



# Village of Wilmette

## Stormwater Credit and Incentive Manual

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## Introduction

The Village's stormwater system routinely surcharges during moderate rain events, resulting in widespread street and overland flooding. This flooding occurs due to inadequate capacity of the current storm sewer system to handle rainwater from even moderate storms. During intense storms, the street flooding can, in the worst cases, extend to the foundation of a home. The Village Board recognizes the need to manage stormwater and maintain an infrastructure system to serve the community. The Department of Engineering and Public Works manages that system on behalf of the Village. The Village Board has decided that dedicated and consistent funding is required to improve the stormwater infrastructure system. For that reason, the Village established a stormwater utility in 2020 with user fees to be used exclusively for funding stormwater management improvement projects, the management of the stormwater system, the administration of the fee and/or any related debt service for constructed and future stormwater management infrastructure.

One way to reduce flooding is to reduce the amount of runoff from property within the Village. On-site stormwater management on private property utilizing green infrastructure and best management practices can reduce stormwater runoff and pollution. For that reason, the Village would like to encourage property owners to make changes to their property in ways that will reduce the amount of rainfall that becomes runoff.

The Village is establishing a Stormwater Credit and Incentive program to provide property owners with an opportunity to reduce their stormwater runoff. By reducing the properties impact on the stormwater system, property owners have the option to reduce their Stormwater Utility Fee and offset the costs of improvements. This manual describes the way property owners can exercise those options provided for in this manual.

Credits are a conditional, recurring reduction through which the user can reduce their total stormwater user fee by meeting on-site stormwater management criteria or Institutional/501(c)(3) use requirements. Incentives are one-time disbursements for stormwater management improvements located on private property. Incentives and Credits are available to users as provided for in this manual.

## Credit and Incentive Policies

The following sections provide policies regarding Incentives, Credits, and the general administration of the Village of Wilmette's Stormwater Utility Fee Credit programs.

### Stormwater Incentive Program

#### Overview

The Stormwater Incentive Program has been established by the Village to encourage Wilmette property owners to implement improvements that sustainably manage stormwater runoff on their property. Incentives are one-time disbursements for 50% (up to a maximum value) of the construction cost for eligible stormwater management improvements. Any property owner is eligible to apply for a stormwater incentive, with incentives awarded on a first-come, first-served basis. Once the dollar amount of incentive payments reaches the annual budget amount for the program (\$70,000 for 2020), a wait-list will be implemented until additional funds are appropriated.

The following types of stormwater management improvements qualify for stormwater incentives:

#### **Group A – 50% up to \$1,300**

- Bioretention systems (rain gardens, bioswales, etc.);
- Underground infiltration systems (dry wells, infiltration trenches or basins, etc.);
- On-site storage systems (cisterns, rain barrels, etc.);
- Porous pavement systems or permeable pavers.

#### **Group B – 50% up to \$5,000**

- Sump pump/foundation drain disconnection from the Village sewers and re-route;
- Downspout/roof drain disconnection from the Village sewers and re-route;
- Yard drain disconnection from the Village sewers and re-route;
- Any other clean source connection that is disconnected from the Village Sewers and re-routed.

#### *Previously Installed Improvements*

Property owners who have installed porous pavement systems or permeable pavers prior to the implementation of this Credit and Incentive Manual can also receive a one-time Prior-Installation Incentive subject to the amounts listed above. In order to qualify for this Incentive, a property owner (at their own expense) must provide documentation from a certified professional engineer registered in the State of Illinois certifying that the previously installed porous pavement system or permeable pavers have been maintained properly, the void spaces are not clogged with sediment, and the entire area is functioning effectively by infiltrating stormwater runoff. Such certification must be dated within one year of the date of the application.

#### *Incentive Application Process*

- The process is nearly identical to the existing Grading and Drainage permitting process.
- Fill out a *permit application* and an *acknowledgement form* [available online](#), and email to [SWIncentive@wilmette.com](mailto:SWIncentive@wilmette.com). A [site plan](#) of the proposed site improvements, scope of work, and cost estimate must be included.

- Applications are reviewed and approved by the engineering staff in the order in which the complete *permit application* and *acknowledgement form* are submitted.
- A limited number of incentives are available each year. The engineering staff will notify the applicant if the limit is reached.
- A permit must be applied for and issued prior to the commencement of the installation of the eligible stormwater improvements. All stormwater improvements must be installed in accordance with the conditions of the permit approval and the requirements published in the Department of Engineering and Public Works Standards Handbook.
- All inspections must be scheduled and all permit requirements fulfilled prior to the issuance of the incentive payment.

### Stormwater Credit Programs

Certain properties may be able to obtain a Stormwater Credit. Property owners can apply for Stormwater Credits through an application from the Engineering Division located at the Village Hall.

#### Institutional Credit Overview

A Credit of 25% of the gross stormwater utility fee amount will be available to all properties that are:

1. owned by a 501(c)(3) entity; and
2. operated as an institutional use as listed in the Village’s Zoning Ordinance.

Institutional uses in the Village Zoning Code include the following: Cemetery, Cultural Facility, Day Care Center, Adult or Child, Day Care Home, Adult or Child, Educational Facility, (College, Primary and Secondary), Golf Course, Park/Playground, Place of Worship, Public Safety Facility, Recreation Center, Social Club or Lodge.

#### Detention Credit Overview

A Credit of up to 50% of the gross stormwater utility fee amount will be available to all properties that have stormwater detention in compliance with the Metropolitan Water Reclamation District’s Watershed Management Ordinance (“WMO”). Property owners will have to demonstrate that they have received and complied with a permit issued pursuant to the WMO. For those properties that have installed centralized detention upon their entire property will be available to receive a Credit upon the gross stormwater utility fee amount as follows:

Site Detention Facility	Credit Percentage
MWRD Pre-2014	35%
2014 MWRD Ordinance	45%
2020 MWRD Ordinance	50%

This Credit will only apply to the portion of the property that is improved by the WMO stormwater detention. If the entire property is not improved by WMO stormwater detention, then a percentage of this Credit will be available in the same percentage amount equal to percentage of the property that is improved by the WMO stormwater detention.

For more information about the WMO please visit the [Metropolitan Water Reclamation District's WMO site](#) for more details on [WMO Requirements for Stormwater Management](#) and [WMO Permit Application Forms](#).

#### *Maintenance Required*

All stormwater management facilities require maintenance in order to perform as designed. Stormwater detention facilities are required to be maintained as prescribed in the [MWRD Watershed Management Ordinance \(WMO\)](#). Proof of maintenance is required in the form of a certified professional engineer's report submitted to the Department of Engineering and Public Works. Failure to maintain stormwater management facilities will result in the loss of Credit for detention.

#### Credit Application Process

- Fill out a Stormwater Credit Program Application (new application or renewal) available online, and email to SWCredits@wilmette.com
- Submit required supporting documentation to SWCredits@wilmette.com
- Applications are reviewed and approved by the engineering staff in the order in which the complete applications are submitted.

#### Total Credit Amounts

Except as provided in the Discharge Credit below, the maximum credit amount a property can receive, even when credits can be combined, is 50% of the gross amount of stormwater utility fee.

#### Credit Determination

The Village shall process applications within sixty (60) days of submittal of a complete and correct application package. Billing adjustments for approved Credits shall be applied to the next regularly scheduled bill.<sup>1</sup>

If a Credit application is denied, a letter explaining the reason(s) for such denial will be provided to the applicant. The applicant may address identified deficiencies in the denial and resubmit a revised application. The applicant has the right to appeal this decision in accord with the procedures outlined in the Village Code.

<sup>1</sup>For Calendar Year 2020, the Village will accept applications through December 31, 2020 and retroactively apply approved credits for the 2020 calendar year in its entirety.

#### Term of Credit

Stormwater credits are valid for three (3) years. Property owners may renew a Detention and/or Institutional credit for an additional three (3) years upon the submission of a complete renewal application. Failure to renew and receive approval of the stormwater credit shall result in loss of the Stormwater Utility Fee Credits.

#### Suspended / Terminated Credits

If the requirements of this manual and/or the requirements of the approved permit are not met, the property owner will be notified and will have thirty (30) days to come into compliance before the Credit will be terminated. Once a Credit is terminated, a new complete application must be submitted and approved in order to restore the Credit.

### Discharge Credit

A Credit of 100% will be available to all property owners who can demonstrate that their properties discharge all stormwater runoff outside the Village stormwater system. Partial discharge of stormwater outside the Village will not be considered. The Credit shall only apply to the Equivalent Runoff Unit fee calculation and not the fixed charge as provided for in Sec.26-340(a) of the Village Code.