E.2 Regulatory Control Program (Village of Winnetka):

a. **Maximum Impermeable Lot Coverage:** The Village of Winnetka Municipal Code, Zoning, Section 17.30.030 Lot, Space, Bulk and Yard Regulations for Single-Family Residential Districts specifies the maximum allowable impervious surface coverage for single family properties. Minimizing the amount of impermeable area on a site allows the surface water runoff to be filtered through vegetation, and provides for greater absorption of waters into the soil.

b. **Tree Preservation:** The Village of Winnetka Municipal Code, Section 15.28 Tree Preservation Code states that it is public policy to add to the tree population, and to the maximum extent practicable, preserve and protect the existing tree population.

#### E.3 Long Term O&M Procedures (Village of Winnetka and Winnetka Park District):

a. **Storm Sewer Cleaning:** As part of the Village of Winnetka's regular storm sewer maintenance program, the storm sewer system is cleaned on a regularly scheduled basis. The Village's storm sewer pump station is also maintained on a regular basis. The Park District, with cooperation from the Village also provides regularly scheduled maintenance to their storm sewer system.

b. **Catch Basin Vacuuming:** As part of the Village of Winnetka's regular storm sewer maintenance program, catch basins are cleaned on a regularly scheduled basis. The Village assists the Park District in providing regularly scheduled maintenance to their catch basins.

### 6. Pollution Prevention/Good Housekeeping:

#### F.1 Employee Training Program (Village of Winnetka and Winnetka Park District):

a. **General Training:** The Village of Winnetka Public Works Department is made up of three divisions: Operations and Maintenance (O&M); Forestry; and Engineering. All O&M staff receive regularly scheduled training in their specific areas of expertise. The O&M Division includes fleet services, street and sewer maintenance and refuse collection.

b. **Hazardous Material Storage, Handling and Maintenance Training:** 100% of the PW & PD O&M staff are trained in proper hazardous material storage, handling, disposal and maintenance. Training occurs on an annual basis. Park District has an "Employee Right to Know" program in effect.

c. **Salt Application Training:** 100% of PW & PD O&M staff are trained in proper road salt application procedures. Training schedules are maintained for the O&M staff. Training occurs on an annual basis.

d. **Fleet Services:** All PW & PD Fleet Services staff are trained in preventing pollution from fleet maintenance and repairs. Training occurs annually.

## Part III. Qualifying Local Programs

*Attach additional sheets (Attachment 2) as necessary:*

*(Describe any qualifying local programs that you will implement in lieu of new permitting requirements.)*

### 6. Pollution Prevention/Good Housekeeping (Continued):

#### **F.1 Employee Training Program (Village of Winnetka and Winnetka Park District):**

e. **Educational Materials:** MSDS sheets are provided for hazardous materials and vehicle washing. MSDS sheets are updated regularly. All PW & PD O&M staff receive MSDS training. Training occurs annually.

#### **F.2 Inspection and Maintenance Program (Village of Winnetka; Winnetka Park District as noted):**

a. **Hazardous Materials Storage:** The Village of Winnetka does not store a significant quantity of hazardous materials on site. However, such materials are stored in accordance with OSHA and IDOL regulations, and when necessary, stored in flame resistant cabinets. These cabinets are inspected monthly. All other hazardous materials are managed and stored by the Solid Waste Agency of Northern Cook County (SWANCC). SWANCC is a unit of local government and a not-for-profit corporation. Twenty-three communities in northern Cook County joined together to form SWANCC in 1988. The Village of Winnetka is a member. SWANCC offers household hazardous waste management, recycling and many educational resources, including school programs for K-12. Their web site is <http://swancc.org>.

The Park District performs monthly inspection and maintenance on their hazardous material storage, which includes the storage of pesticides, fertilizers and flammables, per the Park District Risk Management Agency (PDRMA). PDRMA is an insurance pool. The Park District also has a spill response plan in effect. Specific staff are trained in proper spill response.

b. **Parking Lot Cleaning:** Cleaning of public parking lots occurs on a monthly basis.

c. **Street Cleaning:** Street cleaning of all Village streets occurs monthly. The business districts' are cleaned on a weekly basis.

d. **Roadway Maintenance:** Roadway maintenance is broken into major rehabilitation and minor repairs. The Village of Winnetka's street maintenance program rehabilitates/reconstructs several public streets, annually. The number of streets maintained annually depends upon available funding. Minor repairs such as potholes, occurs on an as needed basis.

e. **Bridge Inspection:** Bridge inspections occur biennially. As part of the inspection process, the bridges are ranked by the State of Illinois for rehabilitation. Calcium Magnesium Acetate (CMA) is used on all of the bridges for snow and ice removal. The bridges within the Village do not span over waterways, but do drain into the storm sewer system.

f. **Oil Recycling:** Oil recycling for the Village of Winnetka Public Works facility is handled through an IEPA permitted private company under contract with the Village. The Park District also handles their oil recycling through a private company under contract with the Park District.

## Part III. Qualifying Local Programs

*Attach additional sheets (Attachment 2) as necessary:*

*(Describe any qualifying local programs that you will implement in lieu of new permitting requirements.)*

### 6. Pollution Prevention/Good Housekeeping (Continued):

#### **F.3 Municipal Operations Storm Water Control (Village of Winnetka & Winnetka Park District):**

**a. Storm Sewer Cleaning:** As part of the Village of Winnetka's regular storm sewer maintenance program, the storm sewer system is cleaned on a regularly scheduled basis. The Village's storm sewer pump station is also maintained on a regular basis. The Park District, with cooperation from the Village also provides regularly scheduled maintenance to their storm sewer system.

**b. Catch Basin Vacuuming:** As part of the Village of Winnetka's regular storm sewer maintenance program, catch basins are cleaned on a regularly scheduled basis. The Village assists the Park District in providing regularly scheduled maintenance to their catch basins.

#### **F.4 Municipal Operations Waste Disposal (Village of Winnetka):**

**a. Deposition of Refuse:** All non-hazardous municipal operations waste collected by the Village of Winnetka is deposited at the Glenview Transfer Station. All hazardous waste collected is properly disposed of through the appropriate facility. The Village of Winnetka also handles the Park District's refuse collection.

**b. Leaf Pick-up:** Seasonally, the Village of Winnetka performs leaf pick-up throughout the entire Village. The leaves are collected and are then transported to an IEPA permitted compost facility.

#### **F.5 Flood Management (Village of Winnetka):**

**a. Flood Hazard Protection Ordinance:** The Village of Winnetka has a Flood Hazard Protection Ordinance in place: Village of Winnetka Municipal Code, Section 15.68 Flood Hazard Protection Regulations, revised as Ordinance Number MC-2-2001. The ordinance requires all development within the flood plain to provide for 100% compensatory storage on site. All sites must manage the drainage on their site.

**b. Hazardous Materials:** No development within the Special Flood Hazard Area shall be permitted to locate or store chemicals, explosives, buoyant materials, animal waste, fertilizers, flammable liquids, pollutants, or other hazardous or toxic materials below the flood protection elevation.

**c. Sewer and Water Systems:** All new and replacement water supply systems, wells, sanitary sewer lines, and on-site disposal systems must have their manholes located above the flood protection elevation or be watertight.

**d. Stream Erosion Prevention:** Preservation of floodway velocities must be maintained so as not to increase stream erosion or flood heights.

**e. Soil Erosion Control:** For all activities located in a floodway, a seeding and stabilization plan must be submitted for review and approval.

Information required by this form must be provided to comply with 415 ILCS 5/39 (2000). Failure to do so may prevent this form from being processed and could result in your application being denied.



## Part III. Qualifying Local Programs

*Attach additional sheets (Attachment 2) as necessary:*

*(Describe any qualifying local programs that you will implement in lieu of new permitting requirements.)*

### 6. Pollution Prevention/Good Housekeeping (Continued):

#### **F.6 Other Municipal Operations Control (Village of Winnetka; Winnetka Park District as noted):**

**a. Water and Electric Department Operations:** The Village of Winnetka Water and Electric Department currently has an active EPA permit covering their operations. That permit number is IL0002364.

**b. Salt Storage and Application:**

1. Road salt storage consists of one enclosed building that is inspected regularly. The storage facility has an interior drain that drains into the sanitary sewer system.
2. The Village of Winnetka utilizes alternative products for ice control. These products include Calcium Magnesium Acetate (CMA) that is used for bridge decks. Salt brine is also used.
3. 100% of PW & PD Operation and Maintenance staff are trained in proper salt application. The Park District receives their salt from the Village of Winnetka.

**c. Vehicle Washing:** MSDS sheets are available to all PW & PD O&M employees. Training for the MSDS sheets occurs annually.

**d. Pest Control:** A private company is under contract with the Village of Winnetka to place and maintain pest control devices in the Village's storm sewer manholes for rat control. They are maintained on a regular basis. The Village monitors the program and the contractor on a regular basis.

The North Shore Mosquito Abatement District is a regional government agency that provides services to the Village of Winnetka and the Winnetka Park District.

## **Part IV. Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

*Attach additional sheets (Attachment 3) as necessary*

*(BMP No. should match that checked in Part II of this NOI. The applicant may repeat the same BMP No. where more than one BMP of similar type is to be implemented. Where necessary, attach additional sheets to provide more detail on each specific BMP.)*

### **A. PUBLIC EDUCATION AND OUTREACH**

#### **BMP No. A.1 Distributed Paper Material (Village of Winnetka)**

##### **Brief Description of BMP: Education/Outreach for Homeowners:**

Information packets will be developed for all homeowners within the Village of Winnetka. The information packets will include information on responsible lawn and garden activities, water conservation practices, proper disposal of household hazardous wastes and paint, pet waste management, trash and recycling management, and general storm water management and pollution prevention. The information will stress the importance of reducing the total pollutants in storm water runoff and how each person can help. Within the packet of information, there will be a return post card that will request responses by the homeowner identifying the current level of participation of the household. When new families move into the area, the household will be given the information packet as part of their general package of information for new residents.

**Measurable Goal(s), including frequencies:** Information packet will be developed covering the noted topics. The initial response card will be used to identify the homeowner's current level of participation. Annually, the Village of Winnetka will mail out a fact sheet that will recapitulate the initial information and include response cards in order to measure change in behavior. The Village of Winnetka will track the response rate and the trend of the responses.

**Milestones: Year 1: Develop information packets**

**Year 2: Distribute information packets with response cards. Obtain baseline response from property owners. Track response rate and trend of responses.**

**Year 3: Redistribute information. Track response rate and trend of responses.**

**Year 4: Redistribute information. Track response rate and trend of responses.**

**Year 5: Redistribute information. Track response rate and trend of responses.**

---

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**A. PUBLIC EDUCATION AND OUTREACH (Continued)**

**BMP No. A.1 Distributed Paper Material (Village of Winnetka)**

**Brief Description of BMP: Education/Outreach for Commercial Activities**

**(Target Activities: Restaurant/Food Store Owners, Medical/Pharmacy**

**Buildings, Automotive Garages, Antique Shops, Refinishing Shops, Print Shops, Dry Cleaners, Paint Companies, Landscape Companies, Plumbing Companies):**

**Information packets will be developed for the targeted commercial operations within the Village of Winnetka. The information packets will include information on responsible and proper disposal of hazardous wastes, trash management and general storm water management and pollution prevention. The information will stress the importance of reducing the total pollutants in storm water runoff and how each business can help. Within the packet of information, there will be a return post card that will request responses by the business owners identifying the current level of participation of the business.**

**Measurable Goal(s), including frequencies: Information packet will be developed covering the noted topics. The initial response card will be used to identify the business's current level of participation. Annually, the Village of Winnetka will mail out a fact sheet that will recapitulate the initial information and include response cards in order to measure change in behavior. The Village of Winnetka will track the response rate and the trend of the responses.**

**Milestones: Year 1: Develop information packets**

**Year 2: Distribute information packets with response cards. Obtain baseline response from business owners. Track response rate and trend of responses.**

**Year 3: Redistribute information. Track response rate and trend of responses.**

**Year 4: Redistribute information. Track response rate and trend of responses.**

**Year 5: Redistribute information. Track response rate and trend of responses.**

---

**BMP No. A.1 Distributed Paper Material (Village of Winnetka)**

**Brief Description of BMP: Education/Outreach for Land Developers, Engineers and Other Professionals:**

**Public Works and Engineering Design Guidelines. The Village of Winnetka will draft a comprehensive set of Public Works and Engineering Guidelines that will outline the requirements for all development within the Village of Winnetka, including sewer discharge, storm water management, and soil erosion and sedimentation control. These guidelines will be enacted into the Village of Winnetka Municipal Code. Once enacted, all future land development will be required to comply with the appropriate sections of the guidelines. Copies of the guidelines will be made available to contractors, engineers, architects and developers at all times.**

**Measurable Goal(s), including frequencies: Development, enactment and implementation of the Public Works and Engineering Guidelines.**

**Milestones: Year 1: Develop and adopt by ordinance, Public Works and Engineering Guidelines.**

**Year 2: Distribute info & ensure applicable construction permits comply with guidelines.**

**Year 3: Distribute info & ensure applicable construction permits comply with guidelines.**

**Year 4: Distribute info & ensure applicable construction permits comply with guidelines.**

**Year 5: Distribute info & ensure applicable construction permits comply with guidelines.**

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**A. PUBLIC EDUCATION AND OUTREACH (Continued)**

**BMP No. A.1 Distributed Paper Material (Winnetka Park District)**

**Brief Description of BMP:** Park District Newsletter: The Winnetka Park District will publish information regarding water quality restrictions as they pertain to storm water pollution prevention on Park District property. This information will be published in the Park District newsletter – Park Place. This newsletter is an existing publication that is published on a quarterly basis.

**Measurable Goal(s), including frequencies:** Information regarding responsible storm water management and pollution prevention for Park District property users will be developed for publication. This information will be published, at a minimum, on an annual basis.

**Milestones:** Year 1: Develop information  
Year 2: Publish information on an annual basis.  
Year 3: Publish information on an annual basis.  
Year 4: Publish information on an annual basis.  
Year 5: Publish information on an annual basis.

---

**BMP No. A.3 Public Service Announcement (Village of Winnetka)**

**Brief Description of BMP:** Information will be developed to be published in the local newspaper and Village newsletter and broadcasted on the local cable television network to reinforce the information sent to all homeowners and targeted business owners, as described in A.1.

**Measurable Goal(s), including frequencies:** The Village of Winnetka will develop and air/publish a public service announcement on an annual basis. The response rate and trend of responses will be tracked annually as part of the response cards sent out in A.1.

**Milestones:** Year 1: Develop materials to be published and broadcast  
Year 2: Publish/broadcast information on a annual basis.  
Year 3: Publish/broadcast information on a annual basis.  
Year 4: Publish/broadcast information on a annual basis.  
Year 5: Publish/broadcast information on a annual basis.

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**A. PUBLIC EDUCATION AND OUTREACH (Continued)**

**BMP No. A.6 Other Public Education (Village of Winnetka)**

**Brief Description of BMP: Public Library Reference Material:**

All printed information that will be sent to homeowners, targeted business owners and developers within the Village of Winnetka will also be provided to the Winnetka Public Library for reference.

**Measurable Goal(s), including frequencies: Provide public library with copies of currently distributed information**

- Milestones:**
- Year 1: Develop information packets**
  - Year 2: Provide library with copies of information that has been developed**
  - Year 3: Provide library with any revised information**
  - Year 4: Provide library with any revised information**
  - Year 5: Provide library with any revised information**
- 

**BMP No. A.6 Other Public Education (Village of Winnetka)**

**Brief Description of BMP: Pet Waste Management:**

Upon obtaining an annual license for a pet within the Village of Winnetka, information regarding proper pet waste management will be provided to the permittee.

**Measurable Goal(s), including frequencies: Information regarding proper pet waste management will be generated and provided to all residents obtaining a pet license. Once developed, this information will be available throughout the year. This information will also be provided as part of Section A.1.**

- Milestones:**
- Year 1: Develop pet waste management information**
  - Year 2: Provide pet waste management information with annual pet license**
  - Year 3: Provide pet waste management information with annual pet license**
  - Year 4: Provide pet waste management information with annual pet license**
  - Year 5: Provide pet waste management information with annual pet license**
- 

**BMP No. A.6 Other Public Education (Village of Winnetka)**

**Brief Description of BMP: Leaf and Yard Waste Management:**

Upon the purchase of yard waste bags and tags, the resident will be provided with additional information on responsible lawn care and garden activities.

**Measurable Goal(s), including frequencies: Information will be developed and provided for all citizens purchasing yard waste bags and tags. Yard waste bags and tags are available for purchase year round.**

- Milestones:**
- Year 1: Develop information for distribution**
  - Year 2: Provide information for distribution**
  - Year 3: Provide information for distribution**
  - Year 4: Provide information for distribution**
  - Year 5: Provide information for distribution**

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**A. PUBLIC EDUCATION AND OUTREACH (Continued)**

**BMP No. A.6 Other Public Information (Winnetka Park District)**

**Brief Description of BMP: Park District Website: The information published in the Winnetka Park District newsletter "Park Place" will also be published on the Park District's existing web site. The website is [www.winpark.org](http://www.winpark.org)**

**Measurable Goal(s), including frequencies: Develop information regarding responsible storm water management for the public. The information on the web site is updated on a regular basis.**

**Milestones: Year 1: Develop information to be published on the web site.  
Year 2: Publish information on the website.  
Year 3: Update information on website as needed.  
Year 4: Update information on website as needed.  
Year 5: Update information on website as needed.**

---

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**B. PUBLIC PARTICIPATION/INVOLVEMENT**

**BMP No. B.1 Public Panel - Park District**

**Brief Description of BMP: Winnetka Parks Foundation: The Park District has an existing public panel called The Winnetka Parks Foundation. the Winnetka Parks Foundation was established as an advocate for the Park District. The Foundation supports efforts to preserve open spaces and support park and recreation activities. The foundation is a non-governmental, non-profit corporation. Topics and handouts relating to storm water pollution prevention will be developed and discussed.**

**Measurable Goal(s), including frequencies: The Winnetka Parks Foundation meets on a regular basis throughout the year. The panel also performs public speaking engagements with local special interest groups.**

**Milestones: Year 1: Develop and discuss information on the Public Panel.  
Year 2: Develop and discuss information on the Public Panel.  
Year 3: Develop and discuss information on the Public Panel.  
Year 4: Develop and discuss information on the Public Panel.  
Year 5: Develop and discuss information on the Public Panel.**

---

**BMP No. B.4 Public Hearing (Village of Winnetka and Winnetka Park District)**

**Brief Description of BMP: Public Meetings, Public Notification and Public Participation: The Village of Winnetka will hold public meetings for all new ordinances enacted as part of this permit. The Winnetka Park District will also hold public meetings regarding policies adopted as part of this permit.**

**Measurable Goal(s), including frequencies: The Village of Winnetka public meetings will be held for the passage of all new ordinances to be enacted for compliance with this permit. All public meetings will be publicized and televised on the local cable channel. The Village holds regularly scheduled public meetings in accordance with the Illinois Open Meeting Act. For all public meetings, notice is given in accordance with all applicable portions of the Village Municipal Code and the Illinois Open Meeting Act. All Village residents and business owners are welcome to attend any public meeting and voice their concerns. The Park District's public meetings will be held for the passage of all new policies to be adopted for compliance with this permit. Park District public meetings are not televised on the local cable channel.**

**Milestones: Year 1: Notify and hold public meetings for all ordinances/regulations enacted per this permit.  
Year 2: Notify and hold public meetings for all ordinances/regulations enacted per this permit.  
Year 3: Notify and hold public meetings for all ordinances/regulations enacted per this permit.  
Year 4: Notify and hold public meetings for all ordinances/regulations enacted per this permit.  
Year 5: Notify and hold public meetings for all ordinances/regulations enacted per this permit.**

---

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**B. PUBLIC PARTICIPATION/INVOLVEMENT (Continued)**

**BMP No. B.6 Program Coordination (Village of Winnetka and Winnetka Park District)**

**Brief Description of BMP:** The Village of Winnetka Public Works Department, in cooperation with the Winnetka Park District, will coordinate all programs required for this permit.

**Measurable Goal(s), including frequencies:** Both the Public Works Department and Park District will coordinate and monitor their respective responsibilities throughout the duration of the permit.

**Milestones:** Year 1: Develop required programs as outlined throughout this permit  
Year 2: Coordinate and monitor programs  
Year 3: Coordinate and monitor programs  
Year 4: Coordinate and monitor programs  
Year 5: Coordinate and monitor programs

---

**BMP No. B.7 Other Public Involvement (Village of Winnetka)**

**Brief Description of BMP:** Attitude Surveys: This BMP will be performed as part of the Public Education and Outreach portion of this permit for A.1 DISTRIBUTED PAPER MATERIAL. Information and surveys will be distributed to all residents and targeted businesses. As previously noted, the information will stress the importance of reducing the total pollutants in storm water runoff and how each person can help. Within the packet of information, there will be a return post card that will request responses by the homeowner/business owner indicating the current level of participation.

**Measurable Goal(s), including frequencies:** Information packet will be developed covering the noted topics. The initial response card will note the homeowner's/business owner's current level of participation. Annually, the Village of Winnetka will mail out a fact sheet that will recapitulate the initial information and include response cards in order to measure change in behavior. The Village of Winnetka will track the response rate and the trend of the responses to gauge change in behavior and attitude.

**Milestones:** Year 1: Develop information packets  
Year 2: Distribute information packets with response cards. Obtain baseline response from property owners. Track response rate and trend of responses.  
Year 3: Redistribute information. Track response rate and trend of responses.  
Year 4: Redistribute information. Track response rate and trend of responses.  
Year 5: Redistribute information. Track response rate and trend of responses.

---



**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**B. PUBLIC PARTICIPATION/INVOLVEMENT (Continued)**

**BMP No. B.7 Other Public Involvement (Village of Winnetka)**

**Brief Description of BMP: Community Hot Line: Signage will be placed at all storm sewer outfalls. Citizens will be able to report illegal dumping or suspicious discharges.**

**Measurable Goal(s), including frequencies: The signage to be placed at the storm sewer outfalls will state the following: "TO REPORT SUSPECTED NON-STORM WATER DISCHARGE, PLEASE CALL (847) 716-3568". Once developed, the hot line will be advertised in the Village Newsletter biannually. This number will also be annually distributed in each homeowner's and business's water utility bills. Responses will be recorded, investigated and tracked, accordingly.**

**Milestones: Year 1: Develop signage for hot line  
Year 2: Post hot line signage and advertise hot line. Track responses  
Year 3: Advertise hot line. Track responses  
Year 4: Advertise hot line. Track responses  
Year 5: Advertise hot line. Track responses**

---

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**C. ILLICIT DISCHARGE DETECTION AND ELIMINATION**

**BMP No. C.2 Regulatory Control Program (Village of Winnetka)**

**Brief Description of BMP: Illicit Connection Detection of Existing Services:** As part of the building permit process, all residential/commercial addition projects will be required to dye test their sewer systems to ensure that there are no illicit connections to either the storm or sanitary sewer system. The owner/contractor will be required to submit the results in writing to the Village of Winnetka.

**Measurable Goal(s), including frequencies:** The aforementioned Public Works and Engineering Guidelines (see item A.1) will be introduced and adopted by ordinance. Enforcement of this ordinance will commence upon its passage. The requirement for dye testing will be outlined in the guidelines. If there should be any illicit connections detected as a result of the dye testing, the property owner will be responsible for correcting the situation as part of the building permit.

**Milestones:** Year 1: Develop and adopt by ordinance, Public Works and Engineering Guidelines.  
Year 2: Ensure compliance with guidelines. Disconnection of illicit connections.  
Year 3: Ensure compliance with guidelines. Disconnection of illicit connections.  
Year 4: Ensure compliance with guidelines. Disconnection of illicit connections.  
Year 5: Ensure compliance with guidelines. Disconnection of illicit connections.

---

**BMP No. C.3 Detection/Elimination Prioritization Plan (Village of Winnetka & Winnetka Park District)**

**Brief Description of BMP: Periodic Inspection and Testing:** The Village of Winnetka, in cooperation with the Winnetka Park District, will perform periodic inspection and testing of the storm sewer outfalls within the Village of Winnetka. There are 15 river outfalls to the Skokie River and 8 lake outfalls to Lake Michigan. The Winnetka Park District will monitor the outfalls discharging from their property.

**Measurable Goal(s), including frequencies:** Priority #1: Lake Michigan Watershed. Priority #2: Skokie River Watershed. Priority #3: MWRD Watershed. Within each watershed, the Village of Winnetka will begin the detection and elimination process starting with the largest discharge point and continue upstream. Outfalls will be monitored annually.

Monies have been allocated in the Village's budget to detect and address illicit connections and non-storm water discharges into the storm sewer system.

**Milestones:** Year 1: Fully develop a detection and elimination prioritization plan  
Year 2: Implement prioritization plan, documenting results  
Year 3: Continue executing plan, documenting results  
Year 4: Continue executing plan, documenting results  
Year 5: Continue executing plan, documenting results

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**C. ILLICIT DISCHARGE DETECTION AND ELIMINATION (Continued)**

**BMP No. C.4 Illicit Discharge Tracing Procedures (Village of Winnetka and Winnetka Park District)**

**Brief Description of BMP: Visual Dry Weather Screening:**

A visual inspection of the storm sewer outfalls during dry weather periods will be conducted. The Park District will perform inspections of the outfalls located on the Park District property.

**Measurable Goal(s), including frequencies:** Dry weather screening of the storm sewer outfalls will be conducted annually to identify non-storm water flows. Upon completion of the survey, areas with suspicious discharges will be further investigated. Further tracing of suspicious discharges will be done using three indicators: odor; visual appearance; and chemical testing. Once a suspicious discharge has been detected, tracing procedures will continue upstream until the source is localized. Final locations of the illicit connection will be made by dye testing or by physical inspection, in accordance with the dry weather screening procedures. Property owners will be responsible to correct the illicit connection.

**Milestones: Year 1: Develop dry weather screening procedures.**

**Year 2: Visually inspect outfalls. Record results. Investigate suspicious discharges.**

**Year 3: Visually inspect outfalls. Record results. Investigate suspicious discharges.**

**Year 4: Visually inspect outfalls. Record results. Investigate suspicious discharges.**

**Year 5: Visually inspect outfalls. Record results. Investigate suspicious discharges.**

---

**BMP No. C.4 Illicit Discharge Tracing Procedures (Village of Winnetka)**

**Brief Description of BMP: Community Hot Line:**

The Village of Winnetka will erect signage located at all storm sewer outfalls. Citizens will be able to report illegal dumping or suspicious discharges.

**Measurable Goal(s), including frequencies:** The signage to be placed at the storm sewer outfalls will state the following: "TO REPORT SUSPECTED NON-STORM WATER DISCHARGE, PLEASE CALL (847) 716-3568". Once developed, the hot line will be advertised in the Village Newsletter biannually. This number will also be distributed in each homeowner's and businesses water utility bills annually. Responses will be recorded, investigated and tracked, accordingly.

**Milestones: Year 1: Develop signage for hot line**

**Year 2: Post hot line signage and advertise hot line. Track responses**

**Year 3: Advertise hot line. Track responses**

**Year 4: Advertise hot line. Track responses**

**Year 5: Advertise hot line. Track responses**

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**C. ILLICIT DISCHARGE DETECTION AND ELIMINATION (Continued)**

**BMP No. C.4 Illicit Discharge Tracing Procedures (Village of Winnetka)**

**Brief Description of BMP: Complaint Response:**

The Village of Winnetka will develop a written procedure for responding to flooding/drainage complaints.

**Measurable Goal(s), including frequencies: Upon receipt of a flooding or drainage complaint, Village Public Works staff will visit the site. As part of the ensuing site visit, Public Works staff will investigate for the presence of illicit connections. Upon detection of an illicit connection, the property owner will receive written notification to correct the situation within a designated period of time. The cost of the removal of the illicit connection will be the sole responsibility of the property owner.**

**Milestones: Year 1: Develop written procedures for responding to flooding/drainage complaints  
Year 2: Record complaints and noted illicit connections  
Year 3: Record complaints and noted illicit connections  
Year 4: Record complaints and noted illicit connections  
Year 5: Record complaints and noted illicit connections**

---

**BMP No. C.5 Illicit Source Removal Procedures (Village of Winnetka)**

**Brief Description of BMP: Illicit Connection Notification:**

Once an illicit connection has been detected, property owners will receive written notification of the illicit sewer connection.

**Measurable Goal(s), including frequencies: Development of illicit source removal procedures. Upon notification, the property owner will be required to correct the situation within a designated period of time. If the situation has not been corrected by the end of the designated time period, a second written notification will be issued. If, after the second designated period of time the situation has still not been corrected, a citation, with associated fines and court appearance, will be issued to the property owner. The cost of the removal of the illicit connection will be the sole responsibility of the property owner.**

**Milestones: Year 1: Development of illicit source removal procedures.  
Year 2: Record and track illicit connections and subsequent removal.  
Year 3: Record and track illicit connections and subsequent removal.  
Year 4: Record and track illicit connections and subsequent removal.  
Year 5: Record and track illicit connections and subsequent removal.**

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**C. ILLICIT DISCHARGE DETECTION AND ELIMINATION (Continued)**

**BMP No. C.6 Program Evaluation and Assessment (Village of Winnetka)**

**Brief Description of BMP:** The Village of Winnetka will develop a program to track, evaluate and assess the best management practices put into place to determine their effectiveness.

**Measurable Goal(s), including frequencies:** The program will include the following:

**Number of Watersheds Screened:** Dry weather screening of the storm sewer outfalls will be screened annually.

**Number of Discharges Detected:** The number of discharges detected annually will be tracked and recorded.

**Number of Discharges Eliminated:** The number of discharges that are eliminated annually will be recorded.

**Number of Illicit Connections Reported:** The number of illicit connections and/or suspicious discharges reported will be tracked and recorded, annually.

**Milestones:** Year 1: Develop procedure for program evaluation and assessment

Year 2: Track and record above noted items

Year 3: Track and record above noted items

Year 4: Track and record above noted items

Year 5: Track and record above noted items

---

**BMP No. C.7 Visual Dry Weather Screening (Village of Winnetka and Winnetka Park District)**

**Brief Description of BMP:** A visual inspection of the storm sewer outfalls during dry weather periods will be conducted. The Park District will inspect the storm sewer outfalls that discharge from the Park District property.

**Measurable Goal(s), including frequencies:** Dry weather screening of the storm sewer outfalls will be conducted annually to identify non-storm water flows. Upon completion of the survey, areas with suspicious discharges will be further investigated. Tracing of suspicious discharges will be done using three indicators: odor; visual appearance; and chemical testing. Once a suspicious discharge has been detected, tracing procedures will continue upstream until the source is localized. Final locations of the illicit connection will be made by dye testing or by physical inspection, in accordance with the dry weather screening procedures. Property owners will be responsible for correcting the illicit connection.

**Milestones:** Year 1: Develop dry weather screening procedures.

Year 2: Visually inspect outfalls. Record results. Investigate suspicious discharges.

Year 3: Visually inspect outfalls. Record results. Investigate suspicious discharges.

Year 4: Visually inspect outfalls. Record results. Investigate suspicious discharges.

Year 5: Visually inspect outfalls. Record results. Investigate suspicious discharges.

*Copy and complete this page if additional pages are necessary:*

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**C. ILLICIT DISCHARGE DETECTION AND ELIMINATION (Continued)**

**BMP No. C.9 Public Notification (Village of Winnetka)**

**Brief Description of BMP: Information Distribution:**

As provided for in BMP No. A.1 (Village of Winnetka), all residents and targeted businesses will be provided with information discussing the importance of reducing the total pollutants in storm water runoff. BMP No. C.9 Public Notification – Information Distribution will be covered as part of BMP No. A.1 Distributed Paper Material.

**Measurable Goal(s), including frequencies:** Information packet will be developed covering the noted topics. The initial response card will note the homeowner's/business' current level of participation. Annually, the Village of Winnetka will mail out a fact sheet that will recapitulate the initial information and include response cards in order to measure change in behavior. The Village of Winnetka will track the response rate and the trend of the responses.

**Milestones:** Year 1: Develop information packets  
Year 2: Distribute information packets with response cards. Obtain baseline response from property owners. Track response rate and trend of responses.  
Year 3: Redistribute information. Track response rate and trend of responses.  
Year 4: Redistribute information. Track response rate and trend of responses.  
Year 5: Redistribute information. Track response rate and trend of responses.

---

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**D. CONSTRUCTION SITE RUNOFF CONTROL**

The Winnetka Park District does not issue permits for construction. All permitting within the Village of Winnetka must be processed and approved through the Village of Winnetka. All construction permits for the Winnetka Park District are issued through the Village of Winnetka. The Park District must comply with the Village's regulations and ordinances.

**BMP No. D.1 Regulatory Control Program (Village of Winnetka)**

**Brief Description of BMP: Soil Erosion and Sedimentation Control:**

Soil erosion and sedimentation control requirements will be included as part of the Village of Winnetka Public Works and Engineering Design Guidelines that will be adopted by ordinance.

**Measurable Goal(s), including frequencies:** The Guidelines to be drafted and enacted will outline the required soil erosion and sedimentation control measures that must be implemented as part of land development. Once enacted, site development for new construction and/or for permits proposing substantial disturbance of the site will be required to provide and maintain soil erosion and sedimentation control BMP's as part of a Storm Water Pollution Prevention Plan.

**Milestones:** Year 1: Develop, adopt and enact the Public Works & Engineering Design Guidelines  
Year 2: Implement the SE/SC requirements for building permits  
Year 3: Implement the SE/SC requirements for building permits  
Year 4: Implement the SE/SC requirements for building permits  
Year 5: Implement the SE/SC requirements for building permits

---

**BMP No. D.2 Soil Erosion and Sedimentation Control BMP's (Village of Winnetka)**

**Brief Description of BMP:** The soil erosion and sedimentation control requirements set forth in the Public Works and Engineering Design Guidelines, to be adopted by ordinance, will require that appropriate measures be incorporated into the Storm Water Pollution Prevention Plan required for building permit approval.

**Measurable Goal(s), including frequencies:** Building permits for new construction or for permits proposing substantial disturbance of the site will be required to implement site appropriate BMP's. These BMP's may include all or a combination of the following: Slope stabilization; Stabilized Construction Site Entrances; Soil Erosion and Sedimentation Control; Permanent Vegetation; Minimum Disturbance of Vegetated Land; Stabilization and Location of Stockpiles; Dust Control Measures; Building Materials and Other Construction Waste Management; and Storm Inlet Protection.

**Milestones:** Year 1: Develop, adopt and enact the Public Works & Engineering Design Guidelines  
Year 2: Implement the SE/SC requirements for building permits  
Year 3: Implement the SE/SC requirements for building permits  
Year 4: Implement the SE/SC requirements for building permits  
Year 5: Implement the SE/SC requirements for building permits

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**D. CONSTRUCTION SITE RUNOFF CONTROL (Continued)**

**BMP No. D.3 Other Waste Control Program (Village of Winnetka)**

**Brief Description of BMP:** Construction Site Waste Control: Under the proposed guidelines to be adopted by ordinance, developers will not be permitted to discard building materials, deposit chemicals, litter, or sanitary waste at the construction site. Concrete wash-out may occur at a properly controlled area on the site.

**Measurable Goal(s), including frequencies:** Construction sites will be required to manage construction wastes as part of the permitting process. Upon adoption of the guidelines, building permits will be required to provide for proper waste management on site.

**Milestones:** Year 1: Develop, adopt and enact the Public Works & Engineering Design Guidelines  
Year 2: Implement requirements for applicable building permits.  
Year 3: Implement requirements for applicable building permits.  
Year 4: Implement requirements for applicable building permits.  
Year 5: Implement requirements for applicable building permits.

---

**BMP No. D.4 Site Plan Review Procedures: (Village of Winnetka)**

**Brief Description of BMP:** Plan Review: A Storm Water Pollution Prevention Plan (SWPPP) will be required to be submitted and reviewed in conjunction with the building permit.

**Measurable Goal(s), including frequencies:** The review process will ensure that the SWPPP plan is consistent with the required soil erosion and sedimentation control requirements. Site plan review for soil erosion and sedimentation control will be performed as part of the regular building/demolition permit review process.

**Milestones:** Year 1: Develop, adopt and enact the Public Works & Engineering Design Guidelines  
Year 2: Implement the SE/SC requirements for building permits  
Year 3: Implement the SE/SC requirements for building permits  
Year 4: Implement the SE/SC requirements for building permits  
Year 5: Implement the SE/SC requirements for building permits

---

**BMP No. D.6 Site Inspection/Enforcement Procedures (Village of Winnetka)**

**Brief Description of BMP:** Construction Site Inspection: Construction sites will be inspected on a regular basis for compliance with Village Codes. Items relating to soil erosion and sedimentation control BMP's will be incorporated as part of that inspection procedure.

**Measurable Goal(s), including frequencies:** Site inspection will be performed on a regular basis. Developers who fail to implement or maintain their prescribed SE/SC BMP's and SWPPP will be issued a "stop work" order until the situation has been rectified.

**Milestones:** Year 1: Develop, adopt and enact the Public Works & Engineering Design Guidelines  
Year 2: Regularly inspect construction sites for compliance with SE/SC & SWPPP  
Year 3: Regularly inspect construction sites for compliance with SE/SC & SWPPP  
Year 4: Regularly inspect construction sites for compliance with SE/SC & SWPPP  
Year 5: Regularly inspect construction sites for compliance with SE/SC & SWPPP



**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**E. POST-CONSTRUCTION RUNOFF CONTROL**

**The Winnetka Park District does not issue permits for construction. All permitting within the Village of Winnetka must be processed and approved through the Village of Winnetka. All construction permits for the Winnetka Park District are issued through the Village of Winnetka. The Park District must comply with the Village's regulations and ordinances.**

**BMP No. E.1 Community Control Strategy: (Village of Winnetka)**

**Brief Description of BMP: Site Plan Review: Site plan review for post-construction runoff control will be performed as part of the regular building/demolition permit review process.**

**Measurable Goal(s), including frequencies: All new construction permits and/or permits involving land grading that disturbs a substantial area of land will be required to provide for post-construction runoff control. Construction sites will be required to provide for as many BMP's that are appropriate for the site.**

**Milestones: Year 1: Develop, adopt and enact the Public Works & Engineering Design Guidelines  
Year 2: Perform site plan review for post-construction runoff control  
Year 3: Perform site plan review for post-construction runoff control  
Year 4: Perform site plan review for post-construction runoff control  
Year 5: Perform site plan review for post-construction runoff control**

---

**BMP No. E.1 Community Control Strategy: (Village of Winnetka)**

**Brief Description of BMP: Site Inspection: A site inspection of the project will be performed upon completion of the project.**

**Measurable Goal(s), including frequencies: Upon completion of the project, the Developer must provide an "As-Built" plan of the development. Prior to issuing a Certificate of Occupancy, the Village will review the "As-Built" plan to ensure that the project was constructed in accordance with the approved plans. A field inspection of the site will be performed to ensure that the site has been properly stabilized and that all debris has been removed from the site and adjacent area.**

**Milestones: Year 1: Develop, adopt and enact the Public Works & Engineering Design Guidelines  
Year 2: Perform final site inspections to ensure compliance  
Year 3: Perform final site inspections to ensure compliance  
Year 4: Perform final site inspections to ensure compliance  
Year 5: Perform final site inspections to ensure compliance**

---

Attachment 3

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**E. POST-CONSTRUCTION RUNOFF CONTROL (Continued)**

**BMP No. E.2 Regulatory Control Program (Village of Winnetka)**

**Brief Description of BMP: Public Works and Engineering Guidelines:** In addition to providing guidelines for general engineering and public improvements, the design guidelines will also incorporate storm water management related issues.

**Measurable Goal(s), including frequencies:** Comprehensive design guidelines will be drafted and adopted by ordinance into the Municipal Code. A portion of the guidelines will address the following requirements: Building permits will require that the post construction rate of storm water runoff be equal to or less than the pre-construction rate of runoff. When possible, storm water quality design practices must be instituted in the site plan; Drainage swales are to be grassed. Storm water detention basins must have catch basins located prior to the restrictor manhole; Construction permits must protect and preserve, to the maximum extent practicable, trees greater than 10" diameter.

**Milestones:** Year 1: Develop, adopt and enact the Public Works & Engineering Design Guidelines  
Year 2: Ensure construction permits are in substantial compliance with guidelines  
Year 3: Ensure construction permits are in substantial compliance with guidelines  
Year 4: Ensure construction permits are in substantial compliance with guidelines  
Year 5: Ensure construction permits are in substantial compliance with guidelines

---

**BMP No. E.3 Long Term O&M Procedures (Village of Winnetka)**

**Brief Description of BMP: Illicit Discharge Detection:** The Village of Winnetka will perform illicit discharge detection inspection as outlined in Section C of this permit.

**Measurable Goal(s), including frequencies:** See Section C of this permit.

**Milestones:** Year 1: See Section C of this permit  
Year 2: See Section C of this permit  
Year 3: See Section C of this permit  
Year 4: See Section C of this permit  
Year 5: See Section C of this permit

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**E. POST-CONSTRUCTION RUNOFF CONTROL (Continued)**

**BMP No. E.4 Pre-Construction Review of BMP Designs: (Village of Winnetka)**

**Brief Description of BMP: Plan Review:** A Storm Water Pollution Prevention Plan (SWPPP) will be required to be submitted and reviewed in conjunction with building permits for new construction of permits requiring substantial disturbance of land.

**Measurable Goal(s), including frequencies:** The review process will ensure that the SWPPP is consistent with the required soil erosion and sedimentation control requirements outlined in the Public Works and Engineering Guidelines. Site plan review for SE/SC will be performed as part of the regular building/demolition permit review process.

**Milestones:** Year 1: Develop, adopt and enact the Public Works & Engineering Design Guidelines  
Year 2: Ensure construction permits are in substantial compliance with guidelines  
Year 3: Ensure construction permits are in substantial compliance with guidelines  
Year 4: Ensure construction permits are in substantial compliance with guidelines  
Year 5: Ensure construction permits are in substantial compliance with guidelines

---

**BMP No. E.5 Site Inspections During Construction: (Village of Winnetka)**

**Brief Description of BMP: Construction Site Inspections:** Construction sites will be inspected on a regular basis for compliance with the Village codes.

**Measurable Goal(s), including frequencies:** Construction sites will be inspected on a regular basis for proper provision and maintenance of appropriate soil erosion and sedimentation control BMP's. Developers who fail to implement or maintain their prescribed soil erosion and sedimentation control BMP's will be issued a "Stop Work" order until the situation has been corrected.

**Milestones:** Year 1: Develop, adopt and enact the Public Works & Engineering Design Guidelines  
Year 2: Inspect and ensure construction sites are in substantial compliance with SWPPP.  
Year 3: Inspect and ensure construction sites are in substantial compliance with SWPPP.  
Year 4: Inspect and ensure construction sites are in substantial compliance with SWPPP.  
Year 5: Inspect and ensure construction sites are in substantial compliance with SWPPP.

---

Attachment 3

Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4

E. POST-CONSTRUCTION RUNOFF CONTROL (Continued)

BMP No. E.6 Post-Construction Inspections: (Village of Winnetka)

Brief Description of BMP: **Post-Construction Site Inspections:** A site inspection of the project will be performed upon completion of the project.

Measurable Goal(s), including frequencies: Upon completion of the project, the Developer must provide an "As-Built" plan of the development. Prior to issuing a Certificate of Occupancy, the Village will review the "As-Built" plan to ensure that the project was constructed in accordance with the approved plans. A field inspection of the site will be performed to ensure that the site has been properly stabilized and that all debris has been removed from the site and adjacent areas. All proposed grading, swales, detention, stabilization of the site and other engineering requirements will be inspected to ensure that they have been installed and are functioning.

Milestones: Year 1: Develop, adopt and enact the Public Works & Engineering Design Guidelines  
Year 2: Perform final site inspection to ensure compliance  
Year 3: Perform final site inspection to ensure compliance  
Year 4: Perform final site inspection to ensure compliance  
Year 5: Perform final site inspection to ensure compliance

BMP No. \_\_\_\_\_

Brief Description of BMP: \_\_\_\_\_

Measurable Goal(s), including frequencies: \_\_\_\_\_

Milestones: Year 1: \_\_\_\_\_  
Year 2: \_\_\_\_\_  
Year 3: \_\_\_\_\_  
Year 4: \_\_\_\_\_  
Year 5: \_\_\_\_\_

BMP No. \_\_\_\_\_

Brief Description of BMP: \_\_\_\_\_

Measurable Goal(s), including frequencies: \_\_\_\_\_

Milestones: Year 1: \_\_\_\_\_  
Year 2: \_\_\_\_\_  
Year 3: \_\_\_\_\_  
Year 4: \_\_\_\_\_  
Year 5: \_\_\_\_\_

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**F. POLLUTION PREVENTION/GOOD HOUSEKEEPING**

**BMP No. F.2 Inspection and Maintenance Program: (Village of Winnetka)**

**Brief Description of BMP: Spill Response Plan: The Village of Winnetka Fire Department will adopt and implement an Emergency Operations Plan that will also address spill response. The Public Works Department will develop a written procedure to contact the Fire Department and employ preliminary emergency response measures.**

**Measurable Goal(s), including frequencies: The Emergency Operations Plan will be adopted during the first year. The Public Works Department will develop written procedures to contact the Fire Department and employ preliminary response measures subsequent to the adoption of the plan.**

**Milestones: Year 1: Adoption of Emergency Operations Plan. Public Works to develop procedures for initial contact and preliminary emergency response measures.  
Year 2: Implement written procedures for spill response.  
Year 3: Implement written procedures for spill response.  
Year 4: Implement written procedures for spill response.  
Year 5: Implement written procedures for spill response.**

---

**BMP No. F.3 Municipal Operations Storm Water Control (Village of Winnetka)**

**Brief Description of BMP: Storm Sewer Cleaning: The Village of Winnetka performs regular maintenance of the public storm sewer system. As part of this maintenance, sections of the storm sewer are hydro-jetted and the catch basins within the section are vacuumed.**

**Measurable Goal(s), including frequencies: Sections of storm sewer and catch basins will be cleaned on a regularly scheduled basis. The length of storm sewer cleaned and the number of catch basins cleaned will be tracked and recorded annually. The amount of trash and sediment removed annually will be recorded.**

**Milestones: Year 1: Develop system for tracking and recording the storm sewer/catch basin cleaning.  
Year 2: Track and record length of storm sewer cleaned and amount of debris removed.  
Year 3: Track and record length of storm sewer cleaned and amount of debris removed.  
Year 4: Track and record length of storm sewer cleaned and amount of debris removed.  
Year 5: Track and record length of storm sewer cleaned and amount of debris removed.**

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**F. POLLUTION PREVENTION/GOOD HOUSEKEEPING (Continued)**

**BMP No. F.3 Municipal Operations Storm Water Control (Village of Winnetka)**

**Brief Description of BMP: Monitoring:** See Section C - Illicit Discharge Detection and Elimination for the proposed monitoring program.

**Measurable Goal(s), including frequencies:** See Section C - Illicit Discharge Detection and Elimination for the proposed measurable goals and frequencies.

**Milestones:** Year 1: See Section C - Illicit Discharge Detection and Elimination Milestones  
Year 2: See Section C - Illicit Discharge Detection and Elimination Milestones  
Year 3: See Section C - Illicit Discharge Detection and Elimination Milestones  
Year 4: See Section C - Illicit Discharge Detection and Elimination Milestones  
Year 5: See Section C - Illicit Discharge Detection and Elimination Milestones

---

**BMP No. F.6 Other Municipal Operations Control (Village of Winnetka)**

**Brief Description of BMP: Vehicle Washing:** Village vehicle washing will be performed in designated vehicle washing bays that drain to an interior drain connected to the sanitary sewer system.

**Measurable Goal(s), including frequencies:** As part of the new Public Works facility that is currently under construction, two designated vehicle wash bays in an enclosed building, with an interior drainage system to the sanitary sewer system will be constructed. Village vehicle washing will be performed in these bays.

**Milestones:** Year 1: Completion of vehicle wash bays.  
Year 2: Perform vehicle washing in designated bays.  
Year 3: Perform vehicle washing in designated bays.  
Year 4: Perform vehicle washing in designated bays.  
Year 5: Perform vehicle washing in designated bays.

---

**Attachment 3**

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**F. POLLUTION PREVENTION/GOOD HOUSEKEEPING (Continued)**

**BMP No. F.6 Other Municipal Operations Control (Winnetka Park District)**

**Brief Description of BMP: Environmental Philosophy and Policy:** The Winnetka Park District will develop and adopt an environmental philosophy and policy that will determine an acceptable level of damage to existing vegetative/aquatic life that the Park District is willing to maintain on their properties, prior to intervening with a chemical response.

**Measurable Goal(s), including frequencies:** The philosophy and ensuing policy will outline what an acceptable level of damage shall be for various vegetative/aquatic problems. Each case will be looked at individually as to whether a problem can remain untreated, or at what stage should the application of an appropriate treatment be applied to maintain the acceptable level of damage. The goal is to minimize the amount of pesticides/herbicides that are used to treat problem areas. The policy will employ an Integrated Pest Management program.

**Milestones:** Year 1: Develop an environmental philosophy.  
Year 2: Develop an environmental policy.  
Year 3: Implement the environmental philosophy and policy.  
Year 4: Implement the environmental philosophy and policy.  
Year 5: Implement the environmental philosophy and policy.

## Part V. 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 knowingly submitting false information, including the possibility of fine and imprisonment.

Authorized Representative Name and Title

Signature

Date

---

Mail completed form to:

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF WATER POLLUTION CONTROL  
ATTN: PERMIT SECTION  
POST OFFICE BOX 19276  
SPRINGFIELD, ILLINOIS 62794-9276**



**Part IV. (Continued) Measurable Goals (include shared responsibilities) Proposed to be Implemented by the MS4**

**BMP No.**

**Brief Description of BMP:** \_\_\_\_\_

**Measurable Goal(s), including frequencies:** \_\_\_\_\_

**Milestones:** Year 1: \_\_\_\_\_  
Year 2: \_\_\_\_\_  
Year 3: \_\_\_\_\_  
Year 4: \_\_\_\_\_  
Year 5: \_\_\_\_\_

---

**BMP No.** \_\_\_\_\_

**Brief Description of BMP:** \_\_\_\_\_

**Measurable Goal(s), including frequencies:** \_\_\_\_\_

**Milestones:** Year 1: \_\_\_\_\_  
Year 2: \_\_\_\_\_  
Year 3: \_\_\_\_\_  
Year 4: \_\_\_\_\_  
Year 5: \_\_\_\_\_

---

**BMP No.** \_\_\_\_\_

**Brief Description of BMP:** \_\_\_\_\_

**Measurable Goal(s), including frequencies:** \_\_\_\_\_

**Milestones:** Year 1: \_\_\_\_\_  
Year 2: \_\_\_\_\_  
Year 3: \_\_\_\_\_  
Year 4: \_\_\_\_\_  
Year 5: \_\_\_\_\_

---

**BMP No.** \_\_\_\_\_

**Brief Description of BMP:** \_\_\_\_\_

**Measurable Goal(s), including frequencies:** \_\_\_\_\_

**Milestones:** Year 1: \_\_\_\_\_  
Year 2: \_\_\_\_\_  
Year 3: \_\_\_\_\_  
Year 4: \_\_\_\_\_  
Year 5: \_\_\_\_\_

*Copy and complete this page if additional pages are necessary:*

**Attachment 1  
Receiving Streams (Continued)**

11.

---

12.

---

13.

---

14.

---

15.

---

16.

---

17.

---

18.

---

19.

---

20.

---

21.

---

22.

---

23.

---

24.

---

25.

---

26.

---

27.

---

28.

---

29.

---

30.

---

31.

---

32.

---

33.

---

34.

---

35.

---

36.

---

37.

---

38.

---

*Copy and complete this page if additional pages are necessary:*

**Attachment 2**

**Part III (Continued) Qualifying Local Programs**

*(Describe any qualifying local programs that you will implement in lieu of new permitting requirements.)*

**1a. Public Education and Outreach:**

\_\_\_\_\_

**2a. Public Participation/Involvement:**

\_\_\_\_\_

**3a. Illicit Discharge Detection and Elimination:**

\_\_\_\_\_

**4a. Construction Site Runoff Control:**

\_\_\_\_\_

**5a. Post-Construction Runoff Control:**

\_\_\_\_\_

**6a. Pollution Prevention/Good Housekeeping:**

\_\_\_\_\_