



Village Manager's Office

SUBJECT: Ordinance #2020-O-20 amending the Stormwater Utility Fee Ordinance
Resolution #2020-R-19 adopting a Stormwater Utility Fee Incentive and Credit Manual

MEETING DATE: Ordinance Introduction – June 9, 2020
Ordinance and Resolution Adoption – June 23, 2020

FROM: Jeffrey M. Stein, Assistant Village Manager/Corporation Counsel
Erik Hallgren, Assistant Village Manager
Brigitte Berger, Director of Engineering & Public Works
Melinda Molloy, Finance Director
Dan Manis, Village Engineer

BUDGET IMPACT: Projected revenue for 2020 including credits and the loss factor is \$1,402,076

Recommended Motions

- Move to adopt Ordinance No. 2020-O-20 amending the Stormwater Utility Fee Ordinance
- Move to adopt Resolution No. 2020-R-19 adopting the Stormwater Utility Fee Incentive and Credit Manual

Background

On December 10, 2019, the Village Board approved Ordinance #2019-O-70 which established a stormwater utility and associated fees. The ordinance set the framework for the stormwater utility and set fees for all properties within the Village.

Additionally, on December 10, 2019 the Village Board adopted Resolution #2019-R-18 that delayed the collection of the stormwater utility fees for non-single family residential (NSFR) properties to the second quarter of 2020. This direction was given to allow for the consideration of credit and incentive programs for NSFR properties.

On January 28, 2020, the Municipal Services Committee (MSC) met to review the options for the Stormwater Utility Fee credits. The MSC was presented with various options including;

educational credit for non-public schools; detention credit for MWRD compliant properties; and Institutional/501(c)(3) credits.

On February 11, 2020 the Village Board met to review the options for the Stormwater Utility Fee credits.

On April 14, 2020, the Village Board adopted Resolution #2020-R-26 that further delayed billing for NSFR properties until the start of the 3rd Quarter to provide additional time to fully consider the NSFR credit and incentive programs.

Discussion

This agenda item includes two components. The first component is the ordinance adopting the amendment to the stormwater utility fee ordinance. The second component is the resolution adopting the stormwater utility fee incentive and credit manual.

Ordinance No. 2020-O-20

During the time while discussions regarding the stormwater credit and incentive policies were taking place, staff and Raftelis were finalizing the SFR and NSFR billing database. During that process, unique situations were identified that require amendments to the previously adopted stormwater utility fee ordinance. The amended language provides flexibility in issuing the stormwater utility fee bill to property owners that have parcels that:

- Are owned by the same entity but are uniquely subdivided (some single-family homes are located on three separate subdivided Parcels; some non-single family parcels are subdivided into multiple Parcels but are all used for the same purpose),
- Are owned by different entities but used for the same purpose/use (there are non-single family Parcels that have different ownership but the Parcels are used for a common purpose or as an accessory to each other. Specifically, there are parking lots that are designated as a single separate Parcel and owned by a different entity than the main Parcel with the structure on it. Also, a few shopping complexes are owned by two or more entities even though it is the same common purpose (West Lake, former Treasure Island center),
- Have a master water billing account (e.g. some townhomes -- although divided in ownership -- have one master water bill account),
- Have common area that does not have a water bill but is used as an accessory purpose (there are townhomes that have their own water bills, but have parking lots that are used for the benefit of the townhomes, are owned by a single entity, and are one large unsubdivided Parcel)
- Have no utility bill because they do not use water or sewer services.

These bullet pointed items are addressed in the Ordinance that was introduced on June 9, 2020 and being proposed for adoption at the June 23, 2020 Village Board meeting.

Resolution No. 2020-R-19

The resolution that is presented for adoption addresses the stormwater incentives program that all properties can obtain and addresses the credits that were discussed and approved by the Village Board for NSFR properties.

Incentive Program

The Stormwater Incentive Program was developed 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. Applications are reviewed and approved by engineering staff in the order in which they are submitted. 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. Highlights of the incentive program are as follows:

- Incentives for 50% of improvements up to \$1,300 include bioretention systems, underground infiltration systems, on-site storage systems, and porous pavement systems or permeable pavers
- Incentives for 50% of improvements up to \$5,000 include sump pump/foundation drain, downspout/roof drain, yard drain, and any other clean source disconnections
- Only new stormwater management features are eligible with the exception of permeable pavers and porous pavement. Previously installed pavers and porous pavement will be treated the same as new installations, provided that they are in certified working and maintained order

Credit Programs

On May 20, 2020, the Village Board Committee of the Whole (COW) met to discuss stormwater credits and incentives for NSFR properties. Items discussed at the meeting included detention credits, Institutional Use and 501(c)(3) property credits, maximum credits, and the billing timeline for NSFR properties.

Consensus was reached at the COW meeting on the four major decision points. Staff then began the preparation of the stormwater credit and incentive manual. The credits discussed are included in the attached stormwater credit and incentive manual.

MWRD Detention Credit

The consensus at the May 20, 2020 COW meeting was to implement a detention credit program for properties that currently have or will have Metropolitan Water Reclamation District (MWRD) compliant stormwater detention. The credit for properties that meet the 2020 watershed management ordinance (WMO) will be eligible for a **50% credit**.

Credits for properties that meet prior MWRD ordinances will be scaled based upon the helpfulness rating (HR).

Site Detention Facility	Rainfall (inches)*	HR	Credit for Meeting MWRD
MWRD Pre-2014	6.00	1.00	35%
2014 MWRD Ordinance	7.58	1.26	45%
2020 MWRD Ordinance	8.57	1.43	50%

**Rainfall represents the 100-year, 24-hour rainfall depths used to size detention facilities for the different versions of the MWRD ordinances. Detention facilities must be sized such that the 100-year, 24-hour storm event will be contained within the detention facility without exceeding the allowable release rate.*

Based upon a review of previously permitted sites that were compliant with the various MWRD regulations, the estimated value of the detention credits in 2020 is \$28,927.

Institutional/501(c)(3) Credit

The consensus at the May 20, 2020 COW meeting was to implement a credit program for properties that are combined Institutional Use and 501(c)(3) owned. The credit value for properties meeting these parameters will be eligible for a **25% credit**.

An Institutional/501(c)(3) use credit could be considered in recognition that institutional uses (as listed in the Village's Zoning Code) when owned by a 501(c)(3) organization, provide a valuable service to the community and are not able to pass along the costs to customers in the same way other entities are able to do so. Institutional uses (which are defined below), when combined with the ownership of land by a 501(c)(3) organization provides a limited list of properties that may be eligible for such a credit.

Furthermore, combining the two prongs of this credit eliminates any entity that is a "for profit" organization as well as those properties that are owned by a 501(c)(3) but are not used for charitable, educational, religious, scientific or literary purposes.

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.

Based upon the updated sites that could be eligible for the Institutional/501(c)(3) credit, the estimated value of the credits in 2020 is \$15,261

Maximum Credit

The consensus at the May 20, 2020 COW meeting was to implement a maximum credit value for organizations that are eligible for both detention and Institutional Use/ 501(c)(3) credits. The credit maximum value is set at a **50% credit**.

Billing Process

The consensus at the May 20, 2020 COW meeting was to begin the billing for all NSFR properties starting in the third quarter and bill for 50% of the retroactive value to January 1, 2020 in each of the third and fourth quarters. The attached resolution authorizes and directs the Village Manager to issue such bills to NSFR properties.

Budget Impact

Based upon the current rate structure, the net revenue (does not include credits or loss factor) projected for NSFR properties in 2020 is \$292,272; the credits have the potential to reduce revenue collections by \$44,188 in 2020. The total projected revenue for 2020 including credits and the loss factor is \$1,402,076.

Attachments

1. Ordinance #2020-O-20
2. Resolution #2020-R-19
3. Stormwater Credit and Incentive Manual

ORDINANCE NO. 2020-O-20

**AN ORDINANCE AMENDING THE STORMWATER UTILITY AND
RELATED FEES**

WHEREAS, the Village of Wilmette, Cook County, Illinois, (hereinafter the “Village”) is a home rule municipal corporation as provided in Article VII, Section 6 of the 1970 Constitution of the State of Illinois and, pursuant to said constitutional authority, may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, in addition to the Village’s Home Rule Authority, Section 11-139-2 of the Illinois Municipal Code (65 ILCS 11-139-2), the Village is authorized to own, build, maintain and operate a stormwater system to protect and preserve the health, safety and welfare of the public; and

WHEREAS, in addition to the Village’s Home Rule Authority, Section 11-139-8 of the Illinois Municipal Code (65 ILCS 11-139-8) authorizes the Village to operate a stormwater system and charge Village residents and owners of real property located within the Village a reasonable fee for the use and service of the stormwater system; and

WHEREAS, all real property in the Village contributes to runoff and either uses or benefits from the maintenance of the stormwater system; and

WHEREAS, the existing stormwater system, comprised of combined and separate systems, is currently used by all properties within the Village; and

WHEREAS, in response to a series of storms that inundated numerous areas of the Village, the Village has embarked on the development and implementation of a stormwater management plan that provides for a series of capital improvements, upgrades and additions to the Village’s existing stormwater system; and

WHEREAS, in order to provide an effective and long term approach to stormwater management within the Village, it is necessary to provide an adequate and stable revenue stream for the construction, maintenance, operation and improvement of the Village's stormwater system; and

WHEREAS, the Village has determined that it needs a dedicated source of funding to address stormwater and mitigate flooding in an efficient and effective manner; and

WHEREAS, the Village finds imposing a Village-wide fee for collecting and managing stormwater runoff from impervious surfaces is the most equitable, practical basis for funding stormwater management; and

WHEREAS, it is in the best interests of the health, safety and general welfare of the Village, its residents and property owners, that the Village stormwater system be operated as a municipal utility that is funded through user fees; and

WHEREAS, Ordinance 2019-O-70 adopted on December 10, 2019 established a stormwater utility fee; and

WHEREAS, in order for the Village to properly bill all stormwater utility fees and to be able to consolidate or separate such bills upon uniquely situated properties, an amendment to the Ordinance 2019-O-70 is necessary.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of Wilmette, Cook County, Illinois, in the exercise of its home rule power as follows:

SECTION 1: The foregoing findings and recitals, and each of them, are hereby adopted as Section 1 of this Ordinance and are incorporated by reference as if set forth verbatim herein.

SECTION 2: The Wilmette Village Code, as amended, is further amended in Chapter 26, Article XII, Stormwater System Utility, Section 26-342, Stormwater Utility Bills,” by deleting the text of said Section 26-342 in the manner shown in strikethrough type below and inserting new text in the manner shown in underlined bold type below, so that said Section 26-342 shall hereafter provide as follows:

Sec. 26-342 – Stormwater Bills

- (a) Issuance of bill. The Finance Department shall issue all bills for stormwater utility fees.
- (1) The annual stormwater utility fee shall be billed in four equal installments and collected in the same manner as other Village utility and garbage collection bills are billed and collected. The requirements, timing, obligations for payment of the stormwater utility fees, as well as any penalties or late fees shall be the same as the Village’s requirements, timing, obligations for payment, penalties, or late fees for water rates and bills as provided in Article VII of this Chapter.
 - (2) All bills for the stormwater utility fee will be billed on a common statement, and collected along with the charges for water usage, sewer user usage, the Solid Waste Collection Fee and the Water Meter Fee **except as otherwise provided for in this Section or as otherwise agreed upon between Users and the Village’s Finance Department.**
 - (3) **The User, the occupant thereof, the customer of the service of Stormwater System, and any other party responsible for the payment of the stormwater utility fee, shall be jointly and severally liable to pay for such stormwater utility fee for said Parcel.** In the event a User or another party responsible for the payment of the stormwater utility fee makes a payment is insufficient to pay the total amount billed on the common statement, the partial payment shall first be applied to the stormwater utility fee, second to the sewer user charge, third to the Solid Waste Collection Fee, fourth to the Water Meter Fee, and last to the water charge. The Village may discontinue water service in accordance with the provisions and process provided for in this Chapter for any unpaid balance of the common statement.
 - ~~(4) The User, the occupant thereof, the customer of the service of Stormwater System, and any other party responsible for the payment of the stormwater utility fee, shall be jointly and severally liable to pay for such stormwater utility fee for said Parcel.~~
 - ~~(5) Notice must be given to the Village by the User if it is desired that bills be forwarded to any other address than the Parcel address.~~

- (6) The stormwater utility fee for more than one Parcel may be combined and billed upon a single utility bill if the respective Parcels are contiguous to each other and owned by the same User.
- (7) The stormwater utility fee for more than one Parcel may be combined and billed upon a single utility bill if the respective Parcels are contiguous to each other and are used for a common or accessory purpose to one another.
- (8) The stormwater utility fee for more than one Parcel may be combined and billed upon an existing utility bill when an existing utility bill applies to multiple Parcels.
- (9) The stormwater utility fee for a Parcel that is used as a common area and not used for independent use may be separated and billed in a prorated amount and attributed to each Parcel that the common area serves.
- (10) In the event a Parcel does not have an existing utility billing account, the Village may create a new utility bill under the current User's name and issue a bill for the stormwater utility fee.
- ~~(11) In the event a bill for water usage for Parcels with multiple owners is currently addressed to one party, the stormwater utility fee for each of those Parcels will be added to that bill and be addressed to that same party who shall be responsible for payment.~~

SECTION 3: Codifier's Authority. The Village's codifier is authorized and hereby directed, to adjust section and paragraph numbering as may be necessary to render this ordinance consistent with the numbering of the Village Code.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED by the President and Board of Trustees of the Village of Wilmette, Illinois, on the **23rd** day of **June, 2020**, according to the following roll call vote:

AYES: None. _____

NAYS: None. _____

ABSTAIN: None. _____

ABSENT: None. _____

Clerk of the Village of Wilmette, IL

APPROVED by the President of the Village of Wilmette, Illinois, this **23rd day of June, 2020.**

President of the Village of Wilmette, IL

ATTEST:

Clerk of the Village of Wilmette, IL

Published in pamphlet form June 24, 2020.

RESOLUTION NO. 2020-R-19

A RESOLUTION ADOPTING THE CREDIT AND INCENTIVE POLICY FOR STORMWATER UTILITY FEES AND AUTHORIZING THE VILLAGE MANAGER TO BILL AND COLLECT THE STORMWATER UTILITY FEES FOR NON-SINGLE FAMILY RESIDENTIAL PROPERTIES

WHEREAS, the Village of Wilmette, Cook County, Illinois, (hereinafter the “Village”) is a home rule municipal corporation as provided in Article VII, Section 6 of the 1970 Constitution of the State of Illinois and, pursuant to said constitutional authority, may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Village President and Board of Trustees of the Village of Wilmette (“Village Board”) adopted Ordinance 2019-O-70 that established a stormwater utility and related fees effective on January 1, 2020; and

WHEREAS, the stormwater utility fee is to be assessed against all properties within the Village, except where specifically exempted by Ordinance 2019-O-70, beginning January 1, 2020; and

WHEREAS, Ordinance 2019-O-70 provides for a credit and incentive manual to be adopted by the Village Board; and

WHEREAS, on December 10, 2019, the Village Board adopted Resolution 2019-R-18, a Resolution Directing the Village Staff to Delay Collection of Stormwater Utility Fees for Non-Single Family Residential Properties; and

WHEREAS, Resolution 2019-R-18 directed the Village staff to delay the issuance stormwater bills to Non-Single Residential Parcels through the first quarter of 2020; and

WHEREAS, Resolution 2019-R-18 also required that the billing for the entire year of 2020 still be collected in its entirety; and

WHEREAS, Resolution 2019-R-18 was extended pursuant to Resolution 2020-R-26, adopted on April 14, 2020; and

WHEREAS, the reasoning for the delay in billing was to give consideration as to whether certain institutional uses and all properties that have otherwise complied with Metropolitan Water Reclamation District requirements a credit or incentive; and

WHEREAS, the Village Board has determined the appropriate credits and incentives to be provided for as contemplated in Ordinance 2019-O-70; and

WHEREAS, the Village shall charge the entire stormwater utility fee for Non-Single Family Residential Parcels for 2020; and

WHEREAS, the Village Manager shall have the stormwater utility fee bills issued to ensure the collection of the entire fee amount of 2020 as well as the billing for future years.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Wilmette as follows:

SECTION ONE: The above recitals are incorporated into this section one as if fully set forth.

SECTION TWO: The Village of Wilmette Stormwater Credit and Incentive Manual is hereby adopted in substantially the same form as attached as Exhibit A.

SECTION THREE: The Village Manager is hereby authorized to make non-substantive changes to the form and the substance of the Village of Wilmette Stormwater Credit and Incentive Manual.

SECTION FOUR: The Village Manager is directed to issue utility bills for the stormwater utility fee to all properties within the Village. The Village Manager is directed to issue bills for all Non-Single Family Residential properties for all unbilled fee amounts for the

entire calendar year of 2020. The Village Manager is authorized in the Village Manager's discretion to determine how the unbilled 2020 stormwater utility fee amounts are to be billed and divided in 2020.

SECTION FIVE: Nothing in this Resolution shall be construed as a waiver to bill for the entire stormwater utility fee amount for any property within the Village. Nothing in this Resolution shall be construed to limit the authority of or direction to the Village Manager to issue utility bills for 2020 or any future year.

SECTION SIX: This Resolution shall be in full force and effect from and after its passage as provided by law.

ADOPTED by the President and Board of Trustees of the Village of Wilmette, Illinois, on the **23rd** day of **June 2020** according to the following roll call vote:

AYES:	<u>None.</u> _____
NAYS:	<u>None.</u> _____
ABSTAIN:	<u>None.</u> _____
ABSENT:	<u>None.</u> _____

Village Clerk

Approved on June 23, 2020

Village President

Attest:

Village Clerk



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. 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.¹

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.

¹For 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.

DRAFT