



# Illinois Environmental Protection Agency

Bureau of Water • 1021 N. Grand Avenue E. • P.O. Box 19276 • Springfield • Illinois • 62794-9276

## Division of Water Pollution Control ANNUAL FACILITY INSPECTION REPORT

### for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

*This fillable form may be completed online, a copy saved locally, printed and signed before it is submitted to the Compliance Assurance Section at the above address. Complete each section of this report.*

Report Period: From March, 2017 To March, 2018

Permit No. ILR40 \_\_\_\_\_

#### MS4 OPERATOR INFORMATION: (As it appears on the current permit)

Name: Village of Glencoe Mailing Address 1: \_\_\_\_\_  
Mailing Address 2: 675 Village Court County: Cook  
City: Glencoe State: IL Zip: 60010 Telephone: 847-835-4111  
Contact Person: Anna Kesler Email Address: akesler@villageofglencoe.org  
(Person responsible for Annual Report)

#### Name(s) of governmental entity(ies) in which MS4 is located: (As it appears on the current permit)

Village of Glencoe

#### THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. Changes to best management practices (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)

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

- B. Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.
- C. Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.
- D. Attach a summary of the storm water activities you plan to undertake during the next reporting cycle ( including an implementation schedule.)
- E. Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).
- F. Attach a list of construction projects that your entity has paid for during the reporting period.

**Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))**

Anna M. Kesler, P.E.  
Owner Signature:

Anna M. Kesler, P.E.  
Printed Name:

06-01-2018  
Date:

Village Engineer  
Title:

EMAIL COMPLETED FORM TO: [epa.ms4annualinsp@illinois.gov](mailto:epa.ms4annualinsp@illinois.gov)

or Mail to: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
WATER POLLUTION CONTROL  
COMPLIANCE ASSURANCE SECTION #19  
1021 NORTH GRAND AVENUE EAST  
POST OFFICE BOX 19276  
SPRINGFIELD, ILLINOIS 62794-9276

This Agency is authorized to require this information under Section 4 and Title X of the Environmental Protection Act (415 ILCS 5/4, 5/39). Failure to disclose this information may result in: a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42) and may also prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

2017-2018  
Village of Glencoe  
Annual Facility Inspection Report  
Supplemental Narrative

A. Public Outreach and Education

A.1 – Distributed Paper Materials

Notice regarding pool pumping procedures - Fall 2017 Quarterly

Notice regarding driveway sealant products - Summer 2017 Quarterly

Notice regarding Park District's Installation of bio-swales - Fall Quarterly

*Measurable Goal(s): Develop a permanent publication, either new or as part of the current, to be completely dedicated to the subject of stormwater management, runoff, and quality within the next calendar year.*

*Result(s): Fall 2017 - publication regarding the necessity of dechlorination of pool water prior to discharge into the Village's storm sewer.*

*Fall 2017 - publication regarding the Glencoe Park District's installation of bioswales at the Takiff Center.*

*Summer 2017 - publication educating the public about driveway sealants and their effects on stormwater quality.*

A.4 – Community Event

Annual Earth Day Cleanup

*Measurable Goal(s): Continue to participate in an annual Earth-Day cleanup event. Additional goals for the Village include increased awareness of the event and increased participation from*

*Result(s): Partnered with approximately 80 student/parent volunteers to clean six sites Village wide.*

A.6 - Other Public Education

No Dumping of Pet waste signs at storm inlets

*Measurable Goal(s): It is the goal of the Village to deter offenders from dumping pet wastes into the Village's open grate sewer inlet points. With increased public awareness, the Village hopes to eliminate all public dumping of pet waste of the next years.*

*Result(s): Installation of No-Pet Waste Dumping signs at storm sewer inlet locations.*

## B. Public Participation/Involvement

### B.6 – Program Coordination

#### Electronics recycling program

*Measurable Goal(s): The Village will continue to provide in-house recycling services to residents and businesses. The Village will aim to increase public awareness of this program via increased marketing on all platforms (both physical and electronic).*

*Result(s): Continue to provide recycling services for non-traditional recyclables. Increase public awareness.*

### B.7 – Other Public Involvement

#### Semi-annual Clean-Up Day

*Measurable Goal(s): The Village keeps a tally of the quantity of items collected. Total tonnage for the last five years has been between 110 to 130 tons per pickup. The Village will continue to track the quantity of items picked up and monitor for any major fluctuations.*

*Result(s): Program was revamped from a once annual pick up day to a semi-annual pickup day, increasing the quantity of items able to be picked up.*

## C. Illicit Discharge Detection and Elimination

### C.1 – Storm Sewer Map Preparation

#### Continuous storm sewer mapping updates in GIS

*Measurable Goal(s): Mapping updates are a continuous effort by multiple departments throughout the Village. Weekly meetings are scheduled between the sewer operations crew, the Engineering Division, and the GIS technician to discuss changes found in the field and have them properly recorded in GIS.*

*Result(s): Developed process of weekly interdepartmental meeting to discuss and record mapping updated. Identified all public storm sewer outfall locations*

### C.2 – Regulatory Control Program

Permitting required for swimming pool pumping, includes regulation regarding flow rate and water quality.

New single family construction requirements - overhead sewers

Separate storm and sanitary services

*Measurable Goal(s): The Village plans to initiate electronic tracking of pool pumping permits via the GIS platform. Over time, this process will allow the Village to keep track of which properties did not apply for an annual permit; Village staff may be able to follow up to ensure compliance with Village pool pumping standards.*

*Result(s): The Village processed pool pumping permits for 208 properties from June 2017- May 2018*

#### C.7 – Visual Dry Weather Screening

Annual storm outfall inspections.

*Measurable Goal(s): Outfall inspections conducted during dry weather will look for any flow. If flow is observed, the following data is collected: temperature, pH, conductivity, ammonia, chlorine, dissolved oxygen, odor, and color. If any parameters are found to be outside of acceptable range, staff will attempt to trace the source of the illicit discharge.*

*Result(s): Developed a comprehensive outfall inspection program. Identified all public storm sewer outfall locations throughout the Village, total of 68. Updated GIS mapping of outfall locations accordingly. Collected physical data of the outfalls (location - latitude/longitude, pipe sizes, pipe materials, pipe shape). Collected data on any dry weather discharges observed at the time of inspection. No illicit discharges were identified between June 2017-May 2018.*

#### C.8 – Pollutant Field Testing

Annual storm outfall inspections

*Measurable Goal(s): Samples of discharge water were collected and tested. The following data was collected: temperature, pH, conductivity, ammonia, chlorine, dissolved oxygen, odor, and color.*

*Result(s): Wet weather inspections were conducted at all 68 storm sewer outfall locations. No illicit discharges were detected between June 2017 and May 2018.*

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

Rehabilitation of public sanitary sewers to prevent sanitary sewer overflows.

*Measurable Goal(s): The Village keeps track of sanitary sewer overflows and basement backups which occur during rain events. Concurrently, the Village is investigating and tracking known defects within the sanitary sewers and sanitary manholes which allow clear water to enter. As the sanitary sewer collection system is rehabilitated, keeping clear water out of the system, the Village will track the decreases in basement backups and sanitary sewer overflows.*

*Result(s): The Village conducted smoke testing and CCTV investigations on approximately 13% of the sanitary mainline sewers. Rehabilitation recommendations have been assembled, to be constructed later this year. As rehabilitation is completed, monitor*

#### D. Construction Site Runoff Control

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

###### Village's Steep Slope Ordinance

*Measurable Goal(s): Goals of the ordinance include, "Discouraging development that threatens the stability of steeply sloped terrain," and "Reducing uncontrolled storm water runoff, soil erosion, and mud slides by minimizing grading, encouraging the preservation of trees and other vegetation, and, where necessary, requiring revegetation." These goals are measured by requiring the following construction techniques: Minimizing disruption or alteration of natural drainage ways; Minimizing the time during which areas are bare and exposed; Designing and properly locating structures so that structure's weight does not negatively impact slope stability; Controlled runoff. Concentrated runoff from impervious surfaces shall be collected and transported in a pipe or other approved manner to a municipal storm sewer system, if available; Water discharge into steep slope. Whenever stormwater is transported across a property for discharge into a steep slope zone, the conveyance pipes shall be of non-segmented (continuous sections of minimum 100 ft.) pipe material, which shall be installed below ground by directional boring where possible; Discharge point stabilization. Natural drainage ways shall be stabilized by landscape integration and rip-rap or other means consistent with sound professional engineering practice, to a distance below drainage and culvert discharge points sufficient to convey the discharge without channel erosion and in such a manner as to dissipate the energy of the discharge as approved by the Director of Public Works; Energy dissipater. All outflow from a stormwater conveyance pipe must discharge into an energy dissipater.*

*Result(s): Three properties which abut bluff/ravine slopes were reviewed by the Village between June 2017 and May 2018. All plan sets were reviewed to ensure compliance with the Village's steep slope ordinance.*

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

Site Development Checklist - includes a section specifically about erosion control, spoils storage, concrete washout areas.

Single family home - stormwater detention requirements

*Measurable Goal(s): Each of the above erosion control measures is inspected upon initial installation. Continued monitoring of erosion control measures occurs throughout the span of construction.*

*Result(s): Between June 2017 and May 2018, 49 single family site development plans were reviewed by Village staff. All site development plans were reviewed for compliance with the Village's Site Development Checklist.*

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

##### Public Records available via Freedom of Information Act

*Measurable Goal(s): Village documents are public record as allowed by the Freedom of Information Act (FOIA). Upon submission of a FOIA request, staff reviews the request and responds accordingly within the required response time frame. Quantity of FOIA responses are recoded by the Village's Deputy Clerk.*

*Result(s): Respond to FOIA requests as required within the allotted time frame. Record the number inquiries with the Village's Deputy Clerk.*

#### D.6 – Site Inspection/Enforcement Procedure

##### Steep Slope Ordinance

*Measurable Goal(s): As development occurs, and established inspections are conducted, the Village inspector can note any violations of the Village's steep slope ordinance. Should any violations be observed, the Village may fine and/or issue a stop-work order until the violation is addressed.*

*Result(s): The Village tracks any instances of violators and tracks the quantity of fines leveled.*

#### E. Post-Construction Runoff Control

##### E.2 – Regulatory Control Program

Maximum hardscape allowances on non-major construction.

##### Tree Preservation Ordinance

*Measurable Goal(s): Impervious calculations must be submitted with permit submittal. Calculations are kept on record in the house file for that property address. Any subsequent construction must continue to comply with Village ordinance (9-83) and submit calculations.*

*Result(s): Require the submittal of total impervious area calculations. Stormwater detention requirements applicable for all subsequent construction.*

##### E.3 – Long Term O&M Program

Storm Sewer cleaning/ Catch Basin cleaning/ Storm sewer CCTV

*Measurable Goal(s): Village staff keeps detailed records of the locations and quantities of storm sewer infrastructure cleaned. Storm sewers are televised when cleaning operations indicate an encounter that needs to be viewed. Any identified obstructions are addressed at the time of discovery. Should*

*construction debris be found in the storm sewers near a recently completed construction project, Village staff will address the appropriate responsible parties.*

*Result(s): Between June 2017 and May 2018, Village staff cleaned 36,341 feet of storm sewer mainlines and vacuumed out 297 storm structures.*

#### F. Pollution Prevention/Good Housekeeping

##### F.2 – Inspection and Maintenance Program

Storm structure cleaning/Storm sewer mainline cleaning/Storm sewer CCTV

*Measurable Goal(s): Village staff maintains records of daily quantities of storm sewer structures and mainlines cleaned. Records of the amount of storm sewer televised is also recorded.*

*Result(s): Between June 2017 and May 2018, Village staff cleaned 36,341 feet of storm sewer mainlines and vacuumed out 297 storm structures.*

##### F.4 – Municipal Operations Waste Disposal

Street sweeping and Leaf collection

Solid waste receptacle requirements/Accumulation of waste prohibitions

*Measurable Goal(s): Village staff maintains records of the total daily quantities of streets swept and areas of daily (seasonal) leaf collection.*

*Result(s): Maintain daily records of street sweeping and leaf collection quantities.*

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

Hazardous Waste Storage

*Measurable Goal(s): Via Ordinance 9-101, "All buildings located within a 100-year floodplain shall be protected from flood damage below the flood protection elevation. Existing buildings located within a regulatory floodway also shall meet the more restrictive appropriate use standards included in § 9-99. "*

*Any proposed development in a flood plain area is reviewed for compliance with this ordinance. The Village shall continue to require compliance with this ordinance.*

*Result(s): No home within a floodplain area were developed between June 2017 - May 2018.*

##### F.6 – Other Municipal Operations Controls

Salt storage and distribution

Spill Prevention Contamination and Countermeasures Plan

Measurable Goal(s): Covered salt storage prevents salt drift (from wind) and leaching (from rain/snow precipitation) into the Village's storm sewer system and nearby open waterways.

Result(s): No salt drift nor leaching occurred during the period of June 2017 to May 2018.