

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM
MUNICIPAL ANNUAL INSPECTION REPORT**

**VILLAGE OF WINNETKA
MARCH 2008 – MARCH 2009**

The following information is a summary of the activities completed during Year 6 of the NPDES Phase II permit.

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A. PUBLIC EDUCATION AND OUTREACH

A.1 Distributed Material

a. Education/Outreach for Land Developers, Engineers and Other Professionals

The Village of Winnetka drafted and implemented a set of "Public Works and Engineering Guidelines" as part of the Year 1 and 2 requirements. The guidelines outline the requirements for construction and developments within the Village of Winnetka, including sewer discharge, storm water management, and soil erosion and sedimentation control, and are updated, as required. These guidelines are made available to all consulting engineering firms that do business within Winnetka, and to the public, for no charge. Building permits within the Village of Winnetka that include any disturbance of land are required to comply with the appropriate sections of these guidelines. The Guidelines were updated on January, 2007, and a draft proposal of the Guidelines has been developed to incorporate more "Green" storm water management techniques.

b. Park District News Letter

Information was developed for the Park District to publish in their "Park Place Newsletter". Information and publication will be coordinated in conjunction with the Village of Winnetka.

The information is, and will be, published on a minimum of an annual basis, and a maximum of a quarterly basis. The information published is included in Appendix A.

A.6 Other Public Education

a. Public Library Reference Material:

All information developed as part of Section A.1 of this permit was and will continue to be made available to the library system. The information is accessible via the Village of Winnetka website containing the "Winnetka Report", the Village's newsletter.

b. Pet Waste Management:

Information regarding proper pet waste management is being provided to all residents obtaining a pet license throughout the duration of the NPDES Phase II permit and beyond. The information is included in Appendix A.

c. Leaf and Yard Waste Management:

Information regarding responsible lawn and garden care is being provided to all residents purchasing yard waste bags and tags throughout the duration of the NPDES Phase II permit and beyond. The information is included in Appendix A.

d. Swimming Pool Cleaning and Maintenance:

Information regarding responsible swimming pool cleaning and maintenance was provided to all residents. The information is included in Appendix A.

e. Park District Web Site:

All information developed as part of Section A.1 of this permit, and additional related materials will be published on the Park District Web Site.

During the remainder of the permit and beyond, the information will be published on a minimum of an annual basis, and a maximum of a quarterly basis.

B. PUBLIC PARTICIPATION/INVOLVEMENT

B.1 Public Panel

Winnetka Parks Foundation: The Winnetka Park District develops and discusses topics and handouts relating to storm water pollution prevention at the public panel.

During Years 6 and beyond, topics will be discussed, at a frequency not to exceed twice a year.

B.4 Public Hearing

Village of Winnetka & Park District: Both the Village of Winnetka and the Park District notify the public for all public meetings, including those regarding all ordinances and regulations enacted by the NPDES Phase 2 Permit.

B.6 Program Coordination

The Public Works Department, in coordination with the Park District, work closely together and coordinate all proposed programs required for this permit.

B.7 Other Public Involvement

a. Community Hot Line:

Signage has been posted and maintained at the Lake Michigan and river outfall locations. The signage states the following information: "TO REPORT SUSPECTED NON-STORM WATER DISCHARGE, PLEASE CALL (847) 716-3568". Inspection and maintenance of these signs will continue throughout the subsequent years of this permit. A photograph of a typical sign installation has been included in Appendix B.

C. ILLICIT DISCHARGE DETECTION AND ELIMINATION

C.2 Regulatory Control Program

The “Public Works and Engineering Guidelines” have been developed and are being implemented through the permitting process. All applicable building permits will be required to dye test the sewer service system to ensure that there are no illicit connections to either the storm or sanitary sewer system. The Guidelines have been included in Appendix A.

C.3 Detection/Elimination Prioritization Plan

a. Lake Michigan Watershed:

The storm sewer outfalls are inspected annually. The inspections consist of the noting of both visual and odor indicators. The inspections will begin with the largest tributary discharge point. Should any suspicious indicators be present, the detection and elimination process will continue upstream of that discharge point. A prioritization plan has been developed. The results of this year’s inspection have been included in Appendix C.

b. Skokie River Watershed

The storm sewer outfalls are inspected annually. The inspections will consist of the noting of both visual and odor indicators. The inspections will begin with the largest tributary discharge point. Should any suspicious indicators be present, the detection and elimination process will continue upstream of that discharge point. A prioritization plan has been developed. The results of this year’s inspection have been included in Appendix C.

C.4 Illicit Discharge Tracing Procedures

a. Visual Dry Weather Screening

The Village of Winnetka and Winnetka Park District annually inspects each storm sewer outfall that drains into Lake Michigan and the Skokie River. Suspicious discharges will be investigated. The results of this year’s inspection have been included in Appendix C.

b. Community Hot Line

Signage has been posted at the Lake Michigan and river outfall locations. The signage states the following information: “TO REPORT SUSPECTED NON-STORM WATER DISCHARGE, PLEASE CALL (847) 716-3568”. Maintenance of these signs will continue throughout the subsequent years of this permit. A photograph of a typical sign installation has been included in Appendix B.

c. Complaint Response

The response to flooding/drainage complaints will consist of visiting the site to determine the cause of the flooding, recording the results of the inspection and developing steps to resolve the situation. A summary of the complaint responses have been included in Appendix C.

C.5 Illicit Source Removal Procedures

Illicit source removal procedures have been developed. Upon notification, the property owner will be required to correct the situation within a designated period of time. The property owner will be given two opportunities to correct the situation. If there is no compliance, a citation, with associated penalties, will be issued. A summary of the illicit source removals have been included in Appendix C.

C.6 Program Evaluation and Assessment

a. Dry Weather Screening:

The Village of Winnetka performs, records and tracks results from the annual dry weather screening. A summary of the results have been included in Appendix C.

b. Illicit Discharge Detection:

The Village of Winnetka tracks and records the number of illicit discharges detected annually. A summary of the results have been included in Appendix C.

c. Illicit Discharge Elimination:

The Village of Winnetka tracks and records the number of illicit discharges eliminated annually. A summary of the results have been included in Appendix C.

d. Illicit Connection Reports:

The Village of Winnetka tracks and records the number of illicit connections and/or suspicious discharges reported annually. A summary of the results have been included in Appendix C.

C.7 Visual Dry Weather Screening

The Village of Winnetka performs, records and tracks results from the annual dry weather screening, following the guidelines set forth in the USEPA's Draft Manual of Practice for the Identification of Illicit Connections. A summary of the results have been included in Appendix C.

C.9 Public Notification

Information packets were developed as part of Permit Section A.1 Distributed Paper Material.

D. CONSTRUCTION SITE RUNOFF CONTROL

D.1 Regulatory Control Program

The Village of Winnetka developed, and is implementing the Village of Winnetka Public Works and Engineering Design Guidelines. Amendments and additions are made, as needed, to the guidelines. The Guidelines have been included in Appendix A.

D.2 Soil Erosion and Sedimentation Control BMP's

The Village of Winnetka has developed, and is implementing the Village of Winnetka Public Works and Engineering Design Guidelines.

All applicable building permits are required to implement site appropriate Soil Erosion and Sedimentation Control BMP's as part of the requirements set forth in the Village of Winnetka Public Works and Engineering Design Guidelines, for the duration of this permit and beyond.

D.3 Other Waste Control Program

Construction Site Waste Control: The Village of Winnetka has developed, and is implementing the Village of Winnetka Public Works and Engineering Design Guidelines.

Under the Village of Winnetka Public Works and Engineering Design Guidelines, developers are not be permitted to discard building materials, deposit chemicals, litter or sanitary waste at the construction site, for the duration of this permit and beyond.

D.4 Site Plan Review Procedures

The Village of Winnetka has developed, and is implementing the Village of Winnetka Public Works and Engineering Design Guidelines.

Under the Village of Winnetka Public Works and Engineering Design Guidelines, a Storm Water Pollution Prevention Plan that is consistent with the required soil erosion and sedimentation control requirements will be reviewed as part of the permitting process, for the duration of this permit and beyond.

D.6 Site Inspection/Enforcement Procedures

The Village of Winnetka has developed, and is implementing the Village of Winnetka Public Works and Engineering Design Guidelines.

Under the Village of Winnetka Public Works and Engineering Design Guidelines, construction sites will be inspected on a regular basis for compliance with Village Codes, for the duration of this permit and beyond.

A summary of the permits issued within the Village of Winnetka has been included in Appendix D.

E. POST-CONSTRUCTION RUNOFF CONTROL

E.1 Community Control Strategy

- a. **Site Plan Review:** The Village of Winnetka has developed, and is implementing the Village of Winnetka Public Works and Engineering Design Guidelines.

Under the Village of Winnetka Public Works and Engineering Guidelines, site plan review for post-construction runoff control is performed as part of the building/demolition permit review process, for the duration of this permit and beyond.

- b. **Site Inspection:** The Village of Winnetka has developed, and is implementing the Village of Winnetka Public Works and Engineering Design Guidelines.

Under the Village of Winnetka Public Works and Engineering Guidelines, the Developer must provide an "As-built" plan of the development. Prior to the issuance of a Certificate of Occupancy, the "As-built" will be reviewed to ensure that the project was constructed in accordance with the approved plans. A final site inspection will be performed to ensure that the site has been properly stabilized and that all debris has been removed from the site, for the duration of this permit and beyond.

E.2 Regulatory Control Program

The Village of Winnetka has developed, and is implementing the Village of Winnetka Public Works and Engineering Design Guidelines. The Village of Winnetka Public Works and Engineering Guidelines also incorporate storm water management related issues. Post-construction rate of runoff must be equal to or less than the pre-construction rate of runoff.

During the duration of the permit and beyond, these design elements will be required for permit.

E.3 Long Term O&M Procedures

Illicit Discharge Detection: As outlined in Section C of this permit, the Village of Winnetka will perform illicit discharge detection inspection.

E.4 Pre-Construction Review of BMP Designs

The Village of Winnetka has developed, and is implementing the Village of Winnetka Public Works and Engineering Design Guidelines.

The Village of Winnetka Public Works and Engineering Guidelines require that a Storm Water Pollution Prevention Plan be submitted for review and approval in conjunction with applicable building permits for the duration of this permit and beyond.

E.5 Site Inspections During Construction

The Village of Winnetka has developed, and is implementing the Village of Winnetka Public Works and Engineering Design Guidelines.

The Village of Winnetka Public Works and Engineering Guidelines require that construction sites implement the appropriate soil erosion and sedimentation control BMP's. If upon inspection, the Developer fails to implement or maintain their prescribed soil erosion and sedimentation control BMP's, a "Stop Work" order will be issued until the situation is corrected for the duration of the permit and beyond.

A summary of the permits issued and closed, the number of "Stop Work Orders" issued due to site management violations within the Village of Winnetka has been included in Appendix E.

E.6 Post-Construction Inspection

The Village of Winnetka has developed, and implemented the Village of Winnetka Public Works and Engineering Design Guidelines.

The Village of Winnetka Public Works and Engineering Guidelines require Developers to submit an "As-Built" plan for review and approval, prior to the issuance of a Certificate of Occupancy. A site inspection is performed to ensure that the site has been properly stabilized and that all debris has been removed from the site and adjacent areas, for the duration of this permit and beyond.

F. POLLUTION PREVENTION/GOOD HOUSEKEEPING

F.2 Inspection and Maintenance Program

On March 4, 2003, the Village of Winnetka adopted a Spill Response Plan, as drafted by the Village of Winnetka Fire Department. This is an Emergency Operations Plan that addresses spill response. As part of the response plan, the Village of Winnetka Public Works Department will be responsible for monitoring and controlling the materials entering the sewer systems and wastewater treatment facilities, as well as the waterways.

F.3 Municipal Operations Storm Water Control

a. Storm Sewer Cleaning

The Village of Winnetka performs routine storm sewer and storm structure cleaning, annually. Sections of the Village's sanitary sewer system are also cleaned annually. Approximately 50% of the Village's storm system and sanitary system are cleaned each year. The daily debris removal is recorded and tracked for each section of sewer and storm structure. A summary of the cleaning records has been included in Appendix F.

b. Monitoring

See Section C for Illicit Discharge Detection and Elimination.

F.6 Other Municipal Operations Control

a. Vehicle Washing

The vehicle wash bays for the Village of Winnetka Public Works Facility were completed in 2003. The wash bays are in an enclosed structure, with an interior drain to the sanitary system. All Village vehicle washing occurs in these wash bays.

b. Environmental Philosophy and Policy (Winnetka Park District)

The Village of Winnetka Park District has developed an environmental philosophy that was presented to its Board in Year 1. This philosophy discusses the acceptable level of damage to existing vegetation/aquatic life that the Park District is willing to maintain on their properties prior to intervening with a chemical response. This is the Integrated Pest Management plan.

For the duration of this permit and beyond, the Park District will more fully develop the policy and implement both the philosophy and policy in their standard procedures.

c. Miscellaneous Housekeeping Duties and Records

In addition to the previously included information, the Village of Winnetka also performs and records other housekeeping duties. These duties include yard waste pick up, recycling pick up, leaf collection in the fall and street sweeping. The results of these housekeeping duties are included in Appendix F.

APPENDIX A

PUBLIC EDUCATION AND OUTREACH

A.1 Distributed Materials

- a. Education/Outreach for Homeowners – Winnetka Report Newsletters:

APPENDIX A

PUBLIC EDUCATION AND OUTREACH

A.1 Distributed Materials

- a. Public Works and Engineering Guidelines:
- b. Flood Hazard Protection Ordinance
- c. Various Related Ordinances

**APPENDIX A
PUBLIC EDUCATION AND OUTREACH**

A.1 Distributed Materials

- c. Park District Newsletter:

APPENDIX A
PUBLIC EDUCATION AND OUTREACH

A.6 Other Public Education

- a. Pet Waste Management

APPENDIX A
PUBLIC EDUCATION AND OUTREACH

A.6 Other Public Education

- b. Leaf and Yard Waste Management

APPENDIX A
PUBLIC EDUCATION AND OUTREACH

A.6 Other Public Education

- c. Swimming Pool Cleaning and Maintenance

APPENDIX A
PUBLIC EDUCATION AND OUTREACH

A.6 Other Public Education

d. Residential Storm Water Management Tips

APPENDIX A
PUBLIC EDUCATION AND OUTREACH

- A.6 Other Public Education
 - e. Park District Web Site

**APPENDIX B
PUBLIC PARTICIPATION/INVOLVEMENT**

B.7 Other Public Involvement

- a. **Community Hot Line**
- b. **SWANCC**

**APPENDIX C
ILLICIT DISCHARGE DETECTION AND ELIMINATION**

C.3 Detection/Elimination Prioritization Plan

- a. Lake Michigan Watershed
- b. Skokie River Watershed

C.4 Illicit Discharge Tracing Procedures

- a. Visual Dry Weather Screening

C.7 Visual Dry Weather Screening

Summary of Results:

23 outfalls were inspected during the 2008/2009 permitting year. 5 outfalls discharged to Lake Michigan and 18 discharged to the Skokie River. All inspections were performed during dry weather conditions. The 5 Lake Michigan outfalls were inspected on February 25, 2009 and the 18 discharge points into the Skokie River were inspected on February 25, 2009. One river outfall has been abandoned and one is collapsed. All 21 operating outfalls were observed to have either no discharge (19/22) or clear discharge (2/22).

**APPENDIX C
ILLICIT DISCHARGE DETECTION AND ELIMINATION**

C.4 Illicit Discharge Tracing Procedures

c. Complaint Response

C.5 Illicit Source Removal Procedures

C.6 Program Evaluation and Assessment

b. Illicit Discharge Detection

c. Illicit Discharge Elimination

d. Illicit Connection Reports

During the period from January 1, 2008 to December 31, 2008, the Village of Winnetka cleaned and performed illicit connection testing on the sanitary sewer system. 8435 feet of sewer main was televised.

The total number of lineal feet of sanitary sewer that was cleaned during this period was approximately 19792 ft. out of a total of approximately 245,515 ft. (8.1%).

20 feet of sanitary sewer was repaired.

2 sanitary manholes were repaired.

4218 joints out of 120,832 joints (3.5%) were inspected and 10 joints were repaired.

The number of suspected residential illicit connections was 9 out of approximately 4000 residences. Of those 9 suspected illicit connections, 8 illicit connections were found and corrected.

The sanitary sewer monitoring consisted of a combination of televised inspections (8435 ft), of which there were 4 point repairs; dye testing (5 sewer locations and 5 residences tested); and no smoke testing was performed.

During this same period, approximately 28,802 feet of storm sewer was jet-cleaned, of which there were 16 point repairs. 267 catch basins were cleaned; 82 of those catch basins had repairs performed. 6 storm manholes were repaired.

**APPENDIX D
CONSTRUCTION SITE RUNOFF CONTROL**

D.2 Soil Erosion and Sedimentation Control BMP's

D.3 Other Waste Control Program

D.4 Site Plan Review Procedures

D.6 Site Inspection/Enforcement

During the period of March 31, 2008 to March 31, 2009, 430 building permits were issued in the Village of Winnetka. Of those permits, 117 permits were issued triggered a site plan review and necessitated compliance with the Village's Public Works and Engineering Design Guidelines and/or Flood Hazard Protection Ordinance. The guidelines require the developer to employ all pertinent soil erosion and sedimentation control measures for the construction site, in addition to general grading, drainage and utility concerns.

The breakdown of pertinent permits are as follows:

Commercial, New:	0
Commercial, Addition:	1
Commercial, Remodel:	13
Residential, Garage:	5
Residential, Addition:	28
Residential, New:	17
Residential, Pool:	5
Residential, Impervious Surface:	48
Multi-Family, New:	0
 TOTAL:	 117

**APPENDIX E
POST-CONSTRUCTION RUNOFF CONTROL**

E.5 Site Inspections During Construction

All construction sites are inspected on a regular basis. The total number of "Stop Work" orders issued during this permitting period was 38. There were 2 "Stop Work" Orders issued due to site management violations within the Village of Winnetka during the period from March 31, 2008 to March 31, 2009.

**APPENDIX F
POLLUTION PREVENTION/GOOD HOUSEKEEPING**

F.3 Municipal Operations Storm Water Control

a. Storm Sewer/Sanitary Sewer Cleaning

During the period from January 1, 2008 to December 31, 2008, the Village of Winnetka cleaned and performed illicit connection testing on the sanitary sewer system.

The total number of lineal feet of sanitary sewer that was cleaned during this period was approximately 19,792 ft. out of a total of approximately 245,515 ft. (8.1%)

20 ft of sanitary sewer was repaired.

2 sanitary manholes were repaired.

4218 joints out of 120,832 joints (3.5%) were inspected and 10 joints were repaired.

4 point repairs were made on the sanitary sewer.

During this same period, approximately 28,802 feet of storm sewer was jet-cleaned, of which there were 16 point repairs. 267 catch basins were cleaned; 82 of those catch basins had repairs performed. 6 storm manholes were repaired.

F.6 Other Municipal Operations Control

- b. Environmental Philosophy and Policy (Winnetka Park District)

F.6 Other Municipal Operations Control

c. Miscellaneous Housekeeping Duties

1. Yard Waste Collection:

Approximately 3258 cubic yards of yard waste was picked up from the residential properties within the Village of Winnetka.

2. Recycling:

Approximately 3057 Tons of recyclable materials were collected within the Village of Winnetka

3. Leaf Collection:

Approximately 10902 cubic yards of leaves were collected during the fall season of 2008 in the Village of Winnetka.

4. Street Sweeping:

Approximately 265 Tons of materials were swept from the streets of the Village of Winnetka during this permitting year. Approximately 3429 lane miles of streets were swept.