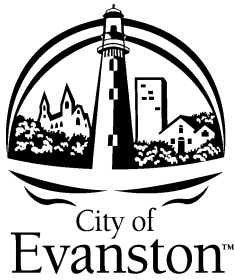


TRANSPORTATION & PARKING COMMITTEE

WEDNESDAY, OCTOBER 23, 2019 6:00 P.M– 7:30 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201
Room 2404

1. **Call to Order / Declaration of Quorum**
2. **Citizen Comments**
3. **Approval of Meeting Minutes of September 25, 2019**
4. **Amending Title 10, Chapter 11 “Motor Vehicles and Traffic” Pertaining to Parking on Simpson Street– Action**
5. **Handicapped Parking – Action**
6. **Amending Title 10, Chapter 11, Section 18, Schedule XVIII (G) “Residential Exemption Parking District 7 - Action**
7. **128-O-19, Amending Title 10, Chapter 4, Section 5, Schedule 2 “Parking in Predominantly Residential Areas” - Action**
8. **Draft Storm Water Management Guide – Discussion**
9. **ADJOURNMENT**

Next Meeting: November 20, 2019 at 6:00pm



TRANSPORTATION AND PARKING COMMITTEE

Wednesday, September 25, 2019

6:00 P.M. – 7:30 P.M.

Lorraine H. Morton Civic Center

Room 2404, Evanston, IL 60201

MEMBERS PRESENT: Ald. Revelle, Ald. Fleming, Ald. Wynne, A. Añón, B. J. Miller, T. Dubin

MEMBERS ABSENT: B. Kaplan

STAFF PRESENT: Interim Parking Manager Mike Rivera, Transportation and Mobility Coordinator Jessica Hyink, City Planning and Engineering Bureau Chief Laura Biggs, Officer McCray, Officer Brooks

PRESIDING MEMBER: Ald. Revelle

1. Call to Order / Declaration of Quorum

Chairman Ald. Revelle declared a quorum at 6:04 P.M.

2. Citizen Comments

Dan Joseph – Spoke about CTA issues and how they do not have the same standards as Pace

Ruben – Talked about lack of Sunday bus service and that the west side of town doesn't have enough coverage

Dan Fagerstein – Talked about how he is in favor of item 3 on the agenda and agrees with the staffs appraisal of the area. He is a small business owner and he also thinks that there is not enough parking for shoppers near Chicago Ave. and South Blvd.

3. Approval of Meeting Minutes of August 28, 2019

There was a question about the actual speeds of electric bicycles not being specified in the minutes.

An amendment to paragraph 4 of the minutes was made.

“This version of the ordinance would allow for the use of electric bicycles that are class one or class two (max speed up to 20 mph).

Item 1

Motion to approve amended minutes made by Ald. Wynne and seconded by Miller. A vote was called and taken. Motion passed unanimously (4-0) 1 abstain

- 4. Amending Title 10, Chapter 11, Section 12, Schedule XII (B) "Parking Meter Zones" Adding Paid Parking on Greenwood Street between Chicago Avenue and Sherman Avenue – Action**
Interim Parking Manager Michael Rivera talked about how adding a parking zone in this area would create turnover in an area that is mainly used for long term parking by commuters. This would help the nearby businesses create turnover for about 20-22 parking spaces in the area

Item 2

Motion to approve staff recommendations made by Ald. Fleming and seconded by B.J. Miller A vote was called and taken. Motion passed unanimously (5-0)

- 5. Amending Title 10, Chapter 11, Section 12, Schedule XII (B) "Parking Meter Zones" Adding Paid Parking on South Boulevard from Chicago Avenue east to Driveway of 516 South Blvd - Action**

Interim Parking Manager Michael Rivera talked about how this item is very similar to the last one. This change would affect about 5-6 parking spaces and would be beneficial to some long standing businesses in the area.

Alderman Wynne also talked about how this has been an issue for a long time in this area and that she supports this change.

Item 3

Motion to approve made by Ald. Wynne and seconded by Miller A vote was called and taken. Motion passed unanimously (5-0)

- 6. Adding Paid Parking on Sherman Avenue from the alley North of Main Street to the alley South of Washington- Action**

Interim Parking Manager Michael Rivera spoke about how staff realized that Sherman Avenue between Main Street and the Alley South of Washington Street has no parking restrictions and is often taken up by commuters. Due to its proximity to the el and Metra stations and the Main-Dempster Mile District, it is recommended that the street be converted to 2 hour paid parking from 8:00am - 5:00pm/4 hour from 4:00-9:00pm at the standard rate of \$1.50 an hour. This would match the parking restrictions in the surrounding area.

Item 4

Motion to approve made by Ald Wynne and seconded by Ald Fleming A vote was called and taken. Motion passed unanimously (6-0)

- 7. Business District Parking Permits**

Interim Parking Manager Mike Rivera talked about parking difficulties for employees in the Main Dempster mile and Central St. business district. These areas don't have access to city owner

garages. A big problem with these is that these businesses in question are located close to established residential permit districts. So staff was tasked with coming up with a way to alleviate parking issues in those areas. The current plan would be a 6-month pilot program offering Evanston small businesses a parking permit. The \$50 a month permit would allow for the licensee of a small business (see details below) to park one vehicle in a Residential Parking District near the business district.

Alderman Fleming asked how many permits would be issued to each business.

M. Rivera stated that the current plan would be to only issue one permit per business.

Alderman Revelle talked about reservations about implementing this plan around the Central Street businesses, and she would like to have surveys done around the area to try to determine the impact in the area so she suggested removing that area from the pilot program.

Item 5

Motion to approve Business Permit only Main / Dempster for 6 months made by Ald. Wynne and seconded by Ald Fleming. A vote was called and taken. Motion passed (5-1) Nay – Alex

A referral for a future meeting was made by Alderman Fleming regarding Official Business Permit issues

8. Sunday Bus Service – Referral

Transportation and Mobility Coordinator Jessica Hyink spoke about this referral from Alderman Fleming. She spoke about how most areas are within a quarter mile of current public transportation on Mondays - Saturdays. She talked about how doing an analysis of the current CTA service is more difficult because there aren't set stops. CTA busses allow for passengers to flag them down at any intersection. She spoke about how on Sundays this ratio changes to a ½ mile radius and how that is mostly including CTA train stations (a lot of which are not currently handicap accessible). Jessica talked about how Sunday service works in Niles and how Pace was not currently looking to entering into any other like the one they have Niles but may be interested in expanding services but costs need to be looked at.

Pace is looking for a commitment from the City before beginning a cost analysis on extending service on Sundays, they would want a an inter-governmental agreement. City of Evanston does not currently contribute to any services provided by Pace. So there is no precedent for what split may be for Sunday service costs.

Alderman Fleming talked about her surprise about the lack of Sunday service, especially considering how not all train stations are not ADA compliant. She also spoke about the lack of consideration for people who work on Sundays.

Alderman Wynne talked about how we need to start discussions about resuming Sunday service on Dodge Ave.

Jessica said that there is a misconception that CTA and Pace do not want to provide service. The problem is coming up with enough funding to be able to provide service. The ridership does not warrant them providing the service.

Alderman Fleming said that we (the City) need to know the actual figures so that council can make an educated decision about the City subsidizing Sunday Service

There were questions about getting reps from both Pace and the CTA to come to a meeting as well as getting actual ridership numbers.

9. Bicycles on Sidewalk - Referral

Transportation and Mobility Coordinator Jessica Hyink spoke about this referral from Alderman Fiske. Currently the ordinance states that bicycles are not allowed on the sidewalks in business districts but are allowed in non-business districts. She talked about the difficulties when it comes to collecting data and that previously the City used a consultant to gather rider data.

Alderman Revelle talked about how it is difficult to even discuss this topic without current data.

City Planning and Engineering Bureau Chief Laura Biggs added that pedestrian density matters. More densely area may not be an issue in areas where there aren't as many businesses. Riding on sidewalks in some areas should be acceptable.

Officer McCray talked about the need to update current signage.

Officer Brooks talked about not only updating signage but to also look at where the signs are placed. He suggests that midblock signage may be easier for bikers to observe.

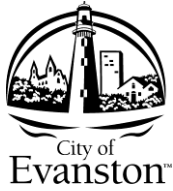
Some other suggestions included changing the colors of the street markings, using A-Frame signage on the sidewalk so they'd be eye level for most riders, and increasing education opportunities for bike riders.

The infrastructure issues also need to be addressed.

10. Adjournment

A Motion to adjourn was made by Ald. Fleming and 2nd by T. Dubin at 7:49 P.M. A vote was called and then taken. Motion passed unanimously (5-0).

The next Committee Meeting is November 20, 2019.



Memorandum

To: Transportation & Parking Committee

From: Michael Rivera, Interim Parking Manager

Subject: Amending Various Sections of Title 10, Chapter 11 "Motor Vehicles and Traffic" Pertaining to Parking on Simpson Street

Date: October 13, 2019

Recommended Action:

Staff recommends Transportation & Parking Committee approve amending various sections of Title 10, Chapter 11 "Motor Vehicles and Traffic" pertaining to parking on Simpson Street.

Summary:

Staff was informed that Meals on Wheels would be taking over the business located at 1723 Simpson Street. The Parking Division has reviewed the signage and Code language of the 1600-1800 blocks of Simpson and would like to address parking concerns and bring the Code up to date. In the past few years, the businesses are increasing in this area. A request to add a loading zone in front of the business will be addressed closer to the date of the business opening.

Although numerous changes to the Code are being recommended, there will not be much of a change for parking to the area. The amendments will add:

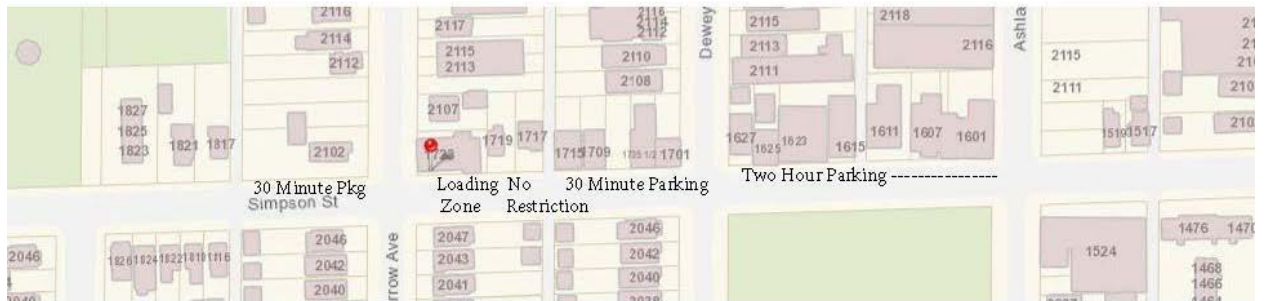
- 1) 30 minute parking/loading zone on the north side of Simpson from Dewey Avenue to first alley west thereof from 9:00 am – 6:00 pm (existing)
- 2) No parking restrictions in front of the two homes at 1717 and 1719 Simpson (existing);
- 3) 2 Hour Parking on the north side of Simpson from Dewey Avenue to Ashland Avenue from 9:00 am – 6:00 pm. (new).

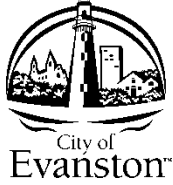
Attachments

Map of Area

Draft Ordinance 145-O-19

Map of Simpson Street Area Parking Amendments





Memorandum

To: Members of Transportation & Parking Committee

From: Luke Stowe, Interim Administrative Services Director/CIO
Mike Rivera, Interim Parking Division Manager

Subject: Handicapped Parking

Date: October 18, 2019

Recommended Action

Parking staff recommends the Transportation & Parking Committee discuss uniformly charging for all Disabled Parking Spaces located at on-street locations or within off street surface lots, only exempting payment if a vehicle displays a State of Illinois issued yellow and silver hang placard. A survey of surrounding communities revealed that most now charge vehicles to park in handicapped spaces after the State of Illinois eliminated automatic free parking in 2017.

Summary

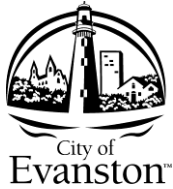
In 2017 the Illinois General Assembly amended the Persons with Disabilities Parking Program, eliminating automatic free parking for anyone with a Disabled placard.

The State of Illinois, Secretary of State Office currently issues four different types of placards for persons with disabilities. Permanently meter exempt Placards are issued to people with permanent disabilities. These placards are yellow and silver and are the only placard exempt from parking meter payments. The other three are Non-Meter-Exempt, Permanent (blue), Temporary (red) and Organizational (green) placards, which do not exempt the vehicles from paying at metered spaces.

Parking staff surveyed like communities and found Oak Park, Waukegan and Springfield all charge for disabled metered parking spaces unless the vehicle has a yellow and silver placard.

The City currently provides free parking at handicapped spaces. Streetscape projects have allowed the City to phase in pay stations or parking meters that would better manage disabled space inventory. However, disabled parking spaces within an unrehabilitated streetscape or a block with free parking would have no equipment on site to manage the space(s).

If approved, the Parking Division will order small signs to be placed under the existing Handicapped Parking sign that will reference the State law and that only the yellow/silver placards are exempt from payment.



Memorandum

To: Transportation & Parking Committee

From: Michael Rivera, Interim Parking Manager

Subject: Amending Title 10, Chapter 11, Section 18, Schedule XVIII (G) "Residents Parking Only Districts"

Date: October 10, 2019

Recommended Action:

Staff recommends Transportation & Parking Committee discuss amending Title 10, Chapter 11, Section 10 "Residential Exemption Parking District 7" to add the homes on the 2200 block of Lincoln Avenue.

Summary:

Alderman Revelle informed the Parking Division of concerns from residents about the limited parking on the 2200 block of Lincoln after a recent neighborhood meeting. District 7 restricts parking to residents only from 7:00 am – 9:00 am Monday through Saturday (City Code 10-11-18, Section XVIII (G)- Residents Parking Only Districts). Currently, parking is allowed on both sides of the block, often leaving the road too narrow for two lanes of traffic. By eliminating non-resident parking during those two hours, the road should see a decrease in the number of people who park for the duration of the work day, which would clear the road for traffic. Many of the surrounding streets are already part of Residential Parking District 7.

Residential Parking Permits allow for residents living on the designated blocks within a district to purchase a parking permit that exempts them from posted parking restrictions in that area. Parking Permits, for residents that have paid for their wheel tax, cost \$30.00 a year (as of 2020). Additional guest passes may be purchased by residents at the cost of 10 passes for \$2.00.

A postcard survey was sent out in September and the response was greater than 50% in favor of adding the block to the Residential Parking District. In addition, a survey of vehicles that park on the block during the day (7:00 am - 4:00 pm) was performed by the Parking Enforcement Officers. The Parking Division is no longer able to determine registered addresses of the vehicles parked, as that service is no longer available through the Police Department's records. However, staff measured occupancy levels for both sides of the street. For the survey it was determined that there are 13 parking

spaces on each side of the street. On the North side of the street the average occupancy was 37.44% (an average of about 5 vehicles). On the South side of the street the average occupancy was 52.82% (an average of about 7 vehicles). The average occupancy for both sides of the 2200 block of Lincoln was 45.13%. During the time where the proposed residential permit would be in effect, the North side average occupancy was 37.18% and the South side average was 50.00%.

It should be noted that although the numbers are not greater than the percentage required by City Code, but that traffic on Lincoln Street has increased in recent years as people use it as an alternative to Central Street. Parking Staff is reviewing the procedures required to add a street to a residential district, and hopes to come up with more up-to-date requirements in the near future.

The City Code requires that the number of vehicles parked on the street must be equal or greater than 70% of the legal capacity. The number of commuter vehicles parked must be greater than 30%. Again, the number of commuters can not currently be determined, but staff can figure out the number of vehicles with a paid Wheel Tax. The percentages found by staff did not meet these criteria found in the Code.



Memorandum

To: Transportation & Parking Committee

From: Luke Stowe, Interim Administrative Services Director/CIO
Michael Rivera, Interim Parking Manager

Subject: 128-O-19, Amending Title 10, Chapter 4, Section 5, Schedule 2 "Parking in Predominantly Residential Areas"

Date: October 15, 2019

Staff proposed amendments to the City Code Section 10-4-5-2 "Parking in Predominantly Residential Areas" to allow for a businesses in the Main-Dempster Mile Business District to receive one Small Business Parking Permit at the cost of \$50 monthly. Transportation & Parking Committee approved the applicable Ordinance at its September Committee meeting. The Administration and Public Works Committee approved the Ordinance at its October 14, 2019 with an amendment for business owners to pay the amount of an Evanston Wheel Tax if their car was not registered with Evanston. The City Council discussed the amendments on October 14 without coming to an agreement. It was requested the item return to the Transportation & Parking Committee for further discussion.

Pricing:

Parking Staff requests the Committee keep the permit at \$50. The Maple Garage offers a reduced rate of \$50 to park on the roof, allowing for affordable parking for businesses and employees in the Downtown District. The goal of this amendment was to duplicate this fee structure in the Main-Dempster Mile and Central Street District that do not have parking garages. Surface lots in the other two districts offer monthly permits at a rate of \$75 (daytime parking only in surface lots: 8, 32, and 64) or \$90 (in permitted lots - 24 hours, daily). It is not equitable, to allow different business types, discounted parking rates by area. In addition, commuter parking areas within or adjacent to the aforementioned business districts offer parking at the rate of \$0.50 an hour. Utilizing that rate, an 8 hour a day, 5 days a week, would add up to \$80 a month. \$50.00 would save \$30 a month or up to \$50 if a person were to park in a regular \$1.50/\$2.00 on-street space. Finally, it should be mentioned that the wheel tax for January 1, 2020 through September 2020 (the next cycle available) costs \$69.75 per vehicle, and a residential parking permit is an additional \$30.

Locations:

The Parking Division is concerned about overcrowding Residential Parking Districts, as their original design was to keep businesses and commuters from parking in front of a residence. However, it was determined that this would be the best way for a Parking Enforcement Officer to digitally log and verify vehicles parked in a district. Utilizing available parking inventory during the days would allow for available and non-designated parking in surface lots for those wishing to pay for a monthly permit. Newly established 12 and 4 hour on-street parking zones near businesses still remain underutilized. Examples are the 12 hour parking spaces on 600 and 1100 Chicago Avenue. In addition, 4 hour parking on the 600 block of Washington.

Number of Permits Offered:

It is recommended that each business be allowed one permit. Residential parking areas would still remain accessible for the residents. If it is decided to allow additional permits for the business, staff requests that subsequent business permit exceptions increase as follows:

1st Permit \$50

2nd Permit \$60

3rd Permit \$70

4th Permit \$80

5th Permit \$90

This would curb fraud and overcrowding districts. Requested permits exceeding the limit of five (5) would align the monthly permit costs to exactly match surface parking lots, while not having to wait for a vacancy, via a wait list.

Attachments:

Transmittal memorandum from Oct 14, 2019 City Council meeting

Ordinance 128-O-19

EXHIBIT

**For City Council Meeting of October 14, 2019
Ordinance 128-O-19, Amending 10-4-5-2, Parking in Residential Areas
For Introduction**



Memorandum

To: Honorable Mayor and Members of the City Council
Administration & Public Works Committee

From: Luke Stowe, Interim Administrative Services Director/CIO
Michael Rivera, Interim Parking Manager

Subject: 128-O-19, Amending Title 10, Chapter 4, Section 5, Schedule 2 "Parking
in Predominantly Residential Areas"

Date: September 26, 2019

Recommended Action:

Staff and the Transportation & Parking Committee, pursuant to the request of Aldermen and small business owners, recommend City Council adoption of Ordinance 128-O-19, amending City Code Section 10-4-5-2 "Parking in Predominantly Residential Areas" to allow for a businesses in the Main-Dempster Mile Business District to receive a Small Business Parking Permit. The permit would allow for the licensee of a small business to park one vehicle in a Residential Parking District EVS(E-1), C or F at the rate of \$50.00 per month. Staff will evaluate the permit in six months to determine next steps.

Details of the Permit:

Small businesses in the Main-Dempster Mile Business District must have a complete brick and mortar establishment and operate within a 1,250 square feet site, in order to be allowed a Small Business Parking Permit. Any ancillary off site office spaces used for the business would not qualify for a Small Business Parking Permit. If the business owner does not own or lease a vehicle[1] [2] [3] , or wishes to surrender their rights to a named employee, they may do so by an affidavit. The applicant's name and the vehicle registration from the State's issuing Department of Motor Vehicles must be the same.

Applications for the Small Business Parking Permit shall be submitted to the Economic Development Division and reviewed by the Parking Division. The permit shall not be for any decaled business vehicle. All other parking restrictions must be followed by the

Small Business Parking Permit holder, including but not limited to, street cleaning regulations, snow operations, etc. A parking space in the designated residential district shall not be guaranteed and shall be available on a first come, first served basis.

The monthly permit fee for a Small Business Parking Permit is \$50 per month. Payment of the permit fee is the responsibility of the permit holder, and must be done by payment to the City Collector's Office. Invoices will not be mailed or delivered. Permit holders not remitting monthly payment would result in immediate cancelation of the vehicle credentials, thus leaving the vehicle susceptible to citations. Accounts unpaid for 30 days, will cause the business to lose the parking privilege for six months.

Additional Parking Requirements:

- Business owners who are residents of Evanston are required to pay their Current Evanston Wheel Tax to be eligible for a Business District Parking Permit.
- The applicant cannot have any outstanding parking tickets.
- Permits would only be valid on the vehicle applied for and are non-transferrable.

Background

Many small businesses have voiced their complaints to City staff and their Alderman about difficulty finding a space to park while they are operating their business. The Transportation & Parking Committee approved moving forward with a six month pilot program in September of 2018.

As noted above, staff suggests \$50 a month to be a reasonable fee for the permit. Given the amount of businesses and permits being offered, a waiting list would not be maintained. Currently commuter parking areas within or adjacent to the aforementioned business districts offer parking at the rate of \$0.50 an hour. Utilizing that rate, an 8 hour a day, 5 days a week, would add up to \$80 a month. The reduced cost of \$50 would still be beneficial to the business owner/employee, but allow for the City to recover from other deficiencies and the added time staff will have to spend processing applications, initiating permits and attempting to enforce the areas. Surface lot parking permits are currently \$ 90.00 a month and most have a waiting list.

Per the recommendation above, only one permit per business will be issued, as there are over 450 restaurants alone in Evanston, and many small businesses have numerous employees. If each business was given three passes, the City would need to find over 1,300 spaces for businesses which would take away from residents and customers.

Summary:

After considerable thought, the Parking staff believes allowing one permit per business, at a cost of \$50, to park in a nearby Residential District is the best option for businesses and residents alike. It is the hope of staff, that the businesses will be spread out and not impact the residents, especially in the evening hours once the majority of business along the Main-Dempster Mile Street are closed.

Once the pilot program is implemented, staff will survey the specified parking areas and the effect that it may have on other businesses or residents who live nearby. Staff will then report back to the Committee with the results in Spring 2020, and seek final approval.

Legislative History

Transportation & Parking Committee approved the request for a Business Parking Permit in September 2018. Transportation & Parking Committee approved the logistics detailed above September 2019, removing the Central Street District/permit.

Attachments:

Ordinance 128-O-19

9/26/2019
10/2/2019

128-O-19

AN ORDINANCE

**Amending Title 10, Chapter 4, Section 5, Schedule 2
“Parking in Predominately Residential Areas”**

**NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
EVANSTON, COOK COUNTY, ILLINOIS, THAT:**

SECTION 1: City Code Section 10-4-5-2, of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

10-4-5-2. - PARKING IN PREDOMINANTLY RESIDENTIAL AREAS.

(A) *Violation Penalty.* It shall be unlawful for any person to park a taxicab, or any vehicle, other than a "passenger vehicle," as defined in this Title, in any street of any block in which more than one-half ($\frac{1}{2}$) of the buildings in such block are used exclusively for residential purposes, and in which block this regulation has been posted, for a longer period than is necessary for the reasonable expeditious loading or unloading of such vehicles. Any person violating the provisions of this Subsection shall be fined not less than five dollars (\$5.00) nor more than twenty five dollars (\$25.00) for each offense.

(B) *Residential Permit Parking Areas.*

1. The City Manager or his/her designee is hereby authorized to designate, by and with the consent of the City Council, as hereinafter provided, streets and other public ways within the City on which the parking of vehicles may be restricted to vehicles bearing a valid parking permit issued pursuant to this Section or to vehicles bearing a valid Evanston vehicle license issued pursuant to this Section.

2. As used in this Section:

a. "Residential area" shall mean a contiguous or nearly contiguous area containing public highways or parts thereof primarily abutted by residential property or residential and nonbusiness property (such as schools, parks and churches), and designated as such by the City Manager.

b. "Commuter vehicle" shall mean a motor vehicle parked in a residential area by a person not a resident thereof.

3. A residential area shall be deemed eligible for residential permit parking if, based on objective criteria herein established, parking therein is "impacted" by commuter vehicles between eight o'clock (8:00) A.M. and five o'clock (5:00) P.M. weekdays, except holidays.

4. In determining whether an area identified as eligible for residential permit parking shall be designated as a residential permit parking area, the area in question shall meet the following criteria:

a. The number of vehicles parked on the area streets during an average day, between the hours of eight o'clock (8:00) A.M. to five o'clock (5:00) P.M., except holidays. During any two (2) consecutive hours, the number of vehicles parked (or standing), legally or illegally, on the streets in the area must be equal to or greater than seventy percent (70%) of the legal on street parking capacity of the area to qualify as an "impacted" area.

b. The number of commuter vehicles parked (or standing) on the streets of the area during the same time period as in Subsection (B)4a of this Section. The number of commuter vehicles so parked in this category must be equal or greater than thirty percent (30%) of the total number of vehicles parked to qualify as an "impacted" area.

c. There must be reasonable and generally acceptable alternate areas for the displaced commuter vehicles to relocate to, or other modes of transportation to be utilized so that the cause of the impacted area under study is not merely shifted to an adjacent neighborhood residential area.

d. The residents must be willing to accept the restrictions of the permit parking program and to bear the administrative costs incurred because of the designation of a residential parking area.

The following factors shall also be considered:

a. The possibility of a reduction in total vehicle miles driven in the City and its environs;

b. The likelihood of alleviating traffic congestion, illegal parking and related health and safety hazards;

c. The proximity of public transportation to the residential area;

d. The need for parking in proximity to establishments located therein and used by the general public for religious, educational, or recreational purposes.

5. In order to determine whether a particular street, avenue or other location should be designated as a residential permit parking area, a public hearing will be conducted prior to the designation of a permit parking area, or prior to the withdrawal of such designation once it is established. The hearing shall clearly state the exact location and boundaries of the residential permit parking area under consideration, the reasons why such area is being proposed for designation as a residential permit parking area, and the permit parking fee that

would be charged as provided for herein. During such hearing any interested person shall be entitled to appear and be heard. No hearing shall be held and no area designated if it is not found to be an impacted area under Subsection (B)4 of this Section.

6. a. Following Council approval of the designation of a residential permit parking area, the City Manager or his/her designee shall issue appropriate permits and shall cause parking signs to be erected in the area indicating the times, locations, and conditions under which parking shall be by permit only. The area shall be described by stating which streets or portions of streets that comprise the area and shall outline the boundary of residence in Schedule XVIII, Section 10-11-18 of this Title. A permit shall be issued upon application and payment of the applicable fee, only to the owner or the operator of a motor vehicle who resides on property located within the residential permit parking area designated. Further, no permit shall be issued until the applicant has either: 1) paid the fine and/or penalty for each violation for which there is an outstanding or otherwise unsettled parking violation, or 2) requested an appearance in the circuit court to answer for each violation.
- b. Following Council order to withdraw residential parking designation, the City Manager or his/her designee shall cause the pertinent signs to be removed within a reasonable time period thereafter.

7. The application for a permit shall contain the name of the owner or operator of the motor vehicle, residential address, the motor vehicle's make, model, registration number, the number of the applicant's operator's permit, and the number of the City motor vehicle license if legally required. The motor vehicle's registration and operator's license may, in the discretion of the City Manager, be required to be presented at the time of making said application in order to verify the contents thereof. The owner or operator of any motor vehicle applying for a residential parking permit shall have a valid City motor vehicle license for the vehicle unless said license is legally not required. The permit shall be renewed annually on or before January 1, upon such conditions and procedures as the City Manager or his/her designee shall specify. The permit may be issued on a pro rata, by month, basis; however, all permits issued after January 1 in any year shall be valid until December 31 of the same year. The permit shall be displayed in a manner as determined and directed by the City Manager or his/her designee. The permit shall display the City motor vehicle license number if required to have said license, zone number and expiration date.

8. Notwithstanding any provision of this Section to the contrary, the holder of a residential parking permit shall be permitted to stand or park a motor vehicle operated by him/her in the designated residential parking area specified on the permit during such times as the parking of motor vehicles therein is permitted. A

residential parking permit shall not guarantee or reserve to the holder a parking space within a designated residential permit parking area.

9. A residential parking permit shall not authorize the holder thereof to stand or park a motor vehicle in such places or during such times as the stopping, standing or parking of motor vehicles is otherwise generally prohibited or set aside for specific types of vehicles (no parking any time, bus stop, loading zone, etc.), nor exempt the holder from the observance of any traffic regulations.

10. a. No person shall display a permit on any vehicle other than the vehicle described in the application for which a residential parking permit has been made and the permit issued. Any such use or display of a permit on a vehicle as described above shall constitute a violation of this regulation by the permittee and by the person who so used or displayed such parking permit.

b. It shall constitute a violation of this regulation for any person to represent himself/herself as eligible for a residential parking permit or to furnish any false information in an application to the City Manager or his/her designee in order to obtain a residential parking permit.

c. The City Manager or his/her designee is authorized, in accordance with due process regulations as stated in other parts of this Code, to revoke the residential parking permit of any permittee found to be in violation of this regulation. Upon written notification thereof, the permittee shall surrender such permit to the City Manager or his/her designee. Failure, when so requested, to surrender a residential parking permit so revoked shall constitute a violation of this regulation.

d. Residential parking permits may only be issued to legal residents of a dwelling unit or an approved small business as mentioned in Section (E). The number of legal residents shall be that number specified in this Code.

11. The fee of one hundred fifteen dollars (\$115.00) per permit, annually, is hereby established to cover administrative costs of permits, signs, and related costs of the residential permit parking programs. The fee is to be reduced by the amount of the Evanston vehicle license for those applicants who have purchased said license. Permits issued on or after January 1 shall have a fee of fifty-seven dollars and fifty cents (\$57.50). A Business Parking Permit, specified in Section (E), shall pay fifty dollars (\$50.00) monthly in order to obtain a Residential Parking Permit.

12. The City Manager or his/her designee is authorized to make provisions for the issuance of temporary parking permits to residents of a designated residential parking area. Proof of residence within the district must be provided prior to the issuance of said permits, which will have a fee of twenty cents (\$0.20) each. These permits are for one day and will be valid only if the resident has entered in ink on the face of the permit the license plate of the visitor's

vehicle, the day of the week and the date. A Business Parking Permit is not eligible for temporary permits.

13. Any person who shall violate any provision of this regulation pertaining to "residents only parking" shall, upon conviction, be subject to punishment by a fine of twenty five dollars (\$25.00) and if not paid within the period of ten (10) days from the date appearing on the violation notice, said person shall be subject to an additional fine of ten dollars (\$10.00). Those streets or portions of streets so designated "residents only parking" shall be maintained in schedule XVIII, Section 10-11-18 of this Title.

Any person who shall violate any provision of this regulation pertaining to "residents exempt parking" shall, upon conviction, be subject to the fine found in Schedule XVII, Section 10-11-17 of this Title. Those streets or portions of streets so designated "residents exempt parking" shall be maintained in Subsection 10-11-10(F) of this Title.

(C) *Evanston Resident Only Parking Districts:* The City Manager or his/her designee is authorized to designate, by and with consent of the City Council, certain streets or portions of streets as "Evanston resident only parking districts." The streets to be so designated shall meet the criteria for establishing residents only parking districts as described in Subsection (B) of this Section. The means of identifying vehicles eligible for parking in these districts shall be a valid Evanston vehicle license issued pursuant to Section 10-8-1 of this Title. The penalty for violating the provisions of this Section shall be twenty five dollars (\$25.00) for each offense, and if not paid within ten (10) days from the date of issue of the violation notice, an additional ten dollar (\$10.00) penalty shall apply. The streets designated as Evanston resident only parking districts shall be listed in Schedule XXII, Section 10-11-22 of this Title, which shall be created for that purpose.

(D) *Signs Prohibiting Parking Near Driveways:* Upon written application to the City Manager or the City Traffic Engineer and payment of the fee of thirty dollars (\$30.00), a sign or signs prohibiting parking within eight feet (8') of driveways will be erected at the address designated in the application.

(E) Small Business Parking Permits:

(1) Generally. The Small Business Parking Permit shall exempt a business owner's vehicle from residential restrictions in the approved residential area. The Permit shall not apply to any decaled business vehicle. All other parking restrictions must be followed by the Small Business Parking Permit holder, including but not limited to, street cleaning regulations, snow operations, etc. A parking space in the designated residential district shall not be guaranteed and shall be available on a first come first served basis.

(2) Eligible Parking Districts. Applications for Small Business Parking Permits shall be considered only by businesses in the Main-Dempster Mile Business District. A permit will be determined by City staff based on the business address and where parking would be least impacted, specifically only the EVS(E-1), C, and F districts.

(3) Business Eligibility. Business with a complete brick and mortar establishment and operate within a 1,250 square feet site in the Main-Dempster Mile Business District are eligible to apply for a Small Business Parking Permit. Ancillary off site office spaces used for the business do not qualify for a Small Business Parking Permit. If the business does not own or lease a vehicle or wish to surrender their right to one named employee, they may do so by affidavit. The applicant's name and the vehicle registration from the State's issuing Department of Motor Vehicles must be the same.

(4) Applications. Applications for Small Business Parking Permits shall be submitted to the Economic Development Division and shall include:

(a) the name of the business, business owner, and site manager;

(b) business' address,

(c) the business owner's motor vehicle's make, model, registration number,

(d) telephone and email address of the site manager of the business;

(e) If the business owner does not own or lease a vehicle, they can surrender their right, via affidavit, to one named employee. The applicant's name and the vehicle registration from the State's issuing Department of Motor Vehicles must be the same.

(5) Approval Authority. Applicants shall submit requests for the permit through the Economic Development Division. The Economic Development Division shall review the application to determine business and district eligibility. The Parking Division Manager shall review the application and, if all qualifications are met, may issue the permit.

(5) Fee. The monthly permit fee for a Small Business Parking Permit is \$50 per month. Payment of the permit fee is the responsibility of the permit holder, and must be done by payment to the City Collector's Office. Invoices will not be mailed or delivered. Permit holders not remitting monthly payment would result in immediate cancelation of the vehicle credentials, thus leaving the vehicle susceptible to citations. Accounts unpaid for 30 days, will cause the business to lose the parking privilege for 6 months.

SECTION 2: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

SECTION 5: If any provision of this Ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid application of this Ordinance is severable.

Introduced: _____, 2019

Approved:

Adopted: _____, 2019

_____, 2019

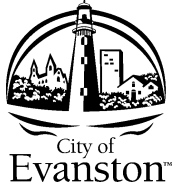
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

Michelle L. Masoncup, Corporation
Counsel



Memorandum

To: Members of the Transportation & Parking Committee

From: David Stoneback, Public Works Agency Director
Chris Venatta, P.E., Senior Project Manager

Subject: Draft Stormwater Management Guide

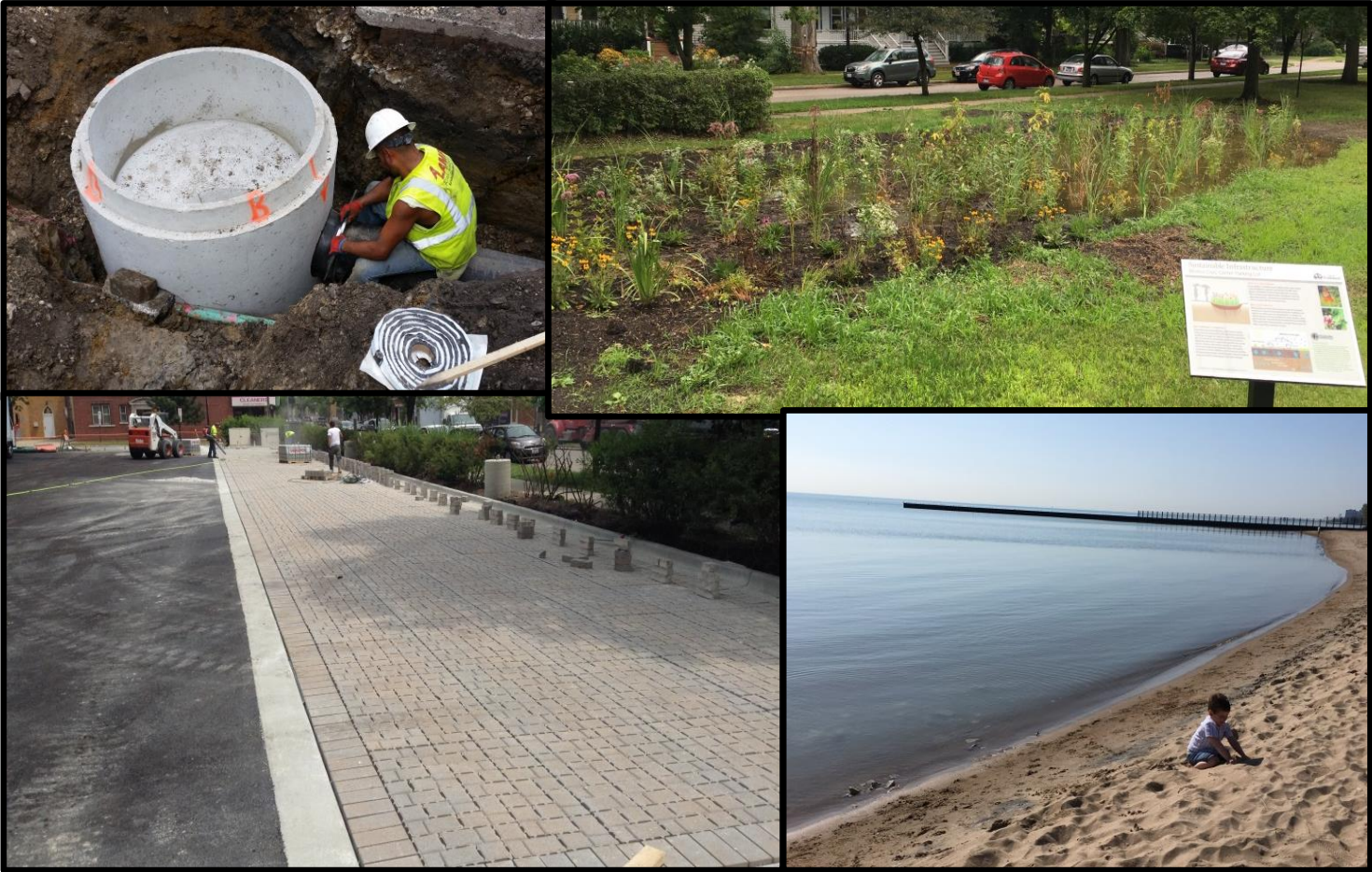
Date: October 23, 2019

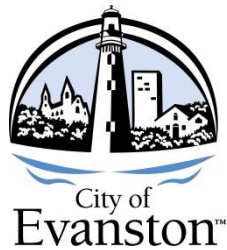
Summary

City staff will be presenting the draft Stormwater Management Guide for discussion to the Transportation and Parking Committee.

This guide is meant to define the goals and approaches for managing the City's current and future stormwater needs. In accordance with the Climate Action and Resiliency Plan, the vision is to provide a framework for Evanston to develop a resilient stormwater management system under current conditions and in the face of climate change.

Stormwater Management Guide





Stormwater Management Guide

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- Section 1 – Vision and Goals
- Section 2 – Background Information
- Section 3 – Hydrology and Hydraulics
- Section 4 – Stormwater Best Management Practices
- Section 5 – Policies and Regulations
- Section 6 – Stormwater Capital Improvements
- Section 7 – Funding
- Section 8 – Operations and Maintenance
- Section 9 – Implementation Plan

Appendix

- A. Green Infrastructure Operation and Maintenance Plan
- B. City of Evanston Stormwater Management Plan (MS4)
- C. Environmental Justice Areas

Section 1 - Vision and Goals

Introduction:

In 1987, the City of Evanston committed to address the problem of basement sewer backups that had plagued its residents for generations. After investing over \$210 million dollars in stormwater infrastructure over 22 years, basement backups are largely a problem of the past.

Today, in the face of more intense rainfalls and an uncertain future climate, the City's stormwater challenges are changing. The City must be in a position to continue to provide its residents an acceptable level of protection against current and future stormwater events. To this end, the City is developing this Stormwater Management Guide, which will define the goals and approaches for managing the City's future stormwater needs.

Vision:

The vision of this plan is to provide a framework for Evanston to develop a resilient stormwater management system under current conditions and in the face of climate change.

Goals:

- a) Develop an acceptable level of protection for stormwater flooding
- b) Mitigate stormwater-related safety issues and property damage under current and future conditions
- c) Work towards achieving the goals outlined in the City of Evanston's Climate Action and Resilience Plan (CARP)
- d) Develop an equitable approach to stormwater management
- e) Be a leader in stormwater management best practices
- f) Maintain compliance with stormwater regulations
- g) Establish a sustainable funding stream for implementation of the plan

Section 2 - Background Information

The City of Evanston is located just north of Chicago. Founded in 1863, Evanston is a thriving community. Evanston is located in Cook County, Illinois, which is the second-most populous county in the United States after Los Angeles County, California. Yet the population density of Evanston is far higher than Cook County's average (see text box). Evanston is very urban and very densely populated.

a) Evanston Sewer Systems

i) Combined Sewer System

A network of sewers in the public right-of-way (ROW) that combines sewage and drainage from residential, commercial and other buildings with stormwater runoff from the public ROW and conveys this mixture to a point of disposal. Stormwater runoff from the public

ROW often includes stormwater runoff from adjoining private property. In many areas, the flow of stormwater into the combined sewer system is restricted so as not to surcharge the combined system, thus minimizing basement backups. The excess stormwater is detained on the surface within the public ROW.

ii) Relief Sewer System

A sewer system permitted through Metropolitan Water Reclamation District (MWRD) to primarily carry the excess stormwater runoff from the ROW that has been restricted from entering the combined system. Some locations served by relief sewers may receive detained stormwater overflowing from adjacent combined sewer areas.

iii) Storm Sewer System

A sewer system permitted by the Illinois Environmental Protection Agency (EPA) under the Municipal Separate Storm Sewer System (MS4) permit for stormwater discharge directly to the North Shore Channel or Lake Michigan. There is no connection between this system and any sanitary services or the combined/relief sewer.

Evanston Statistics

Population: 75,570¹

Area: 7.8 square miles

Population Density: 9,688 population/square mile

Cook County Statistics

Population: 5,240,700¹

Area: 945 square miles²

Population Density: 5,546 population/square mile

¹US Census, 2013 Estimate

b) Metropolitan Water Reclamation District (MWRD)

- i) Founded in 1889 as the Sanitary District of Chicago under an act of the Illinois General Assembly, MWRD was tasked with reducing contamination of the water supply and the nuisance conditions of the rivers in the Chicago area. MWRD constructed 70 miles of canals and waterway improvements, reversing the flow of the Calumet and Chicago River systems from Lake Michigan into the Illinois River System. As part of the improvements, the North Shore Channel was built near and through Evanston.
- ii) Prior to the construction of the North Shore Channel, Evanston sewers and drainage ditches flowed into Lake Michigan. Post-construction, Evanston's sewers were gradually reversed to flow into the North Shore Channel. MWRD also constructed several intercepting sewers through Evanston to convey stormwater and sanitary sewage into the North Shore Channel. In 1928, after the MWRD completed construction of the North Side Intercepting Sewer and the North Side Sewage Treatment Works, Evanston's dry weather sewage no longer discharged into the North Shore Channel. However, excess flow of combined sewage and stormwater overflowed into the North Shore Channel.
- iii) Today, the MWRD operates seven water reclamation plants, serving the City of Chicago and 125 suburban communities. Wastewater from Evanston is treated at the Terrence J. O'Brien Water Reclamation Plant.
- iv) MWRD also operates the Tunnel and Reservoir Project (TARP), a large pollution and flood control system consisting of a deep tunnel system to convey combined sewer overflows (CSOs) and reservoirs to temporarily store CSOs. Each reservoir is associated with a water reclamation plant. When capacity is available at the water reclamation plant, CSO held in the reservoir is conveyed to the plant for complete treatment prior to discharge to the receiving waterway.
- v) Evanston is served by part of the Mainstream Tunnel and the McCook Reservoir. The Mainstream Tunnel begins 200-feet below the North Shore Channel near Sheridan Road in Wilmette and continues in a southerly direction below the channel to and beyond Howard Street, Evanston's southern border. The Mainstream Tunnel continues under the waterways and terminates 300-feet below ground at the McCook Reservoir in southwest suburban Bedford Park, approximately 30-miles from Evanston. CSO stored in McCook Reservoir is pumped to the Stickney Water Reclamation Plant for complete treatment before discharge to the Sanitary & Ship Canal.
- vi) When the Evanston combined sewer system or the relief sewer system surcharge, they will overflow to the deep tunnel prior to overflowing to the

North Shore Channel. However, when the TARP system is full, and the North Shore Channel is approaching its high level, Evanston's and MWRD sewer outfalls are submerged. When submerged, the discharge capacity of a sewer outfall is reduced. Under these conditions, Evanston's and MWRD sewers become surcharged, increasing the risk of local flooding.

c) Lake Michigan

- i) With approximately 3.5 miles of lakefront within the City of Evanston, Lake Michigan is a major geological feature to the City. There are three City owned storm sewer system outfalls that flow into Lake Michigan. They are located on Lincoln Street, Milburn Street, and Roslyn Place. Northwestern University maintains a private storm sewer system that discharges to Lake Michigan. These storm sewer systems are permitted by the Illinois Environmental Protection Agency.

Section 3 - Hydrology and Hydraulics

Goals:

- ✓ Develop an acceptable level of protection for stormwater flooding
- ✓ Mitigate stormwater-related safety issues and property damage under current and future conditions
- ✓ Develop an equitable approach to stormwater management
- ✓ Be a leader in stormwater management best practices

Actions:

Develop a hydrologic and hydraulic model for the City of Evanston

The first step in assessing the City's stormwater management system is to create a hydrologic and hydraulic model covering the entire City. The model will be used to analyze the existing sewer systems under current conditions, as well as to understand how resilient the City's infrastructure will be to handle future storm conditions. MWRD infrastructure will be included in the model.

In order to develop a stormwater model, the City will need to advertise a request for proposal (RFP) to qualified consultants. Upon selecting a firm, it is expected to take approximately two years until an accurate model can be created and validated. The model will include a detailed representation of all three sewer systems within the City, the interaction between each system, and their impacts on overland flooding. Model results will be validated against the sewer flows measured during rain events as part of a flow-metering program. Once the model is functional, calibrated and validated, a plan for stormwater management improvements can be developed and included in the Capital Improvements Plan.

Define level of protection

The hydrologic and hydraulic model will allow the City's infrastructure to be analyzed against conditions that are anticipated under various climate change scenarios. With changes in weather patterns that have already been observed, current design standards may not be appropriate. After the model is created, the City will need to establish a target level of protection for future conditions. Knowing what thresholds of street/park/ROW flooding is acceptable and the future conditions that are to be designed to will provide the framework for appropriately developing a Capital Improvements Plan.

Identify Problem Areas

The other benefit of a hydrologic and hydraulic model is to identify problem areas in the City, assessing a combination of underground infrastructure, overland flow, and green infrastructure. These will be used to establish a targeted Capital Improvements Plan that can employ stormwater management techniques in the most cost-effective manner at reasonable locations.

Section 4 - Stormwater Best Management Practices

Goals:

- ✓ Develop an acceptable level of protection for stormwater flooding
- ✓ Mitigate stormwater-related safety issues and property damage under current and future conditions
- ✓ Develop an equitable approach to stormwater management
- ✓ Be a leader in stormwater management best practices

Actions:

Green Infrastructure

Capital Projects

The City's approach to green infrastructure on Capital Projects shall be to maximize the use of assorted green infrastructure technologies in the most cost-effective manner at reasonable locations. This means that the City will use a technical approach to the selection of locations and types of green infrastructure that will be implemented. The use of stormwater models, geotechnical reports, and environmental studies will help direct the decision making on the appropriateness of each green infrastructure application.

The City's Engineering Division will analyze each capital improvement project for its ability to support green infrastructure. Before a project is designed, geotechnical and environmental testing will take place to assess what types of green infrastructure are most applicable to the various project sites. The City of Evanston follows MWRD's Technical Guidance Manual for the Implementation of the Watershed Management Ordinance (TGM) for the design of green infrastructure (see Article 5 of the TGM).

Below are some of the main selection factors for consideration:

- Site Layout and Grading – the physical orientation of the site will dictate if and what green infrastructure practice is possible.
- Infiltration Rate – should be between 0.5 and 2.41 inches per hour for implementation of volume control practices.
- Ground Water Level – bottom of volume control storage must be 3.5 feet above seasonably high ground water level.
- Environmental Factors – soil contaminants that could affect groundwater or other environmental concerns may prohibit the use of green infrastructure practices.

- Maintenance – locations with high maintenance concerns must be weighed (such as adjacent to beaches or baseball fields with highly sandy areas) as well as overall cost of maintenance.

Below is a guideline for evaluating recommended green infrastructure on varying types of projects.

Types of Green Infrastructure	Streetscape Projects	Street Resurfacing	Parking Lots	Alleys	Parks
Porous Pavement	•	•	•	•	•
Tree Boxes/Cells	•		•		
Rain Gardens	•		•		•
Bioswales	•		•	•	•
Infiltration Trench	•		•	•	•

Private Development

The City will explore ways to promote green infrastructure on private property. Green infrastructure within the City’s public ROW provides only a limited benefit to the City’s stormwater management. Expanding the boundaries of green infrastructure into private areas, both residential and commercial, can provide a direct benefit to the overall stormwater system. Some items to be considered are listed below.

- Green Roofs
- Rain Harvesting
- Downspout Disconnection
- Green Walls
- Sustainable Backyards (City of Chicago)
- Green Infrastructure Incentive Programs

Urban Canopy and Greenspace

In keeping with the goals established through the Climate Action and Resilience Plan the City will make every effort to effectively grow the urban canopy and maintain greenspace. This includes coordination between the City’s Engineering and Forestry Divisions to identify tree needs on all applicable projects.

Infiltration and Inflow

The City of Evanston is committed to eliminating infiltration and inflow (I/I) into the combined sewer system. I/I contributes to both basement back-ups and combined sewer overflows. There are various steps the City is taking to address these issues.

For infiltration, the City has been inspecting combined sewers and sewer structures to determine their structural and functional condition. When it is determined that the system is currently failing or at risk of failing, the City has been performing pipe and structure lining. Currently the City rehabilitates approximately two miles of combined sewer pipe and 50 structures per year.

To address inflow, the City of Evanston has been adding relief sewers throughout the City. This sewer removes roadway runoff from the majority of our combined sewer system and reduces the risk of basement back-ups. Once the hydraulic model is complete (see Section 3) the City will be able to identify additional locations that are good candidates for relief sewer extensions. In addition the City recommends disconnecting downspouts from the combined sewer system. In certain zoning districts this is required under City Code.

Water Quality (MS4)

The majority of the City of Evanston operates in a combined or relief sewer area. Both of these systems outlet to MWRD facilities and do not flow directly into Lake Michigan or the North Shore Channel. However, there are some locations that do outlet directly to these waterways. These areas are known as municipal separate storm sewer systems (MS4) and are covered under a National Pollutant Discharge Elimination System (NPDES) permit.

A requirement of the MS4 permit is for the City to develop and maintain a stormwater management program. This program is designed to reduce pollutants from our waterway as well as educate the public on best practices for water quality. See Appendix B for more information.

Section 5 - Policies and Regulations

Goals:

- ✓ Work towards achieving the goals outlined in the City of Evanston's Climate Action and Resilience Plan
- ✓ Develop an equitable approach to stormwater management
- ✓ Maintain compliance with stormwater regulations

Actions:

Development of Policies and Regulations

Upon the completion of the stormwater modeling, as described in Section 3, the City will have defined goals that will drive the development of policies and regulations. At this time the City will seek public engagement opportunities to direct the discussion of policy in the following areas:

- Impervious Area Restrictions (Commercial / Residential)
- Detention and Volume Control
- Combined Sewer Overflows
- Funding Programs and Maintenance
- Environmental Justice (See Appendix C – Pending)
- Public Outreach

Section 6 - Stormwater Capital Improvements

Goals:

- ✓ Mitigate stormwater-related safety issues and property damage
- ✓ Work towards achieving the goals outlined in the City of Evanston's Climate Action and Resilience Plan
- ✓ Develop an equitable approach to stormwater management
- ✓ Be a leader in stormwater management best practices
- ✓ Maintain compliance with stormwater regulations

Actions:

Develop a Capital Improvements Plan

Within the scope of the stormwater modeling RFP (see Section 3) will be the creation of a multi-year Stormwater Capital Improvements Plan. The consultant will analyze the City's infrastructure and develop a plan that addresses the City's stormwater management needs. After an infrastructure plan is submitted by the consultant, the City will review it with additional considerations such as:

- Incorporate community needs into capital projects
- Current and future regulations
- Combined Sewer Overflows
- Incorporation into non-stormwater projects
- Environmental Justice

The final Stormwater Capital Improvements Plan will be included in the budget and taken to City Council.

Section 7 – Funding

Goals:

- ✓ Mitigate stormwater-related safety issues and property damage
- ✓ Develop an equitable approach to stormwater management
- ✓ Establish a sustainable funding stream for implementation of the plan

Actions:

Create a Funding Plan

Upon the completion of the stormwater master plan and the development of a capital improvements plan for stormwater projects, the City will be able to identify the funding needs for this program. Once the needs are identified a plan will be created to provide the necessary funding. Items for consideration will be:

- Determining the appropriate revenue stream
- The creation of a new Stormwater Utility
- Available grants and loans
- Developing a funding plan for maintenance activities

Section 8 - Operation and Maintenance

Goals:

- ✓ Mitigate stormwater-related safety issues and property damage
- ✓ Maintain compliance with stormwater regulations

Actions:

Stormwater Systems

The City's stormwater system is comprised of over 200 miles of sewer mains ranging in size from less than 6-inch diameter to 120-inch diameter, including over 5,500 manhole structures and over 9,000 drainage structures. Typical maintenance activities include structure cleaning, television inspection, sewer jetting, root cutting, street sweeping, and minor repairs.

Once a stormwater master plan is completed, a new maintenance projection will be made to account for the additional infrastructure that is added. The increased cost of maintenance will need to be considered for each new project that is implemented.

Green Infrastructure

Stormwater projects that include green infrastructure should be designed for practical implementation of maintenance operations. The City has developed an Operations and Maintenance Plan for green infrastructure installations (see Appendix A) that details out necessary steps to ensure proper function of our facilities. Various operations such as porous pavement sweeping and aggregate refresh as well as planting and weeding of rain gardens will add additional costs to the City's operational budgets for each project installed.

Long term funding of maintenance will be necessary to ensure that the infrastructure that is installed can continue to operate efficiently. The goal of green infrastructure is not to put applications into service for a temporary period of time, but to be a permanent part of the community, and this comes with costs not accounted for historically.

Section 9 - Implementation Plan

City of Evanston Stormwater Management Guide	2019				2020				2021				2022				2023			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Finalize Stormwater Management Guide																				
Hydrology and Hydraulics																				
Hydraulic Model / SW Master Plan																				
Define Level of Protection and Problem Areas																				
Storm Water Best Management Practices																				
Green Infrastructure Guidance																				
Urban Canopy and Greenspace																				
Infiltration and Inflow																				
Water Quality																				
Policies and Procedures																				
Public Engagement																				
Stormwater Capital Improvements																				
Storm Water Master Plan / CIP Plan																				
Funding																				
Create a Funding Plan																				
Operations and Maintenance																				
Maintenance of Sewer System																				
Maintenance of Green Infrastructure																				
Long Term Funding Plan																				

Appendix A

CITY OF EVANSTON
OPERATIONS & MAINTENANCE PLAN
FOR
CIVIC CENTER PARKING LOT

OWNER INFORMATION

City of Evanston
2100 Ridge Ave.
Evanston, IL 60201

Permeable Pavement Systems O&M Overview

Maintenance is necessary for any type of permeable pavement system, much like any impervious pavement with catch basins and underground infrastructure. Over the lifetime of the permeable pavement system there will be a need to clean any sediment, soil, dirt and debris from the permeable pavement in order to maintain a sufficient infiltration rate. The following maintenance plan is intended to prevent clogging of the voids within the pervious portions of the permeable pavement system. The maintenance plan shall be monitored and revised as necessary. Permeable Pavements Systems include green alleys, permeable pavers, pervious concrete, and pervious asphalt.

Upon completion of project construction, the following Operations & Maintenance (O&M) procedures shall take effect and be conducted perpetually from the date that construction was completed.

General Requirements

1. This Operations & Maintenance (O&M) plan shall take effect upon completion of the construction.
2. O&M plan procedures and practices must be reviewed and assessed annually by the Owner. If upon review, the O&M plan is changed, these changes must be approved by MWRD.
3. Permeable pavement systems shall be inspected by the Owner a minimum of three (3) times a year. The Regular Maintenance Schedule shall be followed and corrective actions shall be required to repair or remediate problems identified in inspections.
4. Landscaped areas adjacent to permeable pavement systems shall be well maintained and shall not allow soil or other debris to be transported onto the permeable pavement system.
5. The Owner shall budget for sweeping permeable pavement (3) times per year, as described in the Regular Maintenance Schedule below.
6. The following activities shall be prohibited from occurring on the permeable pavement surface:
 - a. Temporary or permanent stockpiling of soil or other material that can potentially cause or contribute to clogging.
 - b. Application of pavement seal-coating.
 - c. Application of excessive load, so as to cause cracking and deformation.
 - d. Application of sand for improving traction.
 - e. Application of salt [permeable concrete only.]

Examples of Common Maintenance Issues

Below are several warning signs and visual clues of common maintenance issues which must be prevented and addressed or remediated to ensure continued surface infiltration. These common problems can often be easily remedied by appropriate vacuuming and maintaining the proper joint aggregate level.

1. Slow Draining/Surface Runoff:
 - a. Verify with simple infiltration testing or observe after rain storms. (refer to Inspection of the Permeable Pavement System, 2.b)
 - b. Surface should drain immediately.
2. Ponding:
 - a. Look for signs of ponding during regular inspections and during rainfall events.
 - b. Rule of thumb: if more than a nickel deep one minute after a rainfall event, maintenance is necessary.
 - c. Verify correct materials were installed.
 - d. Exception: Ponding may be present at bottom of slopes.
3. Surface Crusting (debris and dirt caked on the infiltration surface):
 - a. Identify if there is a problem such as run-on sediments.
 - b. Increase cleaning frequency in troubled areas.
 - c. Remove debris immediately.
4. Weed Control:
 - a. Weed edges of permeable pavement systems near mown lawn areas.
 - b. Do not blow or discharge grass clippings onto the permeable pavement.
 - c. Remove weeds immediately. If weeds begins to grow in the openings, it should be easy to hand remove provided that the sprouts are pulled early.
 - d. Because weeding will be difficult where roots have been allowed to grow, inspecting and pulling grass sprouts from the permeable pavement shall be incorporated into the weekly lawn mowing routine surrounding the pavement system.
 - e. Weeds will not germinate unless there is a collection of soil or moisture.
 - f. Clean sediment from joint material [permeable pavers only].
5. Covered Joint Material [permeable pavers only]:
 - a. Identify problem and correct.
 - b. Remove immediately.

Inspection of the Permeable Pavement System

Inspection of the permeable pavement system shall be conducted three (3) times a year (or in conjunction with regularly scheduled maintenance events) and after significant rainfall events exceeding 1.5 inches to evaluate the following:

1. Pavement Condition
 - a. Inspect permeable pavement surfaces for settlement, deformation or cracking.
 - b. Inspect void areas to determine needs for replenishing joint material.

- c. Note vegetation growth for removal.
2. Surface Infiltration
 - a. Inspect permeable pavement surfaces for sedimentation (any collection of debris, dirt, topsoil, mulch, leaves, etc.) or evidence of ponding.
 - b. Use a garden hose connected to water tank or external house faucet with running water to verify surface infiltration rate. If more than 20% of the permeable pavement surface area does not allow water to infiltrate readily (resulting in ponding or runoff), a restorative maintenance service shall be scheduled immediately.
 3. Drainage structures
 - a. Inspect inlet structures, flow restrictors, and outfall locations for obstructions and evidence of erosion. Confined space safety procedures must be followed for manhole entry.
 4. Run-on Areas – Inspect run-on areas for adequate cover and stability.

Operations and Maintenance Reporting Requirements

1. Maintain and update an electronic log book documenting the inspection activities and results, as well as, the performance of the required O&M activities in perpetuity. The logbook shall include:
 - a. Dates of inspection and maintenance/repair;
 - b. Facility components inspected and their conditions (refer to the previous section);
 - c. Details of all inspections and reasons that maintenance/corrective action is needed.
 - d. Details of all maintenance activities, both routine and emergency.

Examples of the Maintenance Checklist and Inspection Log are provided on pages 6 and 7.

2. Log book must be produced upon request of MWRD.

Maintenance Types and Equipment Requirements

There are two service types – preventative and restorative – for maintaining the integrity of a permeable pavement system.

1. **Preventative Maintenance Service**– removes most debris before being trapped in the joint aggregate material causing clogging. If the equipment settings are correct, this usually does not require removal of any joint material to restore infiltration.

Either high-efficiency vacuum sweepers or broom sweepers may be used. High-efficiency vacuum sweepers are more effective at capturing and removing fine sediment. However, mechanical sweeper equipment is able to dislodge surface encrusted sediment that typically clogs permeable pavement systems. When mechanical sweepers are used, permeable paving surface shall be dry-swept (water shall be turned off) in dry weather to remove encrusted sediment that appears as small and curled in the joints between pavers. When vacuum equipment is used, vacuum settings shall be adjusted to prevent uptake of aggregate from the porous unit paving openings and joints. Maintenance equipment requirements will vary according to project size, age, and product type. For

larger vehicular areas such as roads, parking lots, alleys or similar that can support vehicles, the following equipment shall be implemented:

- a. Regenerative Air Sweeper (preferred)
 - Utilize stream of air blowing horizontally across surface and vacuuming.
 - No rotating brushes.
- b. Walk-Behind Vacuum (preferred)
 - Push-type gasoline-powered vacuum.
 - Applicable for smaller projects that cannot support vehicular weight (sidewalks and patios, etc.)
- c. Rotary Brush (not preferred)
 - Poly bristles only.
 - Flip debris from joint.
 - Will require slight refilling of the joint aggregate material.
- d. Broom Sweeper (not preferred)
 - Typical “street sweeper” type.
 - Rotating curb brushes with center pickup.
 - Poly bristles only.
 - Do not utilize high-pressure power wash to clean the surface. These cause sediments to wash into the joint aggregate and the underlying storage layer, and cause clogging over time.

2. **Restorative Maintenance Service**– requires some removal or complete removal of the joint material to renew infiltration. This occurs after debris has been captured and lodged in the joint aggregate. Equipment required:

- a. Vacuum Sweeper
 - Vacall Dynamic Multi-Purpose Vacuum Street Sweeper or Elgin Whirlwind Street Sweeper or equivalent equipment.
 - Minimum suction of 14,000 cubic feet per minute.
 - Complete evacuation of joint aggregate material [permeable pavers only].
 - Require replenishing removed joint aggregate material to “lip” of paver [permeable pavers only].

Regular Maintenance Schedule

The following maintenance schedule establishes a best practices maintenance program that helps to ensure longevity of the system before restorative action is required. The schedule shall be reviewed, assessed, and updated/revised annually to reflect experience gained in maintaining the permeable pavement system and changing site conditions.

1. Early Spring (after the snow melt) – March 1 through April 15
 - a. Sweep the entire pavement surface using a regenerative air sweeper or broom/rotary brush followed by walk-behind vacuum or air sweeper.
 - b. Clean debris from paver surface with special focus at snow stockpile areas.

- c. Replenish joint aggregate material after cleaning as necessary [permeable pavers only].
 - d. Inspect and remove sediment and floatables in drainage structures and flow restrictors, if any, within the project area. Confined space safety procedures must be followed for manhole entry. Repair chamber, structure, or equipment if needed.
 - e. Every other year or if more than 20% of the permeable pavement surface area does not allow water to infiltrate readily (resulting in ponding or runoff), whichever is more frequent, a restorative maintenance service shall be performed using a vacuum sweeper to restore the infiltration rate. If applicable, joint aggregate material shall be replenished after cleaning [permeable pavers only].
2. Mid-Summer - June 15 through August 15
 - a. Sweep the entire pavement surface using a regenerative air sweeper or broom/rotary brush followed by walk-behind vacuum
 - b. Replenish joint aggregate material after cleaning as necessary [permeable pavers only].
 3. Late Fall – October 15 through November 30
 - a. Sweep the entire pavement surface using a regenerative air sweeper or broom/rotary brush followed by walk-behind vacuum
 - b. Replenish joint aggregate material as necessary [permeable pavers only].
 - c. Clean out drainage structures and flow restrictors, if any, within the project area. Confined space safety procedures must be followed for manhole entry.

Corrective Actions

The following corrective actions, if identified in inspections by the Owner or MWRD, shall be carried out in addition to the regularly scheduled maintenance events:

1. Repair any settlement, deformations or cracking that are significant enough to adversely impact the function of the overall permeable pavement system.
2. If water ponding persists on the pavement surface after a storm event, clean the pavement surface to mitigate clogging.
3. Remove any vegetation growing on the pavement.
4. Repair blocked, restricted or eroding underdrain outfalls.
5. Repair and/or replant eroding run-on areas.
6. If the pavement surface infiltration rate is questionable at any time during the effective life of the pavement, MWRD may require infiltration rate testing to verify that the surface infiltration rate is no less than 20 in/hr. If the surface infiltration rate is lower than 20 in/hr, restorative maintenance shall be taken to restore the infiltration rate to an acceptable level based on the remaining effective life of the pavement.
7. If verification of in-place pavement surface infiltration rates is necessary, conduct pavement surface infiltration rate testing per ASTM C1781 Standard Test Method for Surface Infiltration Rate of Permeable Unit Pavement Systems or other methods approved by MWRD.

Winter Maintenance and De-Icing

When clearing snow from permeable pavement systems, the Owner must ensure that plows have protective edges on the snowplow equipment. To reduce damage to the pavement surface, only use a polymer or rubber cutting edge on the plow.

When using commercial snow removal companies, confirm in writing that they have protective edges on the snowplow equipment. To reduce damage to the pavement surface, only use a polymer or rubber cutting edge on the plow.

Due to the very short flow distance from the permeable paving surface to the point of infiltration, the opportunity for ice formation is greatly reduced. For this reason, regular deicing may not be necessary and is not recommended for water quality reasons. If abrasives are used to provide traction, stone chips shall be used rather than sand. De-icing substances will speed up the surface wear on some styles of pavers. Many of the exposed aggregate products and tumbled products are unaffected by virtue of their style.

[This section on salt application is only applicable to permeable pavers and permeable asphalt. Do not use any salt on permeable concrete.]

The following de-icing salts can be used:

1. Sodium chloride (common rock salt) is the most popular de-icing salt. It is widely available and it will melt snow and ice at temperatures down to approximately 16° F. Below 16° F, rock salt stops melting snow and ice. Sodium chloride can damage adjacent grass, plants and metal. Apply with caution and use as sparingly as possible.
2. Calcium chloride is another de-icing salt. It generally looks like small, white, round, pellets. It will melt snow down to about 0° F. It can irritate skin. Studies indicate that depending on the concentration, calcium chloride is less damaging to grass than sodium chloride is. Heavy concentrations of calcium chloride can chemically attack concrete.
3. Potassium chloride is a de-icing salt available in some markets. It will not hurt skin or damage plants. However, it melts ice only when the air temperature is above 15° F.

The following material shall **not** be used on permeable pavement:

1. Sand for anti-skid as it will clog the paver system.
2. Magnesium chloride and fertilizers that contain ammonium nitrate and ammonium sulfate. They can attack the integrity of concrete.

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Maintenance Checklist for Permeable Pavements

- Refer to the “City of Evanston’s Operations & Maintenance Plan” for detailed requirements.
- Maintenance of the permeable pavement system is required, at a minimum, three (3) times a year:
Early Spring (3/1 to 4/15); Mid-Summer (6/15 to 8/15); Late Fall (10/15 to 11/30)

Crew foreman:	Maintenance Type:
Date: _____ Time: _____	<input type="checkbox"/> Regular (scheduled) <input type="checkbox"/> Emergency/Corrective Action

List of Alleys Serviced:

Maintenance Items	Completed? (Y/N)	Comments*
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Salt/Deicing (Early Spring only)

Remove piles of accumulated salt		
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Preventive Pavement Cleaning (three times per year at a minimum)

Sweep the entire pavement area (including both permeable and impermeable sections)		
--	--	--

Use walk-behind vacuum to remove sediment and organic debris on the permeable pavement surface		
--	--	--

Drainage Structure Cleanup (Early Spring/Late Fall)

Remove debris and sediment from drainage structures		
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Joint Aggregate Refill (as needed)

Replenish joint aggregate material to “lip” of pavers as needed		
---	--	--

Restorative Pavement Cleaning (Every 2 years or more often, as determined by inspection)

Run a vacuum sweeper over permeable pavement to restore infiltration rate.		
--	--	--

Additional Comments & Corrective Actions Taken:

* Include explanation if maintenance is not performed or if further correction action is needed.

Inspection Log for Permeable Pavements		
<ul style="list-style-type: none"> • Refer to the “City of Evanston’s Operations & Maintenance Plan for Civic Center Parking Lot” for detailed requirements. • Inspection of the permeable pavement system is required, at a minimum, three (3) times a year and after significant rainfall events exceeding 1.5 inches • Fill out one form for each permeable pavement area inspected. 		
Inspector: Date: _____ Time: _____ Time Passed Since Last Rain Event: _____		Inspection/Maintenance Type: <input type="checkbox"/> Regular (scheduled) <input type="checkbox"/> Emergency/Corrective Action <input type="checkbox"/> Following rainstorm > 1.5 in.
Permeable/Porous Pavement Area: General Site Conditions:		
Inspection Items	Satisfactory (S) or Unsatisfactory (U)	Comments/Corrective Action, Issue Location
Surface Infiltration		
No sedimentation or signs of sedimentation on permeable pavement and between pavers in joint aggregate material		
No water ponding or evidence of ponding on permeable pavement		
Verify surface infiltration via garden hose test at areas where sedimentation and/or ponding are suspected		
Pavement Condition		
No evidence of deterioration		
No cuts from utilities visible		
No evidence of improper load applied (deformation, settlement or cracking)		
No stockpiling of materials and no seal coating		
No vegetation growth between paver joints (if applicable)		
Joint material filled to “lip” of pavers (if applicable)		
Depth between top of joint material and top edge of paver = _____		
Controlling Run-On		
Adjacent vegetated areas show no signs of erosion and run-on to permeable pavement		
Salt/Deicing (Early Spring only)		
No evidence for the use of traction sand		
Piles of accumulated salt removed in spring		
Drainage Structure Inspection (Early Spring/Late Fall/After >1.5 inches of rainfall)		
No evidence of blockage		
Good condition, no need for cleaning/repair		
Observation wells show water has drained within 72 hours		
Signage		
Signage for appropriate traffic load, no stockpiling, no seal coating and other required District signage.		
Additional Comments, Recommendations:		

Appendix B

City of Evanston
STORMWATER
MANAGEMENT PLAN

February 2018



City of
EvanstonTM

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2.0 Introduction

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

2.1 SMP Structure

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

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

2.2 Area Subject to the Plan

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

2.3 SMP Development

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

2.4 Annual Reporting

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

2.5 Description of Municipality

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



3.0 Minimum Control Measures

3.1 Public Education and Outreach

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

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

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

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

3.2 Public Involvement/Participation

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

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

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

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

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

3.3 Illicit Discharge Detection and Elimination

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

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

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

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

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

3.4 Construction Site Storm Water Runoff Control

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

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

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

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

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

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

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

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

3.6 Pollution Prevention/Good Housekeeping for Municipal Operations

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

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

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

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

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

Appendix C

PENDING