

City of Evanston
STORMWATER
MANAGEMENT PLAN

February 2018



City of
EvanstonTM

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2.0 Introduction

This Stormwater Management Plan (SMP) was developed by the City of Evanston to protect water quality and reduce the discharge of pollutants from the municipality's storm sewer system to the maximum extent practicable (MEP). This SMP addresses the requirements established by the Illinois Environmental Protection Agency General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4 General Permit). This permit is the local enforcement mechanism of the U.S. Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES) Stormwater Phase II Rule.

2.1 SMP Structure

The plan outlines a program of best management practices (BMPs), measurable goals, responsible individuals or departments, and implementation schedules for the following six minimum control measures:

- (1) Public education and outreach
- (2) Public involvement and participation
- (3) Illicit discharge detection and elimination
- (4) Construction site stormwater runoff control
- (5) Post-construction stormwater management in new development and redevelopment
- (6) Pollution prevention/good housekeeping

2.2 Area Subject to the Plan

The measures identified in this SMP will be applied throughout the boundaries of the City of Evanston except as otherwise noted and be consistent with the MS4 General Permit requirements.

2.3 SMP Development

A stormwater committee led by the Public Works Agency and including representatives from the Public Works, Community Development, Parks and Recreation and Citizen Engagement was assembled to coordinate the development and implementation of the SMP.

2.4 Annual Reporting

The SMP's implementation will be tracked and documented in Annual Reports summarizing stormwater management activities carried out by the City and its partners. These reports will be submitted to IEPA on an annual basis no later than June 1 for the reporting period of April 1 (of the previous year) – March 31.

2.5 Description of Municipality

The operator of the MS4 is the City of Evanston. The City of Evanston is a public entity located in Cook County, Illinois. The City of Evanston covers an area of approximately 7.8 square miles, located in Northeastern Illinois as shown in Figure 1.



3.0 Minimum Control Measures

3.1 Public Education and Outreach

This minimum control measure outlines a program to communicate information about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff. This will be done through developing education materials and distributing them to the community. The following Best Management Practices (BMPs) and implementation schedule serve as Evanston’s MS4 Public Education and Outreach Program.

BEST MANAGEMENT PRACTICES AND MEASURABLE GOALS					
PUBLIC EDUCATION AND OUTREACH					
Goal Description	Goal No.	Action	Lead Person/ Department	Initial Target Date	Measurable Goal
Develop information for public on effective pollution prevention to minimize discharge of pollutants from private property, including: A. Fuels and oils (including vehicles leaks) B. Soaps, solvents or detergents used in outdoor washing of vehicles and other property C. Paint D. Lawn and garden care E. Winter de-icing materials (storage and use)	1.1.a	Develop educational information on effective pollution prevention to minimize discharge of pollutants from private property.	Sustainability	9/30/18	Develop flyer with educational information.
	1.1.b	Provide information on City website.	Water Production	9/30/18	Review and update annually.
	1.1.c	Provide information as press release through eNews system.	Community Engagement	9/30/18	Provide one press release annually.
	1.1.d	Provide printed materials available to public at Evanston Ecology Center.	Water Production	9/30/19	Review and update biannually.
Develop information for public about green infrastructure strategies such as green roofs, rain gardens, etc. that mimic natural processes and direct stormwater to where it can be infiltrated, evaporated or reused.	1.2.a	Develop educational information on green infrastructure strategies for managing stormwater.	Sustainability	12/31/19	Develop flyer with educational information.
	1.2.b	Provide information on City website.	Water Production	12/31/19	Review and update annually.
	1.2.c	Provide educational displays on example City projects that incorporate green infrastructure.	Capital Planning	9/30/18	Implement on one project annually.

**BEST MANAGEMENT PRACTICES AND MEASURABLE GOALS
PUBLIC EDUCATION AND OUTREACH**

Goal Description	Goal No.	Action	Lead Person/ Department	Initial Target Date	Measurable Goal
Provide and report on annual evaluation of BMPs and measurable goals	1.3.a	Provide annual evaluation of compliance with BMPs.	Water Production	6/1/18	Implement annually.
	1.3.b	Post annual evaluation report on City website.	Water Production	6/1/18	Implement annually.
	1.3.c	Provide information as press release through eNews system.	Community Engagement	6/1/18	Implement annually.

3.2 Public Involvement/Participation

This minimum control measure outlines a program to encourage active public involvement and participation in implementing BMPs to reduce all pollutants of concern to the maximum extent practicable. This will be done through advertisement of the Stormwater Management Plan (SMP) and the associated annual evaluations, public hearings about the SMP and public comment periods to receive feedback for improvement. The following Best Management Practices (BMPs) and implementation schedule serve as Evanston’s MS4 Public Involvement/Participation Program.

**BEST MANAGEMENT PRACTICES AND MEASURABLE GOALS
PUBLIC INVOLVEMENT/PARTICIPATION**

Goal Description	Goal No.	Action	Lead Person/ Department	Initial Target Date	Measurable Goal
Hold a public hearing regarding initial plan. Provide 15 day public comment period following the hearing. Advertise 10 days in advance.	2.1.a	Schedule public hearing at Environment Board meeting.	Water Production	5/31/18	Hold hearing.
	2.1.b	Provide information as press release through eNews system.	Community Engagement	5/31/18	Provide one press release.
	2.1.c	Advertise hearing in local newspaper at least 10 days in advance.	Water Production	5/20/18	Provide one newspaper advertisement.

**BEST MANAGEMENT PRACTICES AND MEASURABLE GOALS
PUBLIC INVOLVEMENT/PARTICIPATION**

Goal Description	Goal No.	Action	Lead Person/ Department	Initial Target Date	Measurable Goal
Hold one public meeting annually for the public to provide comment on the Annual Evaluation.	2.2.a	Schedule public hearing at Environment Board.	Public Services	9/30/18	Hold hearing.
	2.2.b	Provide information as press release through eNews system.	Community Engagement	9/15/18	Provide one press release.
	2.2.c	Advertise hearing in local newspaper at least 10 days in advance.	Water Production	9/15/18	Provide one newspaper advertisement.
Identify Environmental Justice Areas and receive comment.	2.3.a	Develop Environmental Justice Area Report.	Water Production	12/31/19	Develop report.
	2.3.b	Hold public hearing on Environmental Justice Area Report.	Water Production	2/28/20	Hold public hearing on report.
	2.3.c	Provide information as press release through eNews System.	Community Engagement	2/18/20	Provide one press release.
	2.3.d	Advertise hearing in local newspaper at least 10 days in advance.	Water Production	2/18/20	Provide one newspaper advertisement.

3.3 Illicit Discharge Detection and Elimination

This minimum control measure outlines a program to detect and eliminate illicit discharges into the City’s storm sewer system. This will be done through periodic inspections of the storm sewer outfalls coupled with investigation and elimination of any illicit discharges that are detected. A public education program will be used to recruit resident and local business to be active partners in protecting the storm sewer system from illicit discharges. The following Best Management Practices (BMPs) and implementation schedule serve as Evanston’s MS4 Illicit Discharge Detection and Elimination Program.

**BEST MANAGEMENT PRACTICES AND MEASURABLE GOALS
ILLCIT DISCHARGE DETECTION AND ELIMINATION**

Goal Description	Goal No.	Action	Lead Person/ Department	Initial Target Date	Measurable Goal
Develop, implement and enforce a program to detect and eliminate illicit connections or discharges into the permittee's small MS4.	3.1.a	Review existing illicit discharge detection and elimination program for compliance with new 2016-2021 MS4 permit requirements.	Water Production	5/31/18	Complete program review.
Update storm sewer map to include any modifications to the sewer system map.	3.2.a	Review recent construction projects and update City's GIS system with any changes to storm sewer system.	Water Production	5/31/18	Complete GIS updates.
	3.2.b	Publish City's storm sewer map on City website.	Water Production	5/31/18	Post updated map on City website.
Through regulatory mechanism, prohibit non-storm discharges into City's storm sewer system and implement appropriate enforcement procedures and actions, including enforceable requirements for the prompt reporting of all releases, spills and other unpermitted discharges such reports in a timely manner.	3.3.a	Review and update existing City ordinances for compliance with new 2016-2021 MS4 permit requirements.	Water Production	12/31/18	Complete review and update City ordinances as required.
	3.3.b	Develop procedure for reporting and tracking illicit discharge complaints in the 311 system.	Water Production	12/31/18	Create new service request type in 311.
	3.3.c	Review and update written procedures for responding to illicit discharge complaints for compliance with new 2016-2021 MS4 permit requirements.	Water Production	5/31/19	Review and update written illicit discharge response procedures.
Develop and implement a plan to detect and address non-storm water discharges, including illegal dumping to the system.	3.4.a	Review and update written procedures for annual dry weather flow inspection for compliance with new 2016-2021 MS4 permit requirements.	Water Production	6/30/18	Review and update annual dry weather flow inspection procedures.

**BEST MANAGEMENT PRACTICES AND MEASURABLE GOALS
ILLICIT DISCHARGE DETECTION AND ELIMINATION**

Goal Description	Goal No.	Action	Lead Person/ Department	Initial Target Date	Measurable Goal
	3.4.b	On an annual basis, complete dry weather flow inspection of all storm sewer outfalls.	Water Production	9/15/18	Complete and document annual inspection.
Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste, and the requirements for reporting such mechanisms.	3.5.a	Develop educational information on hazards of improper disposal of waste and requirements for reporting.	Sustainability	9/30/19	Develop flyer with educational information.
	3.5.b	Provide annual training to all employees of Public Works, Community Development and Property Standards inspectors	Water Production	12/31/19	Provide information and/or training annually.
	3.6.c	Provide information on City website.	Water Production	9/30/19	Review and update annually.
	3.6.d	Provide information as press release through eNews system.	Community Engagement	9/30/19	Provide one press release annually.

3.4 Construction Site Storm Water Runoff Control

This minimum control measure outlines a program storm water management control at construction sites. This will be done by developing, implementing and enforcing a program to reduce pollutants in any storm water runoff from construction activities that result in a land disturbance of greater than or equal to one acre. Disturbances less than one acre will be included if part of a larger development that would ultimately disturb more than one acre. The following Best Management Practices (BMPs) and implementation schedule serve as Evanston’s MS4 Construction Site Storm Water Runoff Control Program.

**BEST MANAGEMENT PRACTICES AND MEASURABLE GOALS
CONSTRUCTION SITE STORM WATER RUNOFF CONTROL**

Goal Description	Goal No.	Action	Lead Person/ Department	Initial Target Date	Measurable Goal
Develop an ordinance or regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance.	4.1.a	Review and update Erosion and Sediment Control Policy.	Capital Planning	12/31/18	Review and update policy.
	4.1.b	Provide information on City website.	Water Production	12/31/18	Review and update annually.
	4.1.c	Incorporate Erosion and Sediment Control Policy into City ordinances.	Water Production	12/31/20	Revised ordinance approved by City Council.
Require construction site operators to control or prohibit non-storm water discharges.	4.2.a	Incorporate requirements into Erosion and Sediment Control Policy.	Capital Planning	12/31/18	Review and update policy.
Require all regulated construction sites to have a storm water pollution prevention plan that meets the requirements of Part IV of the NPDES permit No. ILR10.	4.3.a	Incorporate requirements into Erosion and Sediment Control Policy.	Capital Planning	12/31/18	Review and update policy.
Require procedures for site plan reviews which incorporate consideration of potential water quality impacts and site plan review of individual pre-construction site plans by the permittee to ensure compliance with sediment and erosion control requirements.	4.4.a	Review and update procedures for site plan review for compliance with new 2016-2021 MS4 permit requirements.	Community Development	12/31/18	Review and update policy.
Require procedures for receipt and consideration of information submitted by the public.	4.5.a	Develop procedure for reporting and tracking illicit discharge complaints in the 311 system.	Public Works Agency	12/31/18	Create new service request type in 311.
Require site inspections and enforcement of ordinance provisions.	4.6.a	Continue program of site inspections.	Public Works Agency	Ongoing	Review and update annually.

3.5 Post-Construction Storm Water Management in New Development and Redevelopment

This minimum control measure outlines a program for storm water management control at new development and redevelopment. This will be done through maintaining the City’s existing Stormwater Control Ordinance and updating as necessary for compliance with new 2016-2021 MS4 permit requirements, including developing, implementing and enforcing a program to reduce pollutants in any storm water runoff from construction activities that trigger compliance with the City of Evanston’s Stormwater Control Ordinance. The following Best Management Practices (BMPs) and implementation schedule serve as Evanston’s MS4 Post-Construction Storm Water Management in New Development and Redevelopment Program.

BEST MANAGEMENT PRACTICES AND MEASURABLE GOALS CONSTRUCTION SITE STORM WATER RUNOFF CONTROL					
Goal Description	Goal No.	Action	Lead Person/ Department	Initial Target Date	Measurable Goal
Develop, implement and enforce a program to address and minimize stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre.	5.1.a	Enforce existing Evanston Stormwater Control Ordinance	Community Development	Ongoing	Review and update annually.
Develop and implement a program to minimize the volume of storm water runoff and pollutants from public highways, streets, roads, parking lots and sidewalks. Include training for all MS4 employees and contractors who main repair or replace public surfaces or green infrastructure.	5.3.a	Review and update City’s Complete and Green Streets Policy.	Capital Planning	06/30/18	Update policy, adopted and approved by City Council.
	5.3.b	Develop a checklist for evaluating street and other public right-of-way projects for compliance with the City’s Complete and Green Streets Policy.	Community Development	5/31/18	Finalized Complete and Green Streets Checklist (CGSC).
	5.3.c	Review City capital improvement projects using CGSC	Bureau of Capital Planning	6/30/19	Annual report.

**BEST MANAGEMENT PRACTICES AND MEASURABLE GOALS
CONSTRUCTION SITE STORM WATER RUNOFF CONTROL**

Goal Description	Goal No.	Action	Lead Person/ Department	Initial Target Date	Measurable Goal
	5.3.d	Provide annual training on good MS4 practices to all Public Works Agency employees.	Public Works Agency	12/31/17	Annual training completed for Public Works employees verified by sign-in sheets
Develop and implement a program to minimize the volume of storm water runoff and pollutants from existing privately owned developed property.	5.4.a	Implement a regular street cleaning program.	Public Works Agency	4/30/18	Completed Street Cleaning Operation Schedule
	5.4.b	Implement a fall leaf pick-up plan to divert leaves from entering the sewer system.	Public Works Agency	9/30/18	Completed Fall Leaf Pick-up Plan

3.6 Pollution Prevention/Good Housekeeping for Municipal Operations

This minimum control measure outlines a program for prevention of stormwater pollution as a result of city operations. The following Best Management Practices (BMPs) and implementation schedule serve as Evanston’s MS4 Pollution Prevention/Good Housekeeping Program.

**BEST MANAGEMENT PRACTICES AND MEASURABLE GOALS
POLLUTION PREVENTION/GOOD HOUSEKEEPING**

Goal Description	Goal No.	Action	Lead Person/ Department	Initial Target Date	Measurable Goal
Develop and implement an O&M program that includes an annual training component for municipal staff and contractors to prevent and reduce the discharge of pollutants to the maximum extent practicable.	6.1.a	Develop O&M Manual for Municipal Storage Yard Practices.	Public Works Agency	12/31/20	Completed O&M Manual.
Implement measures to minimize the discharge of pollutants from equipment and vehicle washing. Wash waters must be treated in a sediment basin at a minimum.	6.2.a	Conduct annual training on vehicle washout practices.	Public Works Agency	6/30/19	Conduct 1 training per year.
Minimize the exposure of building materials, products, construction waste, trash, landscape materials, fertilizers, pesticides, herbicides, chemical storage tanks, deicing material storage facilities and temporary stockpiles, detergents, sanitary waste and other materials to precipitation and to stormwater.	6.3.a	Do not store materials in areas served by storm sewer. All runoff will be directed to the combined sewer system.	Public Works Agency	12/31/18	Conduct 1 inspection of storage areas per year.
Minimize the discharge of pollutants from spills and leaks. Implement chemical spill and leak prevention and response procedures.	6.4.a	Provide annual training on chemical spill response.	Public Works Agency	12/31/18	Conduct 1 training annually.
	6.4.b	Provide chemical spill response kits at each municipal storage area.	Public Works Agency	12/31/18	Conduct annually inspection of chemical spill response kits.

**BEST MANAGEMENT PRACTICES AND MEASURABLE GOALS
POLLUTION PREVENTION/GOOD HOUSEKEEPING**

Goal Description	Goal No.	Action	Lead Person/ Department	Initial Target Date	Measurable Goal
<p>Using training material available from USEPA, State of Illinois or other organizations, provide annual employee training to prevent and reduce stormwater pollution from:</p> <ul style="list-style-type: none"> -park and open space maintenance -fleet and building maintenance -operation of storage yards -snow disposal -deicing material storage handling and use on roadways -new construction and land disturbance -storm water system maintenance <p>procedures for proper disposal of street cleaning debris and catch basin materials.</p> <p>Training should include how flood management projects impact water quality, non-point source pollution control, green infrastructure controls and aquatic habitat.</p>	6.5.a	Conduct annual training on stormwater pollution reduction practices.	Public Works Agency	12/31/19	Conduct 1 training annually.