

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
ANNUAL FACILITY INSPECTION REPORT  
NPDES PERMIT FOR STORM WATER DISCHARGES  
FROM MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4)**

Website address: <http://www.epa.state.il.us/water/permits/storm-water/forms/annual-facility-inspection-ms4.pdf>

Complete each section of this report.

REPORTING PERIOD FROM: MARCH, 2006	TO: MARCH 2007	ILR40
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**MS4 OPERATOR INFORMATION: (As it appears on the current permit)**

NAME: Village of Lincolnshire		TELEPHONE NUMBER: 847-883-8600	
MAILING ADDRESS: One Olde Half Day Road			
CITY: Lincolnshire	STATE: IL	ZIP: 60069	COUNTY: Lake
CONTACT PERSON: (Person responsible for Annual Report) Jennifer M. Hughes, P.E., CFM			

**NAME(S) OF GOVERNMENTAL ENTITY(IES) IN WHICH MS4 IS LOCATED: (As it appears on the current permit)**

Lake County, IL	

**THE FOLLOWING ITEMS MUST BE ADDRESSED.**

**A. CHANGES TO BEST MANAGEMENT PRACTICES (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)**

1. Public Education and Outreach	<input type="checkbox"/>	4. Construction Site Runoff Control	<input checked="" type="checkbox"/>
2. Public Participation/Involvement	<input type="checkbox"/>	5. Post-Construction Runoff Control	<input type="checkbox"/>
3. Illicit Discharge Detection & Elimination	<input checked="" type="checkbox"/>	6. Pollution Prevention/Good Housekeeping	<input type="checkbox"/>

**B.**  
Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.

**C.**  
Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

**D.**  
Attach a summary of the storm water activities you plan to undertake during the next reporting cycle ( including an implementation schedule.)

**E.**  
Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

**F.**  
Attach a list of construction projects that your entity has paid for during the reporting period.

SIGNATURE: <i>Jennifer M. Hughes</i>	DATE: 5/31/07
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Please submit inspection reports to:

**Illinois Environmental Protection Agency, DWPC  
Compliance Assurance Section  
1021 North Grand Avenue East, POB 19276  
Springfield, Illinois 62794-9276**

Information required by this form must be provided to comply with 415 ILCS 5/39 (1996). Failure to do so may prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

# **MS4 Annual Facility Inspection Report**

**Illinois Environmental Protection Agency  
National Pollutant Discharge Elimination System Phase II**

**Permit Year 4: March 2006 to March 2007**

*Village of Lincolnshire*

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## Part A. Changes to Best Management Practices

Note: X indicates BMPs performed that were proposed in your NPDES permit  
 ✓ indicates changes to BMPs proposed in your NPDES permit

Year 1	Year 2	Year 3	Year 4	
MS4				
<b>A. Public Education and Outreach</b>				
X	X	X	X	A.1 Distributed Paper Material
				A.2 Speaking Engagement
X	X	X	X	A.3 Public Service Announcement
X	✓	X	X	A.4 Community Event
				A.5 Classroom Education Material
X	X	X	X	A.6 Other Public Education
<b>B. Public Participation/Involvement</b>				
X	X	X	X	B.1 Public Panel
				B.2 Educational Volunteer
X	X	X	X	B.3 Stakeholder Meeting
X	X	X	X	B.4 Public Hearing
				B.5 Volunteer Monitoring
				B.6 Program Coordination
X	X	X	X	B.7 Other Public Involvement
<b>C. Illicit Discharge Detection and Elimination</b>				
X	X	X	X	C.1 Storm Sewer Map Preparation
X	X	X	X	C.2 Regulatory Control Program
X	X	X	X	C.3 Detection/Elimination Prioritization Plan
X	X	X	X	C.4 Illicit Discharge Tracing Procedures
X	X	X	X	C.5 Illicit Source Removal Procedures
		✓	✓	C.6 Program Evaluation and Assessment
X	X	X	X	C.7 Visual Dry Weather Screening
X	X	✓	✓	C.8 Pollutant Field Testing
X	X	X	X	C.9 Public Notification
X	X	X	X	C.10 Other Illicit Discharge Controls

Year 1	Year 2	Year 3	Year 4	
MS4				
<b>D. Construction Site Runoff Control</b>				
X	X	X	X	D.1 Regulatory Control Program
X	X	X	X	D.2 Erosion and Sediment Control BMPs
X	X	X	X	D.3 Other Waste Control Program
X	X	X	X	D.4 Site Plan Review Procedures
X	X	X	✓	D.5 Public Information Handling Procedures
X	X	X	X	D.6 Site Inspection/Enforcement Procedures
X	X		X	D.7 Other Construction Site Runoff Controls
<b>E. Post-Construction Runoff Control</b>				
				E.1 Community Control Strategy
X	X	X	X	E.2 Regulatory Control Program
X	X	X	X	E.3 Long Term O&M Procedures
X	X	X	X	E.4 Pre-Const Review of BMP Designs
X	X	X	X	E.5 Site Inspections During Construction
X	X	X	X	E.6 Post-Construction Inspections
X	X	X	X	E.7 Other Post-Const Runoff Controls
<b>F. Pollution Prevention/Good Housekeeping</b>				
X	X	X	X	F.1 Employee Training Program
X	X	X	X	F.2 Inspection and Maintenance Program
		X	X	F.3 Municipal Operations Storm Water Control
				F.4 Municipal Operations Waste Disposal
				F.5 Flood Management/Assess Guidelines
X	X	X	X	F.6 Other Municipal Operations Controls

## **Changes in BMPs in Year 1 are described below.**

No changes have been made to Year 1 BMPs since the original permit.

## **Changes in BMPs in Year 2 are described below.**

### **A.4 Community Event**

*Measurable Goals: Conduct soil erosion and sediment control workshop (bi-annual workshop scheduled to be conducted in 2004).*

QLP change: SMC held a countywide workshop on Maintenance of Stormwater Facilities for members of Homeowner's Associations. The workshop had approximately 100 attendees and included a presentation by Lake Zurich on their detention retrofits and information on why maintenance is required and necessary.

MS4 Change: In lieu of attending the SMC workshop, Village Public Works personnel attended a meeting entitled "Enhancing the States' Lake Management Programs -- Protecting lakes and reservoirs in urbanizing areas." The Chicago Botanic Garden, USEPA, and the North American Lake Management Society presented the conference.

## **Changes in BMPs in Year 3 are described below.**

### **C.6 Program Evaluation and Assessment**

*Measurable Goal(s): Beginning in year three, the MS4 will keep statistics to evaluate the effectiveness of the illicit discharge detection and elimination program. MS4 Staff will analyze the program and make adjustments to improve effectiveness. An annual report assessing the effectiveness of the program will be prepared.*

MS4 Change: The MS4 planned to prepare an annual effectiveness and assessment report. This activity was not completed in Year 3 due to time constraints. The goal will be carried over to Year 4.

### **C.8 Pollutant Field Testing**

*Measurable Goal(s), including frequencies: Adopt ordinance amendment by end of Year 4.*

MS4 Change: This activity was not completed in Year 3 due to time constraints. The goal will be carried over to Year 4.

## **Changes in BMPs in Year 4 are described below.**

### **C.6 The MS4 will evaluate and assess its illicit discharge detection program.**

*Measurable Goal(s): Beginning in year three, the MS4 will keep statistics to evaluate the effectiveness of the illicit discharge detection and elimination program. MS4 Staff will analyze the program and make adjustments to improve effectiveness. An annual report assessing the effectiveness of the program will be prepared.*

Year 4: The MS4 will prepare an annual effectiveness and assessment report.

MS4 Change: The MS4 planned to prepare an annual effectiveness and assessment report. This activity was not completed in Year 4 due to time constraints. The goal will be carried over to Year 5.

### **C.8 In order to fully investigate dry weather flow, the MS4 will conduct pollutant field-testing where field conditions warrant it.**

*Measurable Goal(s): Adopt ordinance amendment by end of Year 4.*

Year 4: The MS4 will utilize information obtained from the QLP to implement and conduct pollutant field-testing as necessitated by field conditions.

MS4 Change: The MS4 postponed implementation of the pollutant field testing from Year 4 to Year 5 pending receipt of additional guidance from the QLP.

**D.5 The MS4 responds to information submitted by the public. The MS4 maintains a website where the public may obtain information on “Who to Call.”**

*Measurable Goal(s): The MS4 will update its website to provide “Who to Call” information. The MS4 will adopt a tracking system for complaints received and processed related to soil erosion and sediment control.*

Year 4: Revise the tracking system for complaints received and processed related to soil and erosion and sediment control to make use of the Building Permit software implemented by the Village in 2006.

MS4 Change: The MS4 currently tracks complaints through a manual work order system. The tracking was to be included in the Building Permit Software. However, delays in bringing the software online have postponed the inclusion until 2007.

## Part B. Status of Compliance with Permit Conditions

The status of BMPs and measurable goals performed in Year 4 is described below.

### 1. Public Education and Outreach

The MS4 is committing to conduct Public Education and Outreach as part of its permit. Public Education and Outreach requires implementation of a program to distribute educational material to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants to stormwater runoff. The MS4 commits to implementation of BMPs related to A.1, A.3, A.4, and A.6 as described below.

#### **A.1 The MS4 will distribute publications received from SMC to local target groups.**

*Measurable Goal(s): Make available and distribute two manuals "A Citizen's Guide to Maintaining Stormwater Best Management Practices" and "Living With Wetlands: A Handbook for Homeowners in Northeastern Illinois" to local entities such as homeowners associations and stakeholder groups.*

Year 4: Identify additional local target groups and distribute manuals to the new groups as appropriate. Distribute additional resources as appropriate.

The MS4 distributed "A Citizen's Guide to Maintaining Stormwater Best Management Practices" and "Living with Wetlands: a Handbook for Homeowners in Northeastern Illinois" to developers of subdivisions in Year 4.

#### **A.3 The MS4 will create Public Service announcements regarding NPDES Phase II.**

*Measurable Goal(s): Prepare a public service announcement related to the NPDES Phase II program. Publish announcement annually in the monthly MS4 Newsletter.*

Year 4: Include public service announcement in MS4 Newsletter once annually.

The MS4 placed an article pertaining to the NPDES Phase II program in the August 2006 Village Newsletter.

#### **A.4 The MS4 will publicize community events sponsored by the QLP.**

*Measurable Goal(s): Place notices of workshops offered by the QLP in the MS4's newsletter.*

Year 4: Participate in workshop.

The MS4 placed an article pertaining to the NPDES Phase II program in the August 2006 Village Newsletter.

The MS4 placed an article pertaining to the QLP's sale of rain barrels in the March 2007 Village Newsletter.

MS4 personnel participated in the SMC and APWA-sponsored snow and ice removal workshop.

MS4 personnel participated in the SMC and APWA-sponsored illicit discharge detection and elimination workshop.

**A.6 The MS4 will provide additional avenues for public education regarding the NPDES Phase II.**

*Measurable Goal(s): The MS4 operates a website that provides many resources for citizens, developers, and engineers. The website includes information on community flooding concerns and links to agencies providing resources regarding drainage and stormwater activities.*

Year 4: Maintain and update the MS4's website. Include a copy of the MS4's Notice of Intent for General Permit for Discharges from Small Municipal Separate Storm Sewer Systems for Year 3 on the MS4's website.

The Notice of Intent and the Year 4 update is available on the MS4's website at [www.village.lincolshire.il.us](http://www.village.lincolshire.il.us).

**2. Public Participation/Involvement**

The MS4 will perform activities and services related to the Public Participation/Involvement minimum control measure. BMPs will be implemented under BMP numbers B.1, B.3, B.4, and B.7 as described below.

**B.1 The SMC has convened the Municipal Advisory Committee (MAC) to address components of the NPDES Phase II program. MS4 Staff regularly attend the meetings of the MAC.**

*Measurable Goal(s): Track the number of meetings attended by MS4 Staff.*

Year 4: Attend a minimum of one MAC meeting per year in which the meetings are offered by SMC.

MS4 personnel attended 12 of the 12 MAC meetings during Year 3 of the permit. In addition, the SMC appointed Village Engineer Jennifer Hughes as Chair of the MAC.

**B.3 Stakeholder meetings are conducted throughout the county for ongoing planning and project implementation efforts. When stakeholder groups (such as watershed planning committees) include the jurisdictional area of the MS4, the MS4 will publicize stakeholder meetings locally and participate by being represented at the stakeholder meetings.**

*Measurable Goal(s): Publicize and participate in relevant watershed planning committees and other stakeholder groups.*

Year 4: The MS4 will attend a minimum of one watershed planning committee meeting for each of the receiving waters if such a meeting is held.

MS4 personnel attended meetings of the following groups:

Upper Des Plaines River Ecosystem Partnership – 12 meetings

North Branch Chicago River Watershed Open Space Planning Committee (NBCR) – 4 meetings

**B.4 The MS4 will conduct a public meeting or public hearing on its proposed stormwater management plan. Each MS4 will meet its own requirements for conducting public meetings or hearings.**

*Measurable Goal(s): Present Municipal NPDES Phase II presentation to municipal or governing board. Present summary of ongoing program implementation at least once annually at public meeting.*

Year 4: Present ongoing program summary at annual public meeting.

The MS4 discussed the local program at the March 13, 2006 Committee of the Whole Village Board Meeting in conjunction with the adoption of the revised Watershed Development Ordinance.

**B.7 Create permanent advisory panel for program implementation. At a minimum, this should be an ad hoc committee to discuss ongoing program implementation issues.**

*Measurable Goal(s): Create advisory panel or ad hoc committee and hold at least two meetings per year. This panel or committee should have input on program implementation and should review the annual report for the MS4.*

Year 4: Conduct a minimum of one meeting of the advisory committee.

The committee met on November 1, 2006.

### **3. Illicit Discharge Detection and Elimination**

The MS4 will perform activities related to the Illicit Discharge Detection and Elimination (IDDE) minimum control. The majority of these activities will be related to IDDE program design. The requirements of an IDDE program include the following:

- Develop a storm sewer system map that shows the locations of all outfalls and the names and locations of all water of the US that receive discharges from those outfalls.
- Prohibit non-storm water discharges into the storm sewer system and implement appropriate enforcement procedures and actions.
- Develop and implement a plan to detect and address illicit discharges into the storm sewer system.
- Educate public employees, businesses and general public of hazards associated with illegal discharges and improper disposal of waste.
- Identify the appropriate best management practices and measurable goals.

BMPs will be implemented under BMP numbers C.1, C.2, C.3, C.4, C.5, C.6, C.7, C.8, C.9 and C.10 as described below.

**C.1 Prepare outfall map to allow for tracking of dry weather flow inspections and outfall maintenance. This map will be based upon information included in the MS4 Geographic Information System (GIS.)**

*Measurable Goal(s): The MS4 will map all storm sewer outfalls discharging to Waters of the United States. Each outfall will be field verified and given a unique identifier to be used to document inspections. The map will be regularly updated as improvements or new developments occur.*

Year 4: The MS4 will continue to update the outfall map on an as needed basis.

The MS4 continues to update based upon new developments.

**C.2 Review, consider and adopt ordinance language to prohibit non-storm water discharges to the storm sewer or drainage system.**

*Measurable Goal(s): Review the ordinance prohibiting non-stormwater discharges to the storm sewer or drainage system. Revise the ordinance if revisions are necessary.*

Year 4: Enforce the local ordinance. Review and revise the ordinance, if necessary.

The MS4 adopted Ordinance 05-1957-21 on March 14, 2005. Staff reviewed the ordinance on November 1, 2006 and found that it continues to meet the requirements of the Village. Therefore, no revisions are necessary at this time.

**C.3 The MS4 will prepare a prioritization plan for detection/elimination programs based upon the potential for impact to the receiving waters.**

*Measurable Goal(s): Adopt a prioritization plan.*

Year 4: Review and revise, if necessary, the prioritizations plan.

The MS4's NPDES Phase II Committee reviewed the prioritization plan on November 1, 2006 and determined that no changes are necessary

-Attend SMC and APWA-sponsored IDDE Workshop.

**C.4 Develop or adopt standard procedures for identifying the source of an illicit discharge.**

*Measurable Goal(s): The MS4 will develop or adopt procedures for source identification of a detected illicit discharge. The program will include procedures for tracing the discharge upstream from the outfall to the source. The program will also include procedures for notifying property owners when the MS4 is required to enter private property to investigate a discharge source.*

Year 4: The MS4 will continue to employ the illicit discharge tracing procedures. The procedure will be reviewed and, if necessary, will be revised.

One illicit discharge was identified during the reporting period. However, since Public Works Personnel observed the discharge as it occurred, no changes to the procedure were deemed necessary.

**C.5 Establish procedures for eliminating the illicit discharge once the source is determined.**

*Measurable Goal(s): The MS4 will develop procedures for illicit discharge elimination.*

Year 4: The MS4 will continue to employ the illicit discharge tracing procedures. The procedure will be reviewed and, if necessary, will be revised.

One illicit discharge was identified during the reporting period. However, since Public Works Personnel observed the discharge as it occurred, no changes to the procedure were deemed necessary as the discharge was removed.

**C.5 Provide a convenient location where the general public can dispose of common household pollutants.**

*Measurable Goal(s): Prepare a public service announcement related to periodic collection events held by the Solid Waste Agency of Lake County (SWALCO).*

Year 4: Include public service announcement in MS4 Newsletter once annually.

The MS4 included articles about SWALCO in the March, April, May, June, July, August, September, October and November 2006. The MS4 also provided a link to SWALCO's website on its website.

**C.6 The MS4 will evaluate and assess its illicit discharge detection program.**

*Measurable Goal(s): Beginning in year three, the MS4 will keep statistics to evaluate the effectiveness of the illicit discharge detection and elimination program. MS4 Staff will analyze the program and make adjustments to improve effectiveness. An annual report assessing the effectiveness of the program will be prepared.*

Year 4: The MS4 will prepare an annual effectiveness and assessment report.

The MS4 planned to prepare an annual effectiveness and assessment report. This activity was not completed in Year 4 due to time constraints. The goal will be carried over to Year 5.

The MS4 attended MAC meetings where information about IDDE program and results were discussed.

**C.7 Provide standard procedures that can be used to detect non-storm water flows.**

*Measurable Goal(s): The MS4 will develop an annual dry weather flow inspection program that involves visual inspection of all outfalls servicing commercial and industrial areas. In addition, the outfalls servicing residential areas will be inspected with the goal of inspecting all residential outfalls over the permit period. The program will include outfall inspection worksheets that will be kept on file for at least five years.*

*Measurable Goal(s), including frequencies: The Village will develop procedures for illicit discharge elimination.*

Year 4: The MS4 will continue its dry weather flow inspection program.

The MS4 conducted visual dry weather flow inspections in August, 2006. The MS4 did not detect any dry weather flows.

**C.8 In order to fully investigate dry weather flow, the MS4 will conduct pollutant field-testing where field conditions warrant it.**

*Measurable Goal(s): Adopt ordinance amendment by end of Year 4.*

Year 4: The MS4 will utilize information obtained from the QLP to implement and conduct pollutant field-testing as necessitated by field conditions.

The MS4 postponed implementation of the pollutant field testing from Year 4 to Year 5 pending receipt of additional guidance from the QLP.

**C.9 Provide public notification of the MS4's illicit discharge detection and elimination program.**

*Measurable Goal(s): Prepare a public service announcement related to the MS4's illicit discharge detection and elimination program.*

Year 4: Include public service announcement in MS4's newsletter once annually.

The MS4 included an article about illicit discharge detection and elimination in the August 2006 Village Newsletter.

**C.10 Establish procedure that can be utilized by homeowners/citizens to report illicit discharges/illegal dumping.**

*Measurable Goal(s): The Village will develop a hotline or website page for citizens to report illegal dumping and suspicious discharges. The hotline will be established in the first year. The hotline will be advertised by placement of one ad in the MS4's monthly newsletter 6 months.*

Year 4: Include public service announcement in MS4's newsletter twice annually.

The MS4 included an article about illicit discharges/illegal dumping in the "Did You Know" section of the monthly Village Newsletter.

**C.10 Educate business owners on the differences between sanitary and storm sewers and the proper use of each.**

*Measurable Goal(s): The MS4 will publish information annually on the differences between sanitary and storm sewers and their proper use in the MS4's monthly newsletter.*

Year 4: Include public service announcement in MS4's newsletter once annually.

The MS4 included an article about sewers in the March, April, May, June, July, August, September, October, November, December, 2006 Village Newsletter.

**C.10 Educate homeowners on the adverse environmental impacts on storm water quality caused by improper waste disposal.**

*Measurable Goal(s): The MS4 will develop and distribute a brochure addressing the impacts of improper waste disposal on storm water quality. The brochure will be aimed at educating business owners and residents.*

Year 4: Identify local target groups and distribute manuals to groups as appropriate.

The MS4 identified two EPA documents: "Protecting Water Quality from Urban Runoff" and "After the Storm" which will address the impacts of improper waste disposal on stormwater quality. These documents were distributed to homeowners associations.

#### **4. Construction Site Runoff Control**

Lake County has adopted a Watershed Development Ordinance (WDO) that establishes the minimum stormwater management requirements for development in Lake County. The WDO, which is enforced by SMC as well as by certified communities in the county, establishes standards for construction site runoff control. The enforcement of the WDO implements BMPs under BMP numbers D.1, D.2, D.3, D.4, D.5, D.6, and D.7 as described below.

**D.1 The MS4 has adopted the Watershed Development Ordinance into the Municipal Code of the Village of Lincolnshire by reference. The MS4 will require that any site that disturbs 5,000 square feet or more obtain a permit from the Lake County Stormwater Management Commission in accordance with the Watershed Development Ordinance. Where the MS4 may issue a permit in accordance with a letter of understanding dated February 11, 1999 between the Lake County Stormwater Management Commission and the Village of Lincolnshire, the MS4 will require erosion and sediment controls in accordance with Article IV, Section B.1.j. of the WDO.**

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO. The MS4 will notify SMC and the contractor of any violations of the WDO noted during the MS4's inspections of construction sites.*

Year 4: Continue to enforce the WDO. The MS4 will adopt revisions to the WDO as they become available from SMC.

The MS4 continues to enforce the WDO to the extent of its authority to do so. The MS4 adopted revisions to the WDO on March 27, 2006.

**D.2 The MS4 will require that any site with land disturbance activity obtain a permit from the Lake County Stormwater Management Commission in accordance with the Watershed Development Ordinance. Where the Village may issue a permit in accordance with a letter of understanding dated February 11, 1999 between the Lake County Stormwater Management Commission and the Village of Lincolnshire, the MS4 will review the plans to ensure compliance with Article IV, Section B.1.j of the WDO.**

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO. The MS4 will notify SMC and the contractor of any violations of the WDO noted during the MS4's inspections of construction sites.*

Year 4: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

The MS4 continues to enforce the WDO to the extent of its authority to do so.

**D.3 The MS4 will adopt the revised WDO amendments addressing the control of waste and debris at construction sites.**

*Measurable Goal(s), including frequencies: The MS4 will adopt the revised WDO amendments addressing the control and debris at construction sites within six months of the receipt of the final version of said amendments. The MS4 will notify SMC and the contractor of any violations of the WDO noted during the MS4's inspections of construction sites.*

Year 4: Adopt the revised WDO amendments addressing the control and debris at construction sites, subject to SMC providing the revised WDO.

The MS4 adopted the revised WDO on March 27, 2006.

**D.4 Although the MS4 has elected to remain a non-certified community as defined in the WDO, Staff members are trained in the enforcement of the WDO. Staff member(s) will take the SMC enforcement officers' exam.**

*Measurable Goal(s): The MS4 will require that at least one member of its staff has passed the enforcement officer's exam or that it employs a consultant to review plans who has at least one staff member who has passed the exam.*

Year 4: Continue track the number of MS4 staff members who have passed the exam.

The Village Engineer remains the only staff member who has obtained this certification.

**D.4 The MS4 conducts site plan reviews in conjunction with the issuance of permits. The MS4 has established review checklists to ensure that stormwater management systems are reviewed.**

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO.*

Year 4: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

The MS4 continues to enforce the WDO to the extent of its authority to do so.

**D.5 The MS4 responds to information submitted by the public. The MS4 maintains a website where the public may obtain information on “Who to Call.”**

*Measurable Goal(s): The MS4 will update its website to provide “Who to Call” information. The MS4 will adopt a tracking system for complaints received and processed related to soil erosion and sediment control.*

Year 4: Revise the tracking system for complaints received and processed related to soil and erosion and sediment control to make use of the Building Permit software implemented by the Village in 2006.

The MS4 currently tracks complaints through a manual work order system. The tracking was to be included in the Building Permit Software. However, delays in bringing the software online have postponed the inclusion until 2007.

**D.6 Article VI of the WDO provides both the recommended and the minimum requirements for site inspection. The enforcement officers within each certified community must conduct site inspections. SMC has direct responsibility for non-certified communities, LCDOT, and the Forest Preserve. Article VII of the WDO specifies the penalties and legal action that may be imposed if the WDO is violated. If a construction site is not in compliance with the requirements of the WDO, the jurisdictional enforcement officer may issue a stop work order on all development activity on the subject property or on the portion of the activity in direct violation of the WDO. In addition, failure to comply with any of the requirements of the WDO constitutes a violation, and any person convicted thereof may be fined. Although the MS4 has elected to remain a non-certified community as defined in the WDO, the MS4 regularly conducts site inspections. Where violations of the WDO are found, Staff notifies the contractor and reinspects the site for compliance. Upon a second inspection, if the site remains in noncompliance, MS4 Staff notified SMC of the violation.**

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO. The MS4 will track the number of site inspections conducted by the MS4.*

Year 4: Track number of site inspections conducted by the MS4.

The MS4 conducted approximately 325 site inspections during Year 4.

## **5. Post-Construction Runoff Control**

As described above, the Lake County Watershed Development Ordinance (WDO) establishes the minimum stormwater management requirements for development in Lake County. The WDO establishes standards for

post-construction site runoff control. These standards apply to any new development or redevelopment resulting in over 0.5 acres of new impervious area. The enforcement of the WDO implements BMPs under BMP numbers E.2, E.3, E.4, E.5, and E.6 as described below.

**E.2 The WDO requires that all applicants adopt a stormwater management strategy for controlling post-construction runoff. The applicant must develop a stormwater management strategy that minimizes the increase in runoff volumes and rates and addresses the water quality treatment requirements of the WDO. The proposed drainage plan must use the runoff reduction hierarchy in the WDO and implement BMPs as presented in the TRM. The WDO also requires the use of buffers when adjacent to existing water bodies.**

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO.*

Year 4: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

The MS4 continues to enforce the WDO to the extent of its authority to do so. The MS4 does not issue permits until SMC has issued a permit, if so required.

**E.3 The WDO requires that a maintenance plan be prepared for all stormwater management system components for Major developments (as defined by the WDO). Enforcement officers may require maintenance plans to be prepared for all development sites that require a NPDES permit. The maintenance plan must include: maintenance tasks; the party responsible for performing the maintenance tasks; a description of all permanent public or private access maintenance easements and overland flow paths, and compensatory storage areas; and a description of dedicated sources of funding for the required maintenance. The TRM includes a sample maintenance plan.**

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO.*

Year 4: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

The MS4 continues to enforce the WDO to the extent of its authority to do so. The MS4 does not issue permits until SMC has issued a permit, if so required.

**E.4 within each jurisdiction, one of the primary duties of the enforcement officer is to review all Watershed Development Applications and issue permits for those projects that are in compliance with the provisions of the WDO. This includes a review of the proposed BMPs for post-construction runoff control. Although the MS4 is not a certified community, we require that SMC issue a permit before the MS4 issues permits.**

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO.*

Year 4: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

The MS4 continues to enforce the WDO to the extent of its authority to do so. The MS4 does not issue permits until SMC has issued a permit, if so required.

**E.5** Article VI of the WDO provides both the recommended and the minimum requirements for site inspection. The enforcement officers for each certified community must conduct these inspections. Enforcement officers may inspect site development at any stage in the construction process. For major developments, the enforcement officer shall conduct site inspections, at a minimum, upon completion of installation of sediment and runoff control measures and after final stabilization and landscaping, prior to removal of sediment controls.

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO.*

Year 4: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

The MS4 continues to enforce the WDO to the extent of its authority to do so. The MS4 does not issue permits until SMC has issued a permit, if so required.

**E.6** See description of the inspection program provided under E.5.

*Measurable Goal(s): See description of the inspection program provided under E.5.*

Year 4: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

The MS4 continues to enforce the WDO to the extent of its authority to do so. The MS4 does not issue permits until SMC has issued a permit, if so required.

## **6. Pollution Prevention/Good Housekeeping**

This minimum control measure involves the development and implementation of an operation and maintenance program to reduce the discharge of pollutants from municipal operations. This program must include a training program for municipal employees. MS4s will perform BMPs under BMP number F.1, F.2, and F.6 described below.

**F1**The MS4 will develop a training program for municipal employees. This program may be based on existing training programs that the MS4 currently conducts. Any new training materials will be developed based on guidance that is widely available. SMC, the Qualifying Local Program, will serve as a clearinghouse of these materials. The training program may be updated and expanded as the MS4 implements its stormwater management program.

*Measurable Goal(s): Develop municipal employee training program. Conduct annual training for employees that will implement or utilize BMPs.*

Year 4: Train municipal employees in relevant positions and update program as needed.

The MS4 trained its staff on general Municipal Operations and Good Housekeeping practices as a component of its flood response training on September 29, 2006.

The MS4 trained its staff on general Municipal Operations and Good Housekeeping practices as a component of its snow and ice control training in November 2006.

**F.1 Educate MS4 employees on pollution prevention measure for ground maintenance and landscaping.**

*Measurable Goal(s): The MS4 will develop a pollution prevention workshop for all municipal employees responsible for grounds maintenance and landscaping at public. The MS4 will conduct this workshop on an annual basis.*

Year 4: Revise the training program for employees. Conduct minimum of one training session. The MS4 conducted training in the impacts of ground maintenance and landscaping on water quality as a component of its flood response training on September 29, 2006.

The MS4 required its Streets/Parks personnel to undertake training on the proper use and handling of pesticides during calendar year 2006.

**F.2 Reduce the amount of pollution (sand, salt, leaves, etc.) that accumulates on the MS4's streets, which has the potential to be carried by runoff into the MS4 and ultimately to Waters of the United States.**

*Measurable Goal(s): The MS4 will establish a street sweeping schedule for the months of April to November.*

Year 4: The MS4 will maintain a street sweeping program.

The MS4 conducts street sweeping operations in accordance with its schedule.

**F.2 Ensure detention and water quality ponds operate to maximize water quality benefits and detention storage.**

*Measurable Goal(s): The MS4 will implement an operations and maintenance program for detention and water quality ponds. The program consists of random inspections and periodic maintenance. The program will be enhanced with a formal inspection schedule, inspection checklist and record keeping procedures. Each detention pond and water quality pond will be inspected once per permit period.*

Year 4: The MS4 will conduct inspections of each detention pond and water quality pond once per permit period.

The MS4 inspects each detention/retention facility annually. Additional inspections are conducted if complaints are received.

**F.2 Determine components of the MS4 that require maintenance.**

*Measurable Goal(s): The MS4 will implement an MS4 inspection and maintenance program. Maintenance will be scheduled as needed.*

Year 4: The MS4 will implement an annual inspection and maintenance program for its facilities.

**F.3 Incorporate the use of road salt alternatives for roadway deicing.**

*Measurable Goal(s): The MS4 will research methods to reduce the amount of road salt applied to roadways. If feasible, a program to reduce the amount of road salt applied to roadways will be developed and implemented.*

Year 4: Continue to review Public Work's publications for the latest information on methods to reduce the amount of road salt.

The MS4 continues to review efforts to reduce salt application. In FY06, the MS4 budgeted \$20,000 to purchase anti-icing equipment.

**F.6 Educate MS4 employees on the adverse environmental impacts on storm water quality caused by improper waste disposal.**

*Measurable Goal(s): The MS4 will publish articles, posters, or conduct training semiannually addressing the impacts of improper waste disposal on storm water quality in the MS4 newsletter. The articles will be aimed at educating public employees about the impacts of illicit discharges on storm water quality.*

Year 4: Publish one article annually in MS4 monthly newsletter.

The MS4 distributed copies of the USEPA's website discussing Pollution Prevention/Good Housekeeping for Municipal Operations to its Staff. The MS4 also included an article in the "Did You Know" section of the monthly Village Newsletter regarding illicit discharges to drainage ditches.

## **Part C. Information and Data Collection Results**

The Village did not collect water samples related to water quality sampling/monitoring data related to illicit discharge detection and elimination activities in Year 4.

## Part D. Summary of Year 4 Stormwater Activities

The following table summarizes the BMPs committed to for Year 5. Specific BMPs and measurable goals for Year 5 Stormwater Management Program development activities are presented in the sections following the table. Specific measurable goals for Year 5 will be described in the Year 5 Annual Report.

**Note:** X indicates BMPs committed to for Year 5.

Year 5	
MS4	
<b>A. Public Education and Outreach</b>	
X	A.1 Distributed Paper Material
	A.2 Speaking Engagement
X	A.3 Public Service Announcement
X	A.4 Community Event
	A.5 Classroom Education Material
X	A.6 Other Public Education
<b>B. Public Participation/Involvement</b>	
X	B.1 Public Panel
	B.2 Educational Volunteer
X	B.3 Stakeholder Meeting
X	B.4 Public Hearing
	B.5 Volunteer Monitoring
	B.6 Program Coordination
X	B.7 Other Public Involvement
<b>C. Illicit Discharge Detection and Elimination</b>	
X	C.1 Storm Sewer Map Preparation
X	C.2 Regulatory Control Program
X	C.3 Detection/Elimination Prioritization Plan
X	C.4 Illicit Discharge Tracing Procedures
X	C.5 Illicit Source Removal Procedures
X	C.6 Program Evaluation and Assessment
X	C.7 Visual Dry Weather Screening
X	C.8 Pollutant Field Testing
X	C.9 Public Notification
X	C.10 Other Illicit Discharge Controls

Year 5	
MS4	
<b>D. Construction Site Runoff Control</b>	
X	D.1 Regulatory Control Program
X	D.2 Erosion and Sediment Control BMPs
X	D.3 Other Waste Control Program
X	D.4 Site Plan Review Procedures
X	D.5 Public Information Handling Procedures
X	D.6 Site Inspection/Enforcement Procedures
	D.7 Other Construction Site Runoff Controls
<b>E. Post-Construction Runoff Control</b>	
	E.1 Community Control Strategy
X	E.2 Regulatory Control Program
X	E.3 Long Term O&M Procedures
X	E.4 Pre-Const Review of BMP Designs
X	E.5 Site Inspections During Construction
X	E.6 Post-Construction Inspections
	E.7 Other Post-Const Runoff Controls
<b>F. Pollution Prevention/Good Housekeeping</b>	
X	F.1 Employee Training Program
X	F.2 Inspection and Maintenance Program
X	F.3 Municipal Operations Storm Water Control
	F.4 Municipal Operations Waste Disposal
	F.5 Flood Management/Assess Guidelines
X	F.6 Other Municipal Operations Controls

## 1. Public Education and Outreach

The MS4 is committing to conduct Public Education and Outreach as part of its permit. Public Education and Outreach requires implementation of a program to distribute educational material to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants to stormwater runoff. The MS4 commits to implementation of BMPs related to A.1, A.3, A.4, and A.6 as described below.

### **A.1 The MS4 will distribute publications received from SMC to local target groups.**

*Measurable Goal(s): Make available and distribute two manuals "A Citizen's Guide to Maintaining Stormwater Best Management Practices" and "Living With Wetlands: A Handbook for Homeowners in Northeastern Illinois" to local entities such as homeowners associations and stakeholder groups.*

Year 5: Identify additional local target groups and distribute manuals to the new groups as appropriate. Distribute additional resources as appropriate.

### **A.3 The MS4 will create Public Service announcements regarding NPDES Phase II.**

*Measurable Goal(s): Prepare a public service announcement related to the NPDES Phase II program. Publish announcement annually in the monthly MS4 Newsletter.*

Year 5: Include public service announcement in MS4 Newsletter once annually.

### **A.4 The MS4 will publicize community events sponsored by the QLP.**

*Measurable Goal(s): Place notices of workshops offered by the QLP in the MS4's newsletter.*

Year 5: Participate in workshop.

### **A.6 The MS4 will provide additional avenues for public education regarding the NPDES Phase II.**

*Measurable Goal(s): The MS4 operates a website that provides many resources for citizens, developers, and engineers. The website includes information on community flooding concerns and links to agencies providing resources regarding drainage and stormwater activities.*

Year 5: Maintain and update the MS4's website. Include a copy of the MS4's Notice of Intent for General Permit for Discharges from Small Municipal Separate Storm Sewer Systems for Year 4 on the MS4's website.

## 2. Public Participation/Involvement

The MS4 will perform activities and services related to the Public Participation/Involvement minimum control measure. BMPs will be implemented under BMP numbers B.1, B.3, B.4, and B.7 as described below.

### **B.1 The SMC has convened the Municipal Advisory Committee (MAC) to address components of the NPDES Phase II program. MS4 Staff regularly attend the meetings of the MAC.**

*Measurable Goal(s): Track the number of meetings attended by MS4 Staff.*

Year 4: Attend a minimum of one MAC meeting per year in which the meetings are offered by SMC.

**B.3 Stakeholder meetings are conducted throughout the county for ongoing planning and project implementation efforts. When stakeholder groups (such as watershed planning committees) include the jurisdictional area of the MS4, the MS4 will publicize stakeholder meetings locally and participate by being represented at the stakeholder meetings.**

*Measurable Goal(s): Publicize and participate in relevant watershed planning committees and other stakeholder groups.*

Year 5: The MS4 will attend a minimum of one watershed planning committee meeting for each of the receiving waters if such a meeting is held.

**B.4 The MS4 will conduct a public meeting or public hearing on its proposed stormwater management plan. Each MS4 will meet its own requirements for conducting public meetings or hearings.**

*Measurable Goal(s): Present Municipal NPDES Phase II presentation to municipal or governing board. Present summary of ongoing program implementation at least once annually at public meeting.*

Year 5: Present ongoing program summary at annual public meeting.

**B.7 Create permanent advisory panel for program implementation. At a minimum, this should be an ad hoc committee to discuss ongoing program implementation issues.**

*Measurable Goal(s): Create advisory panel or ad hoc committee and hold at least two meetings per year. This panel or committee should have input on program implementation and should review the annual report for the MS4.*

Year 5: Conduct a minimum of one meeting of the advisory committee.

### **3. Illicit Discharge Detection and Elimination**

The MS4 will perform activities related to the Illicit Discharge Detection and Elimination (IDDE) minimum control. The majority of these activities will be related to IDDE program design. The requirements of an IDDE program include the following:

- Develop a storm sewer system map that shows the locations of all outfalls and the names and locations of all water of the US that receive discharges from those outfalls.
- Prohibit non-storm water discharges into the storm sewer system and implement appropriate enforcement procedures and actions.
- Develop and implement a plan to detect and address illicit discharges into the storm sewer system.
- Educate public employees, businesses and general public of hazards associated with illegal discharges and improper disposal of waste.
- Identify the appropriate best management practices and measurable goals.

BMPs will be implemented under BMP numbers C.1, C.2, C.3, C.4, C.5, C.6, C.7, C.8, C.9 and C.10 as described below.

The MS4 commits to performing some activities related to the Illicit Discharge Detection and Elimination minimum control. BMPs will be implemented under BMP numbers C.1, C.2, C.3, C.4, C.5, C.6, C.7, C.8, C.9 and C.10 as described below.

**C.1 Prepare outfall map to allow for tracking of dry weather flow inspections and outfall maintenance. This map will be based upon information included in the MS4 Geographic Information System (GIS.)**

*Measurable Goal(s): The MS4 will map all storm sewer outfalls discharging to Waters of the United States. Each outfall will be field verified and given a unique identifier to be used to document inspections. The map will be regularly updated as improvements or new developments occur.*

Year 4: The MS4 will continue to update the outfall map on an as needed basis.

**C.2 Review, consider and adopt ordinance language to prohibit non-storm water discharges to the storm sewer or drainage system.**

*Measurable Goal(s): Review the ordinance prohibiting non-stormwater discharges to the storm sewer or drainage system. Revise the ordinance if revisions are necessary.*

Year 4: Enforce the local ordinance. Review and revise the ordinance, if necessary.

**C.3 The MS4 will prepare a prioritization plan for detection/elimination programs based upon the potential for impact to the receiving waters.**

*Measurable Goal(s): Adopt a prioritization plan.*

Year 4: Review and revise, if necessary, the prioritizations plan.

**C.4 Develop or adopt standard procedures for identifying the source of an illicit discharge.**

*Measurable Goal(s): The MS4 will develop or adopt procedures for source identification of a detected illicit discharge. The program will include procedures for tracing the discharge upstream from the outfall to the source. The program will also include procedures for notifying property owners when the MS4 is required to enter private property to investigate a discharge source.*

Year 4: The MS4 will continue to employ the illicit discharge tracing procedures. The procedure will be reviewed and, if necessary, will be revised.

**C.5 Establish procedures for eliminating the illicit discharge once the source is determined.**

*Measurable Goal(s): The MS4 will develop procedures for illicit discharge elimination.*

Year 4: The MS4 will continue to employ the illicit discharge tracing procedures. The procedure will be reviewed and, if necessary, will be revised.

**C.5 Provide a convenient location where the general public can dispose of common household pollutants.**

*Measurable Goal(s): Prepare a public service announcement related to periodic collection events held by the Solid Waste Agency of Lake County (SWALCO).*

Year 4: Include public service announcement in MS4 Newsletter once annually.

**C.6 The MS4 will evaluate and assess its illicit discharge detection program.**

*Measurable Goal(s): Beginning in year three, the MS4 will keep statistics to evaluate the effectiveness of the illicit discharge detection and elimination program. MS4 Staff will analyze the program and make adjustments to improve effectiveness. An annual report assessing the effectiveness of the program will be prepared.*

Year 4: The MS4 will prepare an annual effectiveness and assessment report.

**C.7 Provide standard procedures that can be used to detect non-storm water flows.**

*Measurable Goal(s): The MS4 will develop an annual dry weather flow inspection program that involves visual inspection of all outfalls servicing commercial and industrial areas. In addition, the outfalls servicing residential areas will be inspected with the goal of inspecting all residential outfalls over the permit period. The program will include outfall inspection worksheets that will be kept on file for at least five years.*

*Measurable Goal(s), including frequencies: The Village will develop procedures for illicit discharge elimination.*

Year 4: The MS4 will continue its dry weather flow inspection program.

**C.8 In order to fully investigate dry weather flow, the MS4 will conduct pollutant field-testing where field conditions warrant it.**

*Measurable Goal(s): Adopt ordinance amendment by end of Year 4.*

Year 4: The MS4 will utilize information obtained from the QLP to implement and conduct pollutant field-testing as necessitated by field conditions.

**C.9 Provide public notification of the MS4's illicit discharge detection and elimination program.**

*Measurable Goal(s): Prepare a public service announcement related to the MS4's illicit discharge detection and elimination program.*

Year 4: Include public service announcement in MS4's newsletter once annually.

**C.10 Establish procedure that can be utilized by homeowners/citizens to report illicit discharges/illegal dumping.**

*Measurable Goal(s): The Village will develop a hotline or website page for citizens to report illegal dumping and suspicious discharges. The hotline will be established in the first year. The hotline will be advertised by placement of one ad in the MS4's monthly newsletter 6 months.*

Year 4: Include public service announcement in MS4's newsletter twice annually.

**C.10 Educate business owners on the differences between sanitary and storm sewers and the proper use of each.**

*Measurable Goal(s): The MS4 will publish information annually on the differences between sanitary and storm sewers and their proper use in the MS4's monthly newsletter.*

Year 4: Include public service announcement in MS4's newsletter once annually.

**C.10 Educate homeowners on the adverse environmental impacts on storm water quality caused by improper waste disposal.**

*Measurable Goal(s): The MS4 will develop and distribute a brochure addressing the impacts of improper waste disposal on storm water quality. The brochure will be aimed at educating business owners and residents.*

Year 4: Identify local target groups and distribute manuals to groups as appropriate.

**4. Construction Site Runoff Control**

Lake County has adopted a Watershed Development Ordinance (WDO) that establishes the minimum stormwater management requirements for development in Lake County. The WDO, which is enforced by SMC as well as by certified communities in the county, establishes standards for construction site runoff control. The enforcement of the WDO implements BMPs under BMP numbers D.1, D.2, D.3, D.4, D.5, D.6, and D.7 as described below.

**D.1 The MS4 has adopted the Watershed Development Ordinance into the Municipal Code of the Village of Lincolnshire by reference. The MS4 will require that any site that disturbs 5,000 square feet or more obtain a permit from the Lake County Stormwater Management Commission in accordance with the Watershed Development Ordinance. Where the MS4 may issue a permit in accordance with a letter of understanding dated February 11, 1999 between the Lake County Stormwater Management Commission and the Village of Lincolnshire, the MS4 will require erosion and sediment controls in accordance with Article IV, Section B.1.j. of the WDO.**

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO. The MS4 will notify SMC and the contractor of any violations of the WDO noted during the MS4's inspections of construction sites.*

Year 5: Continue to enforce the WDO. The MS4 will adopt revisions to the WDO as they become available from SMC.

**D.2 The MS4 will require that any site with land disturbance activity obtain a permit from the Lake County Stormwater Management Commission in accordance with the Watershed Development Ordinance. Where the Village may issue a permit in accordance with a letter of understanding dated February 11, 1999 between the Lake County Stormwater Management Commission and the Village of Lincolnshire, the MS4 will review the plans to ensure compliance with Article IV, Section B.1.j of the WDO.**

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO. The MS4 will notify SMC and the contractor of any violations of the WDO noted during the MS4's inspections of construction sites.*

Year 5: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

**D.3 The MS4 will adopt the revised WDO amendments addressing the control of waste and debris at construction sites.**

*Measurable Goal(s), including frequencies: The MS4 will adopt the revised WDO amendments addressing the control and debris at construction sites within six months of the receipt of the final version of said amendments. The MS4 will notify SMC and the contractor of any violations of the WDO noted during the MS4's inspections of construction sites.*

Year 5: Adopt the revised WDO amendments addressing the control and debris at construction sites, subject to SMC providing the revised WDO.

**D.4** Although the MS4 has elected to remain a non-certified community as defined in the WDO, Staff members are trained in the enforcement of the WDO. Staff member(s) will take the SMC enforcement officers' exam.

*Measurable Goal(s): The MS4 will require that at least one member of its staff has passed the enforcement officer's exam or that it employs a consultant to review plans who has at least one staff member who has passed the exam.*

Year 5: Continue track the number of MS4 staff members who have passed the exam.

**D.4** The MS4 conducts site plan reviews in conjunction with the issuance of permits. The MS4 has established review checklists to ensure that stormwater management systems are reviewed.

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO.*

Year 5: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

**D.5** The MS4 responds to information submitted by the public. The MS4 maintains a website where the public may obtain information on "Who to Call."

*Measurable Goal(s): The MS4 will update its website to provide "Who to Call" information. The MS4 will adopt a tracking system for complaints received and processed related to soil erosion and sediment control.*

Year 5: Revise the tracking system for complaints received and processed related to soil and erosion and sediment control to make use of the Building Permit software implemented by the Village in 2006.

**D.6** Article VI of the WDO provides both the recommended and the minimum requirements for site inspection. The enforcement officers within each certified community must conduct site inspections. SMC has direct responsibility for non-certified communities, LCDOT, and the Forest Preserve. Article VII of the WDO specifies the penalties and legal action that may be imposed if the WDO is violated. If a construction site is not in compliance with the requirements of the WDO, the jurisdictional enforcement officer may issue a stop work order on all development activity on the subject property or on the portion of the activity in direct violation of the WDO. In addition, failure to comply with any of the requirements of the WDO constitutes a violation, and any person convicted thereof may be fined. Although the MS4 has elected to remain a non-certified community as defined in the WDO, the MS4 regularly conducts site inspections. Where violations of the WDO are found, Staff notifies the contractor and reinspects the site for compliance. Upon a second inspection, if the site remains in noncompliance, MS4 Staff notified SMC of the violation.

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO. The MS4 will track the number of site inspections conducted by the MS4.*

Year 5: Track number of site inspections conducted by the MS4.

## 5. Post-Construction Runoff Control

As described above, the Lake County Watershed Development Ordinance (WDO) establishes the minimum stormwater management requirements for development in Lake County. The WDO establishes standards for post-construction site runoff control. These standards apply to any new development or redevelopment resulting in over 0.5 acres of new impervious area. The enforcement of the WDO implements BMPs under BMP numbers E.2, E.3, E.4, E.5, and E.6 as described below.

**E.2** The WDO requires that all applicants adopt a stormwater management strategy for controlling post-construction runoff. The applicant must develop a stormwater management strategy that minimizes the increase in runoff volumes and rates and addresses the water quality treatment requirements of the WDO. The proposed drainage plan must use the runoff reduction hierarchy in the WDO and implement BMPs as presented in the TRM. The WDO also requires the use of buffers when adjacent to existing water bodies.

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO.*

Year 5: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

**E.3** The WDO requires that a maintenance plan be prepared for all stormwater management system components for Major developments (as defined by the WDO). Enforcement officers may require maintenance plans to be prepared for all development sites that require a NPDES permit. The maintenance plan must include: maintenance tasks; the party responsible for performing the maintenance tasks; a description of all permanent public or private access maintenance easements and overland flow paths, and compensatory storage areas; and a description of dedicated sources of funding for the required maintenance. The TRM includes a sample maintenance plan.

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO.*

Year 5: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

**E.4** within each jurisdiction, one of the primary duties of the enforcement officer is to review all Watershed Development Applications and issue permits for those projects that are in compliance with the provisions of the WDO. This includes a review of the proposed BMPs for post-construction runoff control. Although the MS4 is not a certified community, we require that SMC issue a permit before the MS4 issues permits.

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO.*

Year 5: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

**E.5** Article VI of the WDO provides both the recommended and the minimum requirements for site inspection. The enforcement officers for each certified community must conduct these inspections. Enforcement officers may inspect site development at any stage in the construction process. For major developments, the enforcement officer shall conduct site inspections, at a minimum, upon completion of

installation of sediment and runoff control measures and after final stabilization and landscaping, prior to removal of sediment controls.

*Measurable Goal(s): The MS4 will ensure that SMC has issued a watershed development permit prior to issuing a building permit for the site. If so authorized by a letter of understanding, the MS4 will enforce the applicable provisions of the WDO.*

Year 5: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

**E.6 See description of the inspection program provided under E.5.**

*Measurable Goal(s): See description of the inspection program provided under E.5.*

Year 5: Continue to enforce the WDO by ensuring that SMC has issued a permit for development.

**6. Pollution Prevention/Good Housekeeping**

This minimum control measure involves the development and implementation of an operation and maintenance program to reduce the discharge of pollutants from municipal operations. This program must include a training program for municipal employees. MS4s will perform BMPs under BMP number F.1, F.2, and F.6 described below.

**F1The MS4 will develop a training program for municipal employees. This program may be based on existing training programs that the MS4 currently conducts. Any new training materials will be developed based on guidance that is widely available. SMC, the Qualifying Local Program, will serve as a clearinghouse of these materials. The training program may be updated and expanded as the MS4 implements its stormwater management program.**

*Measurable Goal(s): Develop municipal employee training program. Conduct annual training for employees that will implement or utilize BMPs.*

Year 5: Train municipal employees in relevant positions and update program as needed.

**F.1 Educate MS4 employees on pollution prevention measure for ground maintenance and landscaping.**

*Measurable Goal(s): The MS4 will develop a pollution prevention workshop for all municipal employees responsible for grounds maintenance and landscaping at public. The MS4 will conduct this workshop on an annual basis.*

Year 5: Revise the training program for employees. Conduct minimum of one training session.

**F.2 Reduce the amount of pollution (sand, salt, leaves, etc.) that accumulates on the MS4's streets, which has the potential to be carried by runoff into the MS4 and ultimately to Waters of the United States.**

*Measurable Goal(s): The MS4 will establish a street sweeping schedule for the months of April to November.*

Year 5: The MS4 will maintain a street sweeping program.

**F.2 Ensure detention and water quality ponds operate to maximize water quality benefits and detention storage.**

*Measurable Goal(s): The MS4 will implement an operations and maintenance program for detention and water quality ponds. The program consists of random inspections and periodic maintenance. The program will be enhanced with a formal inspection schedule, inspection checklist and record keeping procedures. Each detention pond and water quality pond will be inspected once per permit period.*

Year 5: The MS4 will conduct inspections of each detention pond and water quality pond once per permit period.

**F.2 Determine components of the MS4 that require maintenance.**

*Measurable Goal(s): The MS4 will implement an MS4 inspection and maintenance program. Maintenance will be scheduled as needed.*

Year 5: The MS4 will implement an annual inspection and maintenance program for its facilities.

**F.3 Incorporate the use of road salt alternatives for roadway deicing.**

*Measurable Goal(s): The MS4 will research methods to reduce the amount of road salt applied to roadways. If feasible, a program to reduce the amount of road salt applied to roadways will be developed and implemented.*

Year 5: Continue to review Public Work's publications for the latest information on methods to reduce the amount of road salt.

**F.6 Educate MS4 employees on the adverse environmental impacts on storm water quality caused by improper waste disposal.**

*Measurable Goal(s): The MS4 will publish articles, posters, or conduct training semiannually addressing the impacts of improper waste disposal on storm water quality in the MS4 newsletter. The articles will be aimed at educating public employees about the impacts of illicit discharges on storm water quality.*

Year 5: Publish one article annually in MS4 monthly newsletter.

## **Part E. Notice of Qualifying Local Program**

The Lake County Stormwater Management Commission (SMC) will serve as a Qualifying Local Program (QLP) for MS4s in Lake County. As outlined in the General Permit, SMC will perform functions related to each of the six minimum control measures. Part E of the Annual Report, which outlines the activities performed by SMC as the Qualifying Local Program, consists of the following 5 subparts:

- **Part E1** summarizes and describes any changes to Best Management Practices (BMPs) originally outlined for Year 4 in the General Permit.
- **Part E2** describes the status of BMPs and measurable goals performed in Year 4.
- **Part E3** provides the results of information or data collected during Year 4.
- **Part E4** describes BMPs and measurable goals for the program for Year 5. Specific measurable goals for Year 5 will be developed in the Year 4 Annual Report.
- **Part E5** lists the construction projects funded by the QLP during Year 4 of the permit.

## Part E1. Changes to Best Management Practices

Note: X indicates BMPs performed that were proposed in your NPDES permit  
 ✓ indicates changes to BMPs proposed in your NPDES permit

Year 1	Year 2	Year 3	Year 4	
QLP				
<b>A. Public Education and Outreach</b>				
X	X	X	X	A.1 Distributed Paper Material
				A.2 Speaking Engagement
X	X	X	X	A.3 Public Service Announcement
X	X	X		A.4 Community Event
	X	X		A.5 Classroom Education Material
X	X	X	X	A.6 Other Public Education
<b>B. Public Participation/Involvement</b>				
X	X	X	X	B.1 Public Panel
				B.2 Educational Volunteer
X	X	X	X	B.3 Stakeholder Meeting
				B.4 Public Hearing
				B.5 Volunteer Monitoring
X	X	X	X	B.6 Program Coordination
				B.7 Other Public Involvement
<b>C. Illicit Discharge Detection and Elimination</b>				
		X		C.1 Storm Sewer Map Preparation
X	X	X		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
X	X	X	✓	C.10 Other Illicit Discharge Controls

Year 1	Year 2	Year 3	Year 4	
QLP				
<b>D. Construction Site Runoff Control</b>				
X	X	X	X	D.1 Regulatory Control Program
X	X	X	X	D.2 Erosion and Sediment Control BMPs
X	X	X	X	D.3 Other Waste Control Program
X	X	X	X	D.4 Site Plan Review Procedures
X	X	X	X	D.5 Public Information Handling Procedures
X	X	X	X	D.6 Site Inspection/Enforcement Procedures
	X	X		D.7 Other Construction Site Runoff Controls
<b>E. Post-Construction Runoff Control</b>				
	X			E.1 Community Control Strategy
X	X	X	X	E.2 Regulatory Control Program
X	X	X	X	E.3 Long Term O&M Procedures
X	X	X	X	E.4 Pre-Const Review of BMP Designs
X	X	X	X	E.5 Site Inspections During Construction
X	X	X	X	E.6 Post-Construction Inspections
X	X	X	X	E.7 Other Post-Const Runoff Controls
<b>F. Pollution Prevention/Good Housekeeping</b>				
X	X	X	X	F.1 Employee Training Program
				F.2 Inspection and Maintenance Program
				F.3 Municipal Operations Storm Water Control
				F.4 Municipal Operations Waste Disposal
X	X	X	X	F.5 Flood Management/Assess Guidelines
				F.6 Other Municipal Operations Controls

**During Year 4 the Lake County SMC prepared an IDDE Guidance Manual for Lake County. Training on this manual was deferred as the document was prepared and distributed**

**C.10 Other Illicit Discharge Controls**

*Measurable Goals: -Track number of attendees to the Illicit Discharge Detection and Elimination workshop.*

**During Year 4 SMC drafted a Lake County Guidance Manual for Illicit Discharge Detection and Elimination. IDDE manual updated and widely distributed, and available on SMC website. Workshop deferred until manual was completed.**

## **Part E2. Status of Compliance with Permit Conditions**

The Lake County Stormwater Management Commission (SMC) will serve as a Qualifying Local Program for MS4s in Lake County. As part of ongoing services, SMC will perform functions related to each of the six minimum control measures. The status of BMPs and measurable goals performed in Year 4 are described below.

### **1. Public Education and Outreach**

The SMC committed to conduct Public Education and Outreach as part of its ongoing countywide services. Public Education and Outreach requires implementation of a program to distribute educational material to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants to stormwater runoff. The SMC committed to implementation of BMPs related to A.1, A.3, A.4, A.5 and A.6. The status or progress for each of the measurable goals related to these BMPs is presented below.

#### **A.1 Distributed Paper Material**

The SMC develops and distributes a variety of materials related to stormwater management in Lake County. A number of pamphlets and brochures related to BMPs and stormwater management have been produced. SMC prepares a quarterly newsletter, "Mainstream" as well as an Annual Report that highlights the stormwater management activities in Lake County. SMC also prepares Project Fact Sheets that provide information on ongoing and recently completed stormwater management projects. SMC will develop or collaborate on manuals or manual updates related to stormwater management.

*Measurable Goals:*        -*Distribute informational materials from "take away" rack at SMC.*  
                                      -*Distribute materials to MS4s for local distribution.*

**Various NPDES II related information is available on SMC's "take away" rack and on its website. This information is distributed to MS4s through mail-outs and in PDF format for use on MS4 websites.**

#### **A.3 Public Service Announcement**

*Measurable Goals:*        -*Include public service announcement highlighting community accomplishments related to the NPDES Phase II process in "Mainstream" once annually.*  
                                      -*Post watershed identification signage with LCDOT.*

**A NPDES Phase II article was published in "Mainstream". Featured three MS4s who have conducted storm drain stenciling projects and noted the availability of SMC's new storm drain stenciling guide for municipalities. New watershed identification road signs are installed in sub-watersheds where watershed planning is occurring.**

#### **A.4 Community Event**

The SMC sponsors technical training and public awareness workshops. SMC and the local APWA chapter will co-sponsor a workshop on snow and ice removal management practices to protect water quality. The audience for the workshop will be decision makers with snow and ice removal management responsibilities.

*Measurable Goals:*        -*Co-sponsor Snow and Ice Removal workshop.*

**The American Public Works Association (APWA) and SMC co-sponsored the "Managing Snow and Ice Operations to Protect Water Quality" workshop on March 21, 2006. Ninety-five participants attended the workshop and the College of Lake County Campus**

## **A.6 Other Public Education**

The SMC operates a website that provides many resources for citizens, developers, engineers, and municipalities. The website includes pages such as "Citizens Assistance", "Watershed Planning", "Projects", "Best Management Practices", "Publications", "Press Releases" and "Links." These pages provide notices of upcoming meetings and ongoing projects, allow for download of many SMC documents, and provide links to other NPDES II and BMP resources. SMC will make its reference library available to the public.

*Measurable Goals:*

- Maintain and update the NPDES Phase II portion SMC website with resource materials such as model ordinances, case studies and brochures.
- Notify MS4s and public that the reorganized SMC reference library is open to them.

**Website updates are continual. Additional NPDES II related information with reference materials and links is regularly forwarded to MS4s via email and website.**

## **2. Public Participation/Involvement**

The SMC committed to performing activities and services related to the Public Participation/Involvement minimum control measure under BMP numbers B.1, B.3, and B.6. The status or progress for each of the measurable goals related to these BMPs is presented below.

### **B.1 Public Panel**

*Measurable Goals:*

- Provide notice of public meetings on SMC website.
- Track number of meetings conducted.

**Notice of all public meetings was provided by SMC on their website's calendar of events. SMC tracked the number of Stormwater Management Committee Board meetings, Technical Advisory Committee (TAC) meetings, and Watershed Management Board (WMB) meetings held during the 2006 fiscal year. According to records, there were 12 SMC meetings, 10 TAC meetings, and 1 WMB meeting conducted during this period.**

### **B.3 Stakeholder Meeting**

*Measurable Goals:*

- Provide notice of stakeholder meetings on SMC website.
- Track number of watershed planning committee meetings conducted.
- Establish watershed planning committees for each new watershed planning effort.

**Notice of all stakeholder meetings was provided by SMC on their website's calendar of events. SMC tracked the number of stakeholder meetings for the various committees held during the 2006 fiscal year. The list below provides the stakeholder meeting and number of occurrences during the 2006 fiscal year:**

- North Branch Ecosystem Partnership BMP Selection Committee –5**
- North Branch Open Space Plan Committee – 1**
- North Branch Flood Reduction Committee - 1**
- North Branch Planning Committee – 6**
- Newport Watershed Plan Stakeholder Planning Committee – 3**
- Indian Creek –2**
- Bull's Brook/Bull Creek – 6**
- Fish Lake Drain Watershed Plan Stakeholder Committee - 6**
- Dead River/Kellogg Creek- 3**

**SMC conducted a Watershed Tour of the Bull Creek Bulls Brook Watershed Tour in October 2006.**

### **B.6 Program Coordination**

*Measurable Goals:*

- Track number of MAC meetings conducted during Year 4.
- Prepare draft report on Qualifying Local Program activities at end of Year 4.

- SMC will develop *Qualifying Local Program measurable goals Year 5.*
- Assist MS4s in developing measurable goals for Year 5.

**Eight Municipal Advisory Committee (MAC) meetings were held during Year 4 of the permit. The status of QLP activities at the end of Year 4 is provided in Part E2 of the Annual Facility Inspection Report (Annual Report) for each BMP which SMC committed to in the General Permit. The QLP measurable goals for Year 4 are in Part E4 of the Annual Report.**

### **3. Illicit Discharge Detection and Elimination**

The SMC committed to provide some supporting functions to MS4s for meeting the Illicit Discharge Detection and Elimination minimum control under BMP numbers C.10. The status or progress for each of the measurable goals related to these BMPs is presented below.

#### **C.10 Other Illicit Discharge Controls**

*Measurable Goals:* -Track number of attendees to the Illicit Discharge Detention and Elimination workshop.

**During Year 4 SMC drafted a Lake County Guidance Manual for Illicit Discharge Detection and Elimination. IDDE manual updated and widely distributed, and available on SMC website. Workshop deferred until manual was completed.**

### **4. Construction Site Runoff Control**

Lake County has adopted a Watershed Development Ordinance (WDO) that establishes the minimum stormwater management requirements for development in Lake County. The WDO, which is enforced by SMC as well as by certified communities in the county, establishes standards for construction site runoff control. The enforcement of the WDO, in conjunction with other SMC activities and functions, implements BMPs under BMP numbers D.1, D.2, D.3, D.4, D.5 and D.6. The status or progress for each of the measurable goals related to these BMPs is presented below.

#### **D.1 Regulatory Control Program**

*Measurable Goals:* -Continue to enforce the countywide WDO.  
-Initiate and administer the Designated Inspector Program as outlined by the WDO.

**SMC continues to enforce the countywide WDO. WDO amendments on the inspection certification program were adopted in January 2006.**

#### **D.2 Erosion and Sediment Control BMPs**

*Measurable Goals:* -Continue enforcement of the countywide WDO.  
-Continue updates to the TRM as needed.

**SMC continues to enforce the countywide WDO. TAC has reviewed and approved TRM updates. SMC continues to prepare TRM updates for other chapters to incorporate WDO amendments.**

#### **D.3 Other Waste Control Program**

*Measurable Goals:* -Adopt WDO amendments for the control of waste and debris at construction sites. .

**Amendments were adopted in January 2006.**

#### **D.4 Site Plan Review Procedures**

*Measurable Goals:* -Track number of enforcement officers who have passed the exam.  
-Track the number of enforcement officers who attend training sessions on WDO and TRM revisions.

*-Track number of communities that undergo a performance review.*

**Six community assistance visits (performance reviews) initiated by IDNR-OWR were attended by SMC.**

#### **D.5 Public Information Handling Procedures**

*Measurable Goals: -Track number of complaints received and processed related to soil erosion and sediment control.*

**50 SE/SC complaints were received and processed.**

#### **D.6 Site Inspection/Enforcement Procedures**

*Measurable Goals: -Track number of site inspections conducted by SMC.*

**Between March 2006 and March 2007, approximately 500 site inspections were conducted.**

### **5. Post-Construction Runoff Control**

As described above, the Lake County Watershed Development Ordinance (WDO) establishes the minimum stormwater management requirements for development in Lake County. The WDO establishes standards for post-construction site runoff control. These standards apply to any new development or redevelopment resulting in over 0.5 acres of new impervious area. The enforcement of the WDO, in conjunction with other SMC activities and functions, implements BMPs under BMP numbers E.2, E.3, E.4, E.5, E.6 and E.7. The status or progress for each of the measurable goals related to these BMPs is presented below.

#### **E.2 Regulatory Control Program**

*Measurable Goals: -Continue to enforce the countywide WDO.*

**SMC continues to enforce the countywide WDO. Approximately 40 violation notifications were resolved successfully between March 2006 and March 2007.**

#### **E.3 Long Term O&M Procedures**

*Measurable Goals: -Continue to enforce the countywide WDO.*

**SMC continues to enforce the countywide WDO which requires an operations and maintenance plan for all permitted stormwater/water quality treatment facilities. Staff members have enhanced maintenance information that is distributed throughout the County, and provide technical to Home Owners Associations. There are also WDO amendments designed to enhance post-development maintenance procedures.**

#### **E.4 Pre-Construction Review of BMP Designs**

*Measurable Goals: -Continue to enforce the countywide WDO.  
-Conduct annual WMB meeting and allocate funds for in-the-ground BMPs.*

**SMC continues to enforce the countywide WDO. SMC continues to add to its technical reference library, additional BMP technology as it becomes available.**

#### **E.5 Site Inspections During Construction**

*Measurable Goals: -Continue to enforce the countywide WDO.*

**SMC continues to enforce the countywide WDO, which requires inspections at prescribed points during development.**

#### **E.6 Post-Construction Inspections**

*Measurable Goals: -Continue to enforce the countywide WDO.*

SMC continues to enforce the countywide WDO. Post-construction inspections are conducted on an as-needed basis.

#### **E.7 Other Post-Construction Runoff Controls**

*Measurable Goals:*     -Conduct annual WMB meeting.  
                              -Contribute funding to water quality improvement projects, including BMP retrofits, through the WMBs.

The annual WMB meeting was held on December 13, 2006. There were 13 BMP construction projects approved for WMB funding. Part E5 contains a list of ongoing construction projects through the WMB program.

### **6. Pollution Prevention/Good Housekeeping**

This minimum control measure involves the development and implementation of an operation and maintenance program to reduce the discharge of pollutants from municipal operations. This program must include a training program for municipal employees. SMC committed to assist the MS4s with BMP number F.1 and perform services related to BMP number F.5. The status or progress for each of the measurable goals related to these BMPs is presented below.

#### **F.1 Employee Training Program**

*Measurable Goals:*     -Provide links to available resources on website.

SMC continually passes along information on training opportunities and resources to MS4's.

#### **F.5 Flood Management/Assess Guidelines**

*Measurable Goals:*     -Track number of projects that are reviewed for multi-objective opportunities.

There were 12 SMC sponsored multi-objective projects reviewed.

### **Part E3. Information and Data Collection Results**

Year 4 activities consisted primarily of permit program planning efforts. Therefore, no information or monitoring data was collected during this period.

## Part E4. Summary of Year 5 Stormwater Activities

The table shown below summarizes the BMPs committed to for Year 5. Specific BMPs and measurable goals for Year 4 program development activities are presented in the sections following the table. Specific measurable goals for Year 5 will be described in the Year 4 Annual Report.

**Note:** X indicates BMPs committed to for Year 4.

Year 5	
QLP	
<b>A. Public Education and Outreach</b>	
X	A.1 Distributed Paper Material
	A.2 Speaking Engagement
X	A.3 Public Service Announcement
X	A.4 Community Event
	A.5 Classroom Education Material
X	A.6 Other Public Education
<b>B. Public Participation/Involvement</b>	
X	B.1 Public Panel
	B.2 Educational Volunteer
X	B.3 Stakeholder Meeting
	B.4 Public Hearing
	B.5 Volunteer Monitoring
X	B.6 Program Coordination
	B.7 Other Public Involvement
<b>C. Illicit Discharge Detection and Elimination</b>	
	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
X	C.10 Other Illicit Discharge Controls

Year 5	
QLP	
<b>D. Construction Site Runoff Control</b>	
X	D.1 Regulatory Control Program
X	D.2 Erosion and Sediment Control BMPs
X	D.3 Other Waste Control Program
X	D.4 Site Plan Review Procedures
X	D.5 Public Information Handling Procedures
X	D.6 Site Inspection/Enforcement Procedures
	D.7 Other Construction Site Runoff Controls
<b>E. Post-Construction Runoff Control</b>	
	E.1 Community Control Strategy
X	E.2 Regulatory Control Program
X	E.3 Long Term O&M Procedures
X	E.4 Pre-Const Review of BMP Designs
X	E.5 Site Inspections During Construction
X	E.6 Post-Construction Inspections
X	E.7 Other Post-Const Runoff Controls
<b>F. Pollution Prevention/Good Housekeeping</b>	
X	F.1 Employee Training Program
	F.2 Inspection and Maintenance Program
	F.3 Municipal Operations Storm Water Control
	F.4 Municipal Operations Waste Disposal
X	F.5 Flood Management/Assess Guidelines
	F.6 Other Municipal Operations Controls

## 1. Public Education and Outreach

The SMC will conduct Public Education and Outreach as part of its ongoing countywide services. Public Education and Outreach requires implementation of a program to distribute educational material to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants to stormwater runoff. BMPs will be implemented related to BMP numbers A.1, A.3, A.4 and A.6.

### A.1 Distributed Paper Material

The SMC develops and distributes a variety of materials related to stormwater management in Lake County. A number of pamphlets and brochures related to BMPs and stormwater management have been produced. SMC prepares a quarterly newsletter, "Mainstream" as well as an Annual Report that highlights the stormwater management activities in Lake County. SMC also prepares Project Fact Sheets that provide information on ongoing and recently completed stormwater management projects. SMC will develop or collaborate on manuals or manual updates related to stormwater management.

*Measurable Goals:*      -*Distribute informational materials from "take away" rack at SMC.*  
                                  -*Distribute materials to MS4s for local distribution.*

### A.3 Public Service Announcement

A public service announcement related to the NPDES Phase II program will be written and included in the Quarterly Newsletter, "Mainstream." SMC will coordinate with Lake County Department of Transportation (LCDOT) to post watershed identification signage in watersheds where watershed planning activities occur.

*Measurable Goals:*      -*Include public service announcement highlighting community accomplishments related to the NPDES Phase II process in "Mainstream" once annually.*  
                                  -*Post watershed identification signage with LCDOT.*

### A.4 Community Event

The SMC sponsors technical training and public awareness workshops. SMC and the local APWA chapter will co-sponsor a workshop on management practices to protect water quality.

*Measurable Goals:*      -*Co-sponsor workshop on NPDES related topic.*

### A.6 Other Public Education

The SMC operates a website that provides many resources for citizens, developers, engineers, and municipalities. The website includes pages such as "Citizens Assistance", "Watershed Planning", "Projects", "Best Management Practices", "Publications", "Press Releases" and "Links." These pages provide notices of upcoming meetings and ongoing projects, allow for download of many SMC documents, and provide links to other NPDES II and BMP resources.

*Measurable Goals:*      -*Maintain and update the NPDES Phase II portion SMC website with resource materials such as model ordinances, case studies and brochures.*

## 2. Public Participation/Involvement

The SMC will support Lake County MS4s by performing activities and services related to the Public Participation/Involvement minimum control measure. BMPs will be implemented under BMP numbers B.1, B.3, and B.6 as described below.

### B.1 Public Panel

The SMC coordinates and conducts public meetings and committee meetings that include public representation. A monthly Stormwater Management Commission meeting is open to the public and also includes the SMC Board of Commissioners, which includes six municipal representatives and six county board members.

The Technical Advisory Committee (TAC) was started in 1992 to assist in the development, revision and review of the Watershed Development Ordinance (WDO) standards and administrative procedures. TAC is made up of representatives from the development, environmental, municipal and consultant engineering fields. TAC meetings are held monthly or on an as-needed basis.

The Municipal Advisory Committee (MAC) is made up of municipal, township, drainage district, consulting and county representatives. The MAC will continue to meet as needed during the implementation of the NPDES Phase II stormwater management program.

The Watershed Management Boards (WMBs) meet yearly to make recommendations on BMP project funding. Members include chief municipal elected officials, township supervisors, drainage district chairs, and county board members from each district within the boundaries of the watersheds.

*Measurable Goals:*

- Provide notice of public meetings on SMC website.
- Track number of meetings conducted.

### **B.3 Stakeholder Meeting**

The SMC is actively involved in watershed planning throughout Lake County. SMC believes that the watershed planning process cannot happen and will not be successful without the input, interest and commitment of stakeholders. Stakeholders may include municipalities, townships, drainage districts, homeowner associations, developers, county agencies, lakes management groups, landowners and local, state and federal agencies.

*Measurable Goals:*

- Provide notice of stakeholder meetings on SMC website.
- Track number of watershed planning committee meetings conducted.
- Establish watershed planning committees for each new watershed planning effort.

### **B.6 Program Coordination**

The Countywide Approach to NPDES Phase II Permitting Summary identifies the role of SMC as a Qualifying Local Program. The SMC proactively formed the Municipal Advisory Committee (MAC) to facilitate coordination of the NPDES Phase II stormwater program in Lake County. SMC also prepared a presentation that can be used by municipal representatives to inform their board members about the NPDES II program and how it will be implemented in Lake County through existing local resources and programs. SMC will continue to coordinate the program and provide guidance for the regulated MS4s by continuing to facilitate MAC meetings through the program implementation phase. SMC will prepare a draft report on the Qualifying Local Program activities and provide guidance to MS4s in preparing their annual reports. SMC will also provide assistance to develop detailed measurable goals for each subsequent year of the program.

*Measurable Goals:*

- Track number of MAC meetings conducted during Year 4.
- Prepare draft report on Qualifying Local Program activities at end of Year 4.
- SMC will develop Qualifying Local Program measurable goals Year 5.
- Assist MS4s in developing measurable goals for Year 5.

## **3. Illicit Discharge Detection and Elimination**

The SMC will provide some supporting functions to MS4s for meeting the Illicit Discharge Detection and Elimination minimum control.

### **C.10 Other Illicit Discharge Controls**

SMC will assist MS4s in developing their Illicit Discharge Detection and Elimination program by sponsoring a workshop that will provide information to field supervisors and small municipal programs regarding locating and eliminating illicit discharges to storm sewers, requirements of an illicit discharge detection and elimination plan, and case studies of design and development of such plans.

*Measurable Goals:* -Track number of attendees to the Illicit Discharge Detection and Elimination workshop.

#### **4. Construction Site Runoff Control**

Lake County has adopted a Watershed Development Ordinance (WDO) that establishes the minimum stormwater management requirements for development in Lake County. The WDO, which is enforced by SMC as well as by certified communities in the county, establishes standards for construction site runoff control. The enforcement of the WDO, in conjunction with other SMC activities and functions, implements BMPs under BMP numbers D.1, D.2, D.3, D.4, D.5, and D.6 as described below.

##### **D.1 Regulatory Control Program**

The WDO has been adopted as the regulatory mechanism to require erosion and sediment controls for construction activities in Lake County. The soil erosion and sedimentation control performance standards are included in Article IV, Section B.1.j. of the WDO. At a minimum, these standards apply to any development that hydrologically disturbs 5,000 square feet or more.

SMC is initiating a Designated Inspector Program, which originated out of an assessment of WDO implementation. The Designated Inspector Program will result in a higher level of coordination for permitting and development of an internal (SMC) implementation plan to address WDO revisions, such as improvement of protocols and clarification of follow-up activities. The program will be updated to emphasize remediation of non-conformance issues instead of punishment.

*Measurable Goals:* -Continue to enforce the countywide WDO.  
-Initiate and administer the Designated Inspector Program as outlined by the WDO.

##### **D.2 Erosion and Sediment Control BMPs**

Article IV, Section B.1.j of the WDO specifies the required soil erosion and sediment control measures for any land disturbance activity. This section of the WDO includes 15 requirements for soil erosion and sediment control measures including: minimize soil disturbance; protect adjoining properties from erosion and sedimentation; complete installation of soil erosion and sediment control features prior to commencement of hydrologic disturbance; stabilize disturbed areas within 14 days of active disturbance; avoid disturbance of streams and when possible, size measures appropriate to the amount of tributary drainage area; protect functioning storm sewers from sediment; prevent sediment from being tracked onto adjoining streets; limit earthen embankments to slopes of 3H:1V; identify soil stockpile areas; and utilize statewide standards and specifications as guidance for soil erosion and sediment control.

The SMC has also prepared the Technical Reference Manual (TRM) for the WDO. The TRM is used to guide compliance with the WDO and provides detailed information on soil erosion and sedimentation control BMPs.

*Measurable Goals:* -Continue enforcement of the countywide WDO.  
-Continue updates to the TRM as needed.

##### **D.3 Other Waste Control Program**

The SMC will adopted WDO amendments in 2006 that include the control of waste and debris at construction sites.

*Measurable Goals:* -Continue enforcement of the countywide WDO.

##### **D.4 Site Plan Review Procedures**

Within each jurisdiction, one of the primary duties of the enforcement officer is to review all Watershed Development Applications and issue permits for those projects that are in compliance with the provisions of the WDO. SMC provides training for all new enforcement officers and enforcement officers must pass an exam in order to be certified. Additionally, SMC develops and provides enforcement officer training sessions on WDO and TRM revisions. SMC periodically reviews all certified communities' Ordinance enforcement records and performance.

*Measurable Goals:*     -Track number of enforcement officers who have passed the exam.  
                              -Track the number of enforcement officers who attend training sessions on WDO and -  
                              TRM revisions.  
                              -Track number of communities that undergo a performance review.

#### **D.5 Public Information Handling Procedures**

The SMC provides a number of opportunities for receipt and consideration of information submitted by the public. The Citizen Inquiry Response System (CIRS) documents and tracks the resolution of reported problems and citizen complaints. SMC's website provides information on "Who to call" for various problems or concerns. An Interagency Coordination Agreement between SMC and the U.S. Army Corps of Engineers, the Lake County Soil and Water Conservation District and the National Resources Conservation Service specifies that if any of these agencies receive a report of a soil erosion and sediment control issue, they will contact SMC. SMC will then investigate the report and prescribe corrective action to the property owner or coordinate with the certified community to find a solution.

*Measurable Goals:*     -Track number of complaints received and processed related to soil erosion and  
                              sediment control.

#### **D.6 Site Inspection/Enforcement Procedures**

Article VI of the WDO provides both the recommended and the minimum requirements for site inspection. Site inspections must be conducted by the enforcement officers within each certified community. Article VII of the WDO specifies the penalties and legal action that may be imposed if the WDO is violated. If a construction site is not in compliance with the requirements of the WDO, the jurisdictional enforcement officer may issue a stop work order on all development activity on the subject property or on the portion of the activity in direct violation of the WDO. In addition, failure to comply with any of the requirements of the WDO constitutes a violation, and any person convicted thereof may be fined.

*Measurable Goals:*     -Track number of site inspections conducted by SMC

### **5. Post-Construction Runoff Control**

As described above, the Lake County Watershed Development Ordinance (WDO) establishes the minimum stormwater management requirements for development in Lake County. The WDO establishes standards for post-construction site runoff control. These standards apply to any new development or redevelopment that results in over 0.5 acres of new impervious area. The enforcement of the WDO, in conjunction with other SMC activities and functions, implements BMPs under BMP numbers E.2, E.3, E.4, E.5, E.6 and E.7 as described below.

#### **E.2 Regulatory Control Program**

The WDO requires that all applicants adopt a stormwater management strategy for controlling post-construction runoff. The applicant must develop a stormwater management strategy that minimizes the increase in runoff volumes and rates and addresses the water quality treatment requirements of the WDO. The proposed drainage plan must use the runoff reduction hierarchy in the WDO and implement BMPs as presented in the TRM. The WDO also requires the use of buffers when adjacent to existing water bodies.

*Measurable Goals:*     -Continue to enforce the countywide WDO.

#### **E.3 Long Term O&M Procedures**

The WDO requires that a maintenance plan be prepared for all stormwater management system components for Major developments (as defined by the WDO). Enforcement officers may require maintenance plans to be prepared for all development sites that require a NPDES permit. The maintenance plan must include: maintenance tasks; the party responsible for performing the maintenance tasks; a description of all permanent public or private access maintenance easements and overland flow paths, and compensatory storage areas; and a description of dedicated sources of funding for the required maintenance. The TRM includes a sample

maintenance plan. The Ordinance also requires that all stormwater management systems be located and described within a deed or plat restriction to ensure perpetuity and access for maintenance.

*Measurable Goals:* -Continue to enforce the countywide WDO.

#### **E.4 Pre-Construction Review of BMP Designs**

Within each jurisdiction, one of the primary duties of the enforcement officer is to review all Watershed Development Applications and issue permits for those projects that are in compliance with the provisions of the WDO. This includes a review of the proposed BMPs for post-construction runoff control.

*Measurable Goals:* -Continue to enforce the countywide WDO.  
-Conduct annual WMB meeting and allocate funds for in-the-ground BMPs.

#### **E.5 Site Inspections During Construction**

Article VI of the WDO provides both the recommended and the minimum requirements for site inspection. These inspections must be conducted by the enforcement officers for each certified community. Enforcement officers may inspect site development at any stage in the construction process. For major developments, the enforcement officer shall conduct site inspections, at a minimum, upon completion of installation of sediment and runoff control measures and after final stabilization and landscaping, prior to removal of sediment controls.

*Measurable Goals:* -Continue to enforce the countywide WDO.

#### **E.6 Post-Construction Inspections**

(See description of the inspection program provided under E.5)

*Measurable Goals:* -Continue to enforce the countywide WDO.

#### **E.7 Other Post-Construction Runoff Controls**

Through the Watershed Management Boards (WMBs), SMC reviews and partially funds projects related to drainage and water quality improvements. The WMBs – representing the Lake Michigan, North Branch of the Chicago River, Fox and Des Plaines watersheds – meet yearly to make recommendations on project funding. Members include chief municipal elected officials, township supervisors, drainage district chairs, and county board members from each district within the boundaries of the watershed. The goal of the WMBs is to maximize opportunities for local units of government and other groups to have input and influence in local stormwater management problem solving. Projects have improved quality of water in streams and swales, and have enhanced stormwater facilities.

*Measurable Goals:* -Conduct annual WMB meeting.  
-Contribute funding to water quality improvement projects, including BMP retrofits, through the WMBs.

## **6. Pollution Prevention/Good Housekeeping**

This minimum control measure involves the development and implementation of an operation and maintenance program to reduce the discharge of pollutants from municipal operations. This program must include a training program for municipal employees. SMC will assist the MS4s with BMP number F.1 and perform services related to BMP numbers F.5.

#### **F.1 Employee Training Program**

The SMC will assist MS4s in developing programs for F.1 by serving as technical advisors and as a clearinghouse of information related to employee training BMPs.

*Measurable Goals:* -Provide links to available resources on website.

#### **F.5 Flood Management/Assess Guidelines**

By adopted policy in the Lake County Stormwater Management Plan, SMC's standard operating procedure is to assess the feasibility of implementing water quality functions in all flood control designs. SMC will evaluate all SMC-sponsored projects for multi-objective opportunities.

*Measurable Goals: -Track number of projects that are reviewed for multi-objective opportunities.*

**Part E5. Construction Projects Conducted During Year 4**

<b>Project Name</b>	<b>Project Size (acres)</b>	<b>Construction Start Date</b>	<b>Construction End Date</b>
NB – Abbott Laboratories Pond Retrofit	200	Spring 2006	Spring 2006
NB – West Skokie Drainage District (Middle Fork) Fujisawa Streambank Restoration	5	Fall 2006	Fall 2006
NB- Deerfield High School (Middle Fork) Streambank Restoration (Phase 3)	5	Spring 2006	Summer 2006
NB- Middle Fork Tributary Restoration	10	Summer 2006	Fall 2006
WMB – Ivanhoe Drain Tile Replacement	1	Spring 2006	Fall 2006
WMB – Sylvan Lake Streambank Plantings	1	Spring 2006	Fall 2006
WMB – Meadow Lane Drain Tile Replacement	1	Spring 2006	Fall 2006
WMB - Mallard Ridge Detention/Flood Mitigation Enhancements	1	Spring 2005	Fall 2006
WMB-Counrywalk Detention Pond	2	Spring 2007	Fall 2007
WMB-Streambank Restoration on Bull Creek	3	Spring 2007	Fall 2007
WMB-Warner Avenue Drainage Ditch	3	Spring 2007	Fall 2007
WMB-Long Lake Shoreline Stabilization	3	Spring 2007	Fall 2007

