



# Village of Northbrook

655 Huchl Road Northbrook, Illinois 60062 847.272.4711 Fax 847.272.3629 [www.northbrook.il.us](http://www.northbrook.il.us)

## PUBLIC WORKS DEPARTMENT

March 1, 2023

Ms. Terri LeMaster  
Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Compliance Assurance Section #19  
1021 North Grand Avenue East, P.O. Box 19276  
Springfield, Illinois 62794-9276

Re: Village of Northbrook  
2022 Annual Facility Inspection Report  
NPDES Permit No. ILR400404

Terri:

Please find enclosed one (1) copy of the completed and signed 2022 Annual Facility Inspection Report for the Village of Northbrook's NPDES Phase II permit compliance. This document has been prepared after careful consideration by the applicable Village Departments and a thorough review of our current stormwater management program.

The Village of Northbrook continues to have a proactive view toward stormwater issues. We continue to implement a number of public education programs, citizen commissions, ordinances and public works projects and activities that have benefits for reducing nonpoint source pollution. Continuing these programs, as well as adding additional activities that complement the needs of the community, will not only put the Village in compliance with NPDES Phase II regulations but will also provide an overall benefit to the Village.

If you have any questions regarding the enclosed annual report, please contact Jim Baxa, Civil Project Engineer at (847) 664-4119.

Sincerely,

Jack Bielak, P.E.  
Village Engineer

Enclosure

cc: NPDES File  
Cara Pavlicek, Village Manager  
Kelly Hamill, Director of Public Works  
Joe Rizzo, Public Works Utility Superintendent  
Jim Baxa CFM, Civil Project Engineer  
Alan Keller, P.E., IEPA (Springfield)  
Stormwater Management & Environmental Quality Commission Members

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Kathryn L. Ciesla

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# 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, 2022 To March, 2023

Permit No. ILR40 400404

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

Name: Village of Northbrook Mailing Address 1: 655 Huehl Road

Mailing Address 2: County: Cook

City: Northbrook State: IL Zip: 60062 Telephone: 847-272-4711

Contact Person: Jack Bielak, Village Engineer Email Address: jack.bielak@northbrook.il.us  
(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 Northbrook

### 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))*

  
Owner Signature:

Jack Bielak

Printed Name:

3/6/23  
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

IL 532 2585

WPC 691 Rev 6/10

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.

## Part A. Changes to Best Management Practices

Note: X indicates BMPs proposed for Year 19 of our current permit.

| Year 19 |  |
|---------|--|
| MS4     |  |
|         | <b>A. Public Education and Outreach</b>                  |
| X       | A.1 Distributed Paper Material                           |
|         | A.2 Speaking Engagement                                  |
| X       | A.3 Public Service Announcement                          |
|         | A.4 <del>Community Event</del> Cancelled due to Covid-19 |
|         | A.5 Classroom Education Material                         |
| X       | A.6 Other Public Education                               |
|         | <b>B. Public Participation/Involvement</b>               |
|         | B.1 Public Panel   |
| X       | B.2 Educational Volunteer                                |
| X       | B.3 Stakeholder Meeting                                  |
| X       | B.4 Public Hearing                                       |
|         | B.5 Volunteer Monitoring                                 |
| X       | B.6 Program Involvement                                  |
| X       | B.7 Other Public Involvement                             |
|         | <b>C. Illicit Discharge Detection and Elimination</b>    |
| X       | C.1 Storm Sewer Map Preparation                          |
| X       | C.2 Regulatory Control Program                           |
| X       | C.3 Detection/Elimination Prioritization Plan            |
| X       | C.4 Illicit Discharge Tracing Procedures                 |
| X       | C.5 Illicit Source Removal Procedures                    |
|         | C.6 Program Evaluation and Assessment                    |
| X       | C.7 Visual Dry Weather Screening                         |
|         | C.8 Pollutant Field Testing                              |
| X       | C.9 Public Notification                                  |
|         | C.10 Other Illicit Discharge Controls                    |

| Year 19 |  |
|---------|--|
| MS4     |  |
|         | <b>D. Construction Site Runoff Control</b>       |
| X       | D.1 Regulatory Control Program                   |
| X       | D.2 Erosion and Sediment Control BMPs            |
|         | D.3 Other Waste Control Program                  |
| X       | D.4 Site Plan Review Procedures                  |
| X       | D.5 Public Information Handling Procedures       |
| X       | D.6 Site Inspection/Enforcement Procedures       |
|         | D.7 Other Construction Site Runoff Controls      |
|         | <b>E. Post-Construction Runoff Control</b>       |
| X       | E.1 Community Control Strategy                   |
| X       | E.2 Regulatory Control Program                   |
| X       | E.3 Long Term O&M Procedures                     |
| X       | E.4 Pre-Const Review of BMP Designs              |
| X       | E.5 Site Inspections During Construction         |
| X       | E.6 Post-Construction Inspections                |
| X       | E.7 Other Post-Const Runoff Controls             |
|         | <b>F. Pollution Prevention/Good Housekeeping</b> |
| X       | F.1 Employee Training Program                    |
| X       | F.2 Inspection and Maintenance Program           |
|         | F.3 Municipal Operations Storm Water Control     |
| X       | F.4 Municipal Operations Waste Disposal          |
| X       | F.5 Flood Management/Assess Guidelines           |
| X       | F.6 Other Municipal Operations Controls          |

## Part B. Status of Compliance with Permit Conditions

The status of BMPs and measurable goals performed in Year 19 are described below. As part of ongoing commitment, the Village of Northbrook will perform functions related to each of the six minimum control measures. The status of BMPs and measurable goals performed each year are described below.

### A. PUBLIC EDUCATION AND OUTREACH

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

#### A.1-1 Distributed Paper Material

*Measurable Goals: Collect additional information about stormwater issues.  
Continue to dedicate a total of two pages of stormwater issues in the newsletter.*

*Village of Northbrook collected informational material related to stormwater management. Additionally, the Village sends out a monthly newsletter to its residents. Information on various stormwater issues will be included in these newsletters. The Public Works Department will be responsible for submitting information in the newsletter. The Communications Manager will be responsible for including information in the newsletter.*

#### A.1-2 Distributed Paper Material

*Measurable Goals: Continue to display flyers and brochures at public buildings.  
Acquire and display new flyers as needed.*

*The Village of Northbrook currently provides brochures on a number of issues at various locations and the literature will be made available at events, such as Earth Day. Some of these flyers are already meeting requirements of this BMP, such as any flyers related to floodplain issues. New flyers that satisfy public education requirements of other Minimum Control Measures have either been purchased or acquired at sources such as the EPA and others. The Engineering Division will be responsible for brochures on stormwater issues.*

#### A.3 Public service Announcement

*Measurable Goals: Continue to increase awareness of the impacts from stormwater discharges on water bodies and the steps the General Public can take to reduce pollutant runoff.*

*The Village of Northbrook currently provides a Bi-monthly newsletter, which contains one stormwater and/or water quality related article a minimum of once a year. This newsletter along with the brochures/flyers is already meeting requirements of this BMP, such as any flyers related to floodplain issues. The Engineering Division is responsible for brochures on stormwater issues.*

#### A.4 Community Event ~~Cancelled due to Covid-19 for 2020, 2021, 2022~~

*Measurable Goals: ~~Participate in Earth Day activities.  
Incorporate water quality and stormwater issues into Earth Day activities.~~*



~~The Village of Northbrook participates in Earth Day activities each year. These events are used to make the community more aware of environmental issues and will provide information on stormwater quality issues. We will record activities performed, and keep on file any literature distributed related to stormwater and water quality issues. A team of Village staff from various departments are responsible for organizing Earth Day activities.~~

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

Measurable Goals: Include information on Village website.  
Post our NPDES 2022 Annual Report  
Maintain hard copy of information posted and date last updated.

~~The Village of Northbrook has an existing webpage that includes information of interest to its various community members. The webpage will be expanded to include stormwater issues, as appropriate and in conjunction with other Village activities. The Public Works Department will be responsible for updating the webpage.~~

### **B. PUBLIC PARTICIPATION /INVOLVEMENT**

The Village of Northbrook will perform activities and services related to the Public Participation/Involvement minimum control measure. The Village commits to the implementation of BMPs related to B.2, B.4, B.6, and B.7 as described below.

#### **B.2 Educational Volunteer ~~Cancelled due to Covid-19 for 2020, 2021, 2022~~**

Measurable Goals: ~~Participate in Earth Day activities.~~  
~~Incorporate water quality and stormwater issues into Earth Day activities.~~

~~The Village of Northbrook participates in Earth Day activities each year. These events are used to make the community more aware of environmental issues and will provide information on stormwater quality issues. We will record activities performed, and keep on file any literature distributed related to stormwater and water quality issues. A team of Village staff from various departments are responsible for organizing Earth Day activities.~~

#### **B.4 Public Hearing**

Measurable Goals: Continue meeting public notice requirements.  
Include notice of public meeting in various media sources.  
Make all information open to the public upon request.

~~The Village of Northbrook complies with all State and Local requirements regarding public notices for meetings. All records relating to the NPDES permit will be available to the public upon request, also in compliance with State and Local regulations. Record keeping activities will be implemented as part of this BMP. This includes retaining public notices placed in a newspaper and recording the dates the public notices are published. The Village Clerk's office is responsible for the proper posting of all meetings.~~

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

Measurable Goals: Consult with Commission members, as needed.  
Keep commissions updated on NPDES status and programs.

~~The Village of Northbrook has a Sustainability Commission, and Stormwater Management Commission. These commissions are made aware of the NPDES Phase II Stormwater regulations and will aim to incorporate the stormwater program goals into the Village's plans. Minutes of each meeting will be retained where stormwater-related issues are discussed. The Public Works Department, along with the heads of each Commission, will be responsible for keeping each other updated on issues.~~

#### **B.7-1 Other Public Involvement**

*Measurable Goals: Logging of and responding to general public complaints regarding erosion control complaints and illegal discharges.  
Input and log general public complaint into the Village Service Request database.*

*The Village of Northbrook responds to all complaints and concerns received via telephone, or email through the Village's Service Request database. Through this program, the Village can track and monitor issues to see if an area within the Village has problematic issues with erosion from construction site runoff or address any concerns before any type of pollutants enter the watercourse.*

#### **B.7-2 Other Public Involvement**

*Measurable Goals: Conduct Adopt-A-Highway cleanups.  
Record number and location of cleanups.*

*The Village of Northbrook has an active Adopt-A-Highway program. This volunteer program works to clean debris off highways before it enters the storm sewer system, thereby reducing the amount of pollutants in stormwater runoff. This program will be continued. The Public Works Department is responsible for organizing the Adopt-A-Highway program.*

### **C. ILLICIT DISCHARGE DETECTION AND ELIMINATION**

The Village of Northbrook is performing activities related to the Illicit Discharge Detection and Elimination of, as a minimum control. The Village commits to the implementation of BMPs related to C.1, C.2, C.4, C.5, C.7, C.9, and C.10 as described below.

#### **C.1 Storm Sewer Map Preparation**

*Measurable Goals: Continue updating storm sewer atlas and outfalls.  
The Storm sewer system map will show outfall locations.  
Show the outfalls with proximity to any waters of the United States.*

*The Village is maintaining and routinely updated storm sewer atlas and to include all new storm sewer outfalls found. This BMP will help the Village more accurately locate outfalls and storm sewer lines. The Public Works Department, with assistance from the Graphic Information Technology (GIS), is responsible for updating the storm sewer atlas.*

#### **C.2 Regulatory Control Program**

*Measurable Goals: Review existing ordinance.  
Adopt new ordinance, if needed.*

*The Village of Northbrook's Municipal Code includes language that disallows non-stormwater discharge into the storm sewer system. This ordinance will be revised (when required) to improve its effectiveness and to include the appropriate provisions. If changes are necessary, the ordinance will be revised as part of this BMP. Additionally, we keep our ordinance available at the Village Hall and posted on our current website. We recorded the progress of the ordinance review and proposed updates. The Village Engineer, aided by the Director of Public Works, will be responsible (if required) for updating the ordinance and enforcement of the Municipal Code.*

#### **C.3 Detection/Elimination Prioritization Plan**

*Measurable Goals: Continue Program to Identify and detect any  
Illicit Discharge in the Village Storm sewer system.*

*The Village has policies and procedures to identify, trace, and eliminate illicit discharges, as well as addressing those potential illicit discharges reported by the public. The Village will continue these activities annually to reduce or eliminate illicit discharges to the municipal separate storm sewer system.*

### **C.3 Detection/Elimination Prioritization Plan**

*Measurable Goals: Participation in the North Branch Chicago River Watershed Workgroup Program to Identify and detect any Illicit Discharge in the Village Storm sewer system.*

*The Village participates as an active member in the North Branch Chicago River Watershed Workgroup (NBWW) in-stream monitoring data (including sediment sampling) for their NPDES permit compliance as a component of Collaborative watershed-scale monitoring. This monitoring strategy will occur annually. An NOI spreadsheet detailing NBWW's monitoring strategy. The data of this MS4 program can be downloaded at this location on the NBWW website <https://www.nbwwil.org/wp-content/uploads/2020/12/NBWW-Monitoring-NOI.xlsx>.*

### **C.4 Illicit Discharge Tracing Procedures**

*Measurable Goals: Continue Policy to Identify and locate potential source of Illicit Discharge in the Village Storm sewer system.*

*The Village utilizes our GIS and Laser fiche databases for mapping the storm sewer system for by public and private utilities to identify and locate any source of pollutants. This use of these databases with the additional of field computer tablets assists the Public Works crews with atlas utility information to pinpoint and trace out sewer lines accurately and more rapidly.*

### **C.5 Illicit Source Removal Procedures**

*Measurable Goals: Continue follow and enforce the Village's Municipal Code. Illicit Discharge in the Village Storm sewer system.*

*The Village of Northbrook will enforce the municipal code if illicit discharges are located within the storm sewer system through notification to the property owner and issues citations if there is a failure to comply with the Code.*

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

*Measurable Goals: Conduct outfall inspections annually during periods of dry weather  
Follow up Illicit Discharge in the Village Storm sewer system.*

*The Village observes non-storm water flows; they can be screened and tested to determine whether pollutants are present. Dry weather discharges are typically composed of sewage from leaking pipes or septic systems; wash water from various residential, commercial, and industrial activities and operations, which may also have an illegal cross-connection.*

### **C.9 Public Notification**

*Measurable Goals: Publicize the Public Works Department phone number on outreach material and on the Village website.*

*The Village provides educational material regarding illegal dumping of trash and used materials. Residents are encouraged to report illegal dumpers by calling the Public Works Department. The Village publicizes the Public Works Department phone number for the public to report illicit discharges and illegal dumping on outreach material and on the Village website.*

## **D. CONSTRUCTION SITE RUNOFF CONTROL**

The Village of Northbrook has adopted a Municipal Code and Standards and Specifications for Public and Private Improvements that establishes the minimum stormwater management requirements for development.

These standards are enforced by the Village to establish procedures for construction site runoff control. We will perform activities and services related to the Construction Site Runoff control measure. The Village commits to the implementation of BMPs related to D.1, D.2, D.4, D.5, and D.6 as described below.

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

*Measurable Goals:   Keep existing Standards available.  
Continue to enforce existing Standards.  
Record progress of ordinance updates.*

*The existing Engineering Standards and Specifications for Public and Private Improvements will be revised (if required) for its inclusion of additional erosion and sediment control requirements on construction sites. If the Standards require updating to meet the NPDES Phase II regulations, they will be revised as a part of this BMP. The Village Engineer, with aid from the Director of Public Works, will be responsible for updating standards.*

#### **D.1-2 Regulatory Control Program**

*Measurable Goals:   Keep existing Municipal Code available.  
Continue to enforce existing Codes.  
Record progress of Code updates.*

*The existing Municipal Code will be revised (if required) to ensure sections are included for the case when construction sites violate erosion and sedimentation control requirements. The Code will show that the penalties are explicit so a construction manager will clearly be aware of any penalties the Village or site developer could incur for noncompliance. Copies of existing Municipal Code will be maintained and any revisions made, with date enacted. The Village Engineer, with aid from the Director of Public Works, will be responsible for updating codes.*

#### **D.2 Erosion and Sediment Controls BMP's**

*Measurable Goals:   Continue to enforce erosion control stabilization practices  
Reference other Agencies Technical Reference Manual construction requirements.*

*The Village's Public Works staff will monitor and enforce minim soil erosion and control measures that must be used in conjunction with any land disturbance activities conduction on commercial or Residential development sites.to minimize soil disturbance, protect adjoining properties from contamination, and ensure contaminants do not enter the local storm sewers and water courses. All disturbed areas will be monitored to ensure stabilization within seven (7) days of disturbance.*

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

*Measurable Goals:   Continue procedures for site plan review (revise as needed).  
Maintain a copy of the current plan review procedure and checklist.*

*The Village has a procedure for engineering review of construction site plans. The reviewer will be instructed to check for erosion and sedimentation control measures in addition to any other existing requirements. The Village currently reviews site plans submitted by developers. The reviewer has been required to ensure erosion and sedimentation plans are included. Provisions for erosion and sedimentation control are currently items included on the checklist provided to designers and developers. The Public Works and Development & Planning Services Departments will be responsible for site plan review.*

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

*Measurable Goals:   Continue to advertise contact phone numbers.  
Properly record public submitted information.*



*The Village of Northbrook will continue to advertise contact phone numbers through means such as newsletter and website. Public input will help to encourage the proper use of erosion and sedimentation controls. A procedure will be used to allow the public to submit information and properly record their concerns. The Village will record public complaints and concerns and maintain copies of newsletters, etc. where phone numbers are displayed. The Public Works Department will be responsible for developing public information submittal and record keeping procedures.*

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

*Measurable Goals: Continue procedures for site inspection (revise as needed).*

*Public Improvement Inspectors and Maintenance Crews will be instructed to check for the existence of erosion and sediment control devices and to check if they are working properly. Established procedures for inspectors to follow when erosion and sediment control devices are not found on or not working on the job-site will be used. File a copy of inspection forms and noncompliance procedure information. The Public Works and Development & Planning Services Departments will be responsible for erosion and sedimentation control inspection activities prior to the beginning of a project. All Village departments will help in monitoring job-sites (Village wide) for compliance. If it is determined that improper, installation or maintenance is needed, Public Works will be notified to have the deficiencies corrected by the developer/builder.*

### **E. POST-CONSTRUCTION RUNOFF CONTROL**

The Village of Northbrook has adopted a Municipal Code and Standards and Specifications for Public and Private Improvements that establishes the minimum stormwater management requirements for all development. These standards apply to any new development or redevelopment resulting in over 400 square feet of new impervious area. The specific sections enforce the procedures, activities, and functions that are related to the post-construction runoff control measures. The Village commits to the implementation of BMPs related to E.1, E.2, E.3, E.4, E.5, E.6, and E.7 as described below.

#### **E.1 Community Control Strategy**

*Measurable Goals: Revise existing Standards, if needed.  
Continue to enforce our existing Standards.  
Record progress of Standards and Specification updates.*

*Village of Northbrook has technical guidance materials, entitled Standards and Specifications for Public and Private Improvements. The technical guidance currently provided is thorough. This manual contains design guidelines for BMPs and considers both stormwater quantity and quality aspects. This manual will be kept updated with industry standards. The Public Works Department is responsible for overseeing any updates to the Standards and Specifications.*

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

*Measurable Goals: Keep existing Code and Standards available.  
Continue to enforce our existing Codes and Standards.  
Record progress of Code and Standards updates.*

*The Village of Northbrook's existing Codes and Standards thoroughly address stormwater management/erosion control requirements (including post-construction runoff) for new development and redevelopment. The Village will review the existing Code and Standards and will make revisions (if required). The Standards and Specifications clearly outline stormwater detention requirements and release rates. It has requirements for permanent erosion controls. The Public Works Department is responsible for any amendments to these established documents.*

#### **E.3 Long-Term BMP Operation and Maintenance Action Plan**

*Measurable Goals: Review and revise maintenance schedule.  
Maintain record of BMP maintenance.*

*Long-term operation and maintenance of BMPs is crucial to their continued proper functioning. The Village will review its current operations and maintenance schedule and revise the schedule if it finds certain BMPs or areas are not being properly maintained. It will require a responsible party to be named in the case of BMPs on private property. The Public Works Department is responsible for long-term operation and maintenance of BMPs*

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

*Measurable Goals: Review of Preliminary Engineering and Landscape drawings.  
Continue to enforce requirements of BMP with future Developers.*

*The Village's Engineering and Forestry Division are responsible for the pre-construction plan review of BMP designs. These procedures include review of Preliminary Engineering and Landscape drawings meetings for large-scale developments, and meet with the Developer if heightened level of communication is required. The Village will continue the review procedures and modify as necessary to maintain compliance.*

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

*Measurable Goals: Perform daily site inspections for compliance with the approved engineering drawings and SWPPP Plan.*

*The Village Engineering Division performs site inspections during and after construction at new development and redevelopment projects to verify compliance with the runoff control requirements. The Village will continue these procedures aimed at preventing the discharge of pollutants to the storm sewer systems and local stormwater detention basins.*

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

*Measurable Goals: Review of Engineering "As-built" drawings and  
Final Engineering Site visits confirmation of site improvements prior final signoff.*

*The Village Engineering Division requires final engineering "As-built" drawings to confirm the site was constructed according to the approved permitted engineering plans. In addition to the plan review Staff performs, a final field visits to confirm the developed site meets final Engineering approval for final release any project escrows being held. If the site does not comply, citations will be issued and escrow funds held until corrections are completed.*

#### **E.7-1 Other Post-Construction Runoff Controls**

*Measurable Goals: Continue Impervious Coverage Fee requirement.  
Record Impervious Coverage Fees collected.*

*The Impervious Coverage and Stormwater Fee is required for any proposed development within the Village of Northbrook. Impervious Coverage Fee are fees a developer or property owner must pay based upon a set unit cost per each square foot of impervious coverage gained in result of the development. The objective of the fee is to encourage the minimizing of new impervious surface while at the same time utilizing the collected funds towards improving Village stormwater runoff quantity and quality. The Public Works and Development & Planning Services Departments are responsible for reviewing Impervious Coverage Fee submittals. The Stormwater Utility Fee is collected as a separate utility use fee with the funds being applied towards various Stormwater Management projects.*

#### **E.7-2 Other Post-Construction Runoff Controls**

*Measurable Goals: Continue Reforestation program.  
Record number of new trees planted each year.*

*The Village of Northbrook has an annual cost-sharing program with community members, which offers cost subsidized trees for planting on public parkways fronting residences and/or businesses. This is a long-term program and record keeping is ongoing, all work records are logged and the data is available on request. The Village has qualified as a "Tree City USA" nineteen consecutive years. The Public Works Department is responsible for this reforestation program.*

#### **E.7-3 Other Post-Construction Runoff Controls**

*Measurable Goals: Involve stream preservation activities with construction projects, as required.  
Record locations of stream preservation activities.*

*Receiving streams, within the Village of Northbrook, are sensitive to increased quantities of stormwater runoff. Stream preservation is required when there is development on a parcel of land adjacent or tributary to an existing drain, reach or tributary of a river or stream. The developer is required to remove and dispose of obstructions, overgrown vegetation, trash, debris and construction materials and shall improve the existing channel's ability to carry floodwater and clean out blockages of a channel caused by overgrowth debris and sediment deposits. The Public Works Department will oversee the requirements for stream preservation.*

#### **E.7-4 Other Post-Construction Runoff Controls**

*Measurable Goals: Involve stream preservation activities with participation in the North Branch Watershed Workgroup (NBWW).*

*The North Branch Watershed Workgroup (NBWW) is a voluntary, dues-paying organization with a mission to bring together a diverse coalition of stakeholders to work to improve water quality in the North Branch of the Chicago River watershed, in a cost-effective manner to meet Illinois Environmental Protection Agency National Pollutant Discharge Elimination System (NPDES) permit requirements. The NBWW is committed to an approach for attaining water quality standards that focuses on stakeholder involvement, monitoring, and locally led decision-making based on sound science. Membership consists of municipalities and agencies with separate storm sewer systems (MS4s), Publically Owned Treatment Works (POTW), and other interested parties.*

### **F. POLLUTION PREVENTION/GOOD HOUSEKEEPING**

This minimum control measure involves the development and implementation of an operation and maintenance program to reduce the discharge of pollutants from municipal operations. This program must include a training program for municipal employees. The Village commits to the implementation of BMPs related to F.1, F.2, F.3, F.4, F.5, and F.6 as described below.

#### **F.1 Employee training Program**

*Measurable Goals: Conduct an Annual Employee Training seminar of preventive practices as outlined in the Village's SWPPP. The seminar will be updated with current information for staff to follow current requirements.*

*The goal is to identify current practices that contribute to stormwater pollution and implement programs and procedures for the Village and activities that curtail the discharge of pollutants to storm sewer systems. The Village will continue in-house training, review of the SWPPP with maintenance staff, and modify procedures as necessary to prevent the discharge of pollutants to the storm sewer systems from Village and rights-of-way.*

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

*Measurable Goals: Conduct preventive maintenance of Village vehicles.  
Record number of services (oil changes, tune-ups, etc.) completed each year.*

*Preventive maintenance on Village of Northbrook vehicles will be done on a routine basis. As outline in our Stormwater Pollution Preventative Plan, this will decrease the number of leaks, instances of improper functioning, etc. that may cause additional pollution in maintenance yards. Routine fleet maintenance is done on Village vehicles. Record keeping is ongoing, all work records are logged and the data is available on request. The Public Works Department is responsible for fleet maintenance.*

#### **F.3-1 Municipal Operations Storm Water Control**

*Measurable Goals: Continue existing catch basin cleaning program.  
Continue storm sewer cleaning/jetting program.  
Record number of catch basins cleaned each year.  
Record locations of storm sewer cleaning activities.*

*The Village of Northbrook has an existing program for catch basin and storm sewer cleaning. Routine catch basin cleaning decreases the amount of sediment and floatables that enter the storm sewer system. The program will be reviewed and updated as necessary. Record keeping is ongoing, all work records are logged and the data is available on request. The Public Works Department is responsible for the catch basin cleaning and storm sewer cleaning programs.*

#### **F.3-2 Municipal Operations Storm Water Control**

*Measurable Goals: Continue existing street cleaning program.  
Record miles of streets swept each year.*

*The Village of Northbrook has an existing program for street cleaning. The Village will continue the street-cleaning program, and will review the schedule for street cleaning program effectiveness. Record keeping is ongoing, all work is recorded and the data is available on request. The Public Works Department is responsible for street cleaning activities.*

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

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

*▪ The Public Works' Engineering Division continues to evaluate all stormwater projects (Residential, Commercial, and in-house) for multi-objective opportunities, flood control, water quality, and other types of work that may have an bearing to the regulatory floodplain.*

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

*Proper salt storage reduces the amount of salt in runoff during a rain event, and aids in maintaining the health of surrounding waterbodies. A salt storage facility will be used, and proper handling of the salt will take place.*

*Measurable Goals: Continue proper salting and plowing procedures.  
Report loads of salt and calcium chloride used.*



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

The Northbrook Public Works records and summarizes the activities and projects completed during a calendar year. Public Works is responsible for a wide variety of basic and essential public services including, but not limited to: operation and maintenance of the water utility, sanitary sewer collection and conveyance and storm sewer systems; maintenance of public streets, sidewalks, street lighting, traffic/regulatory and directional signs and controls; parkway care, including managing the urban forest and weed mowing; operation and maintenance of municipal buildings, grounds and commuter parking lots; and municipal fleet management. The statistical data, supporting narratives summarize our goals and work outputs in those programs, while the various capital inventory lists illustrate the magnitude of Northbrook's diverse assets.

This data includes a consolidated budget overview for operations and capital programs as well as detailed labor and equipment usage analyses for 208 distinct activities. In addition to providing summary information to the Village Manager's office, Village Board and other interested parties on a monthly basis, this data continues to be an essential management tool by establishing a variety of benchmarks and performance indicators. It is a snapshot of a specific point in time. It serves as an authoritative reference resource that provides an invaluable historical perspective to our myriad accomplishments and constantly evolving scope of responsibilities.

This information is available by request.

## Part D. Summary of Year 19 Stormwater Activities

Specific BMPs and measurable goals for Year 19 program development activities are presented below. Specific measurable goals for each report year will be developed in the annual report for each prior year.

### A. PUBLIC EDUCATION AND OUTREACH

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

#### A-1.1 Distributed Paper Material

The Village of Northbrook collected informational material related to stormwater management. The Village sends out a bimonthly newsletter to its residents. Information on various stormwater issues will be included in selective newsletters.

*Measurable Goal:* Continue to dedicate a total of two pages of stormwater issues in the newsletter.

#### A.1-1 Distributed Paper Material

Various stormwater brochures, flyers, etc. will be made available to residents by a variety of means. The literature will be made available at events, such as Earth Day, and at Village buildings, such as the Village Hall, Public Works, Police Department, and Northbrook Public Library.

*Measurable Goal:* Continue to display flyer. Acquire and display new flyers as needed.

#### A.1-2 Other Public Education

The Village has an existing webpage that includes information of interest to its various community members. The webpage has been expanded to include stormwater issues, as appropriate and in conjunction with other Village activities.

*Measurable Goals:* Continue posting stormwater-related information on the Village's Webpage.  
Post our NPDES Annual Report on the Village's Webpage  
Maintain hard copy of information posted and date last updated.

#### A.3 Public service Announcement

*Measurable Goals:* Continue to increase awareness of the impacts from stormwater discharges on water bodies and the steps the General Public can take to reduce pollutant runoff.

*The Village of Northbrook currently provides a Bi-monthly newsletter, which contains one stormwater and/or water quality related article a minimum of once a year. This newsletter along with the brochures/flyers is already meeting requirements of this BMP, such as any flyers related to floodplain issues. The Engineering Department is responsible for brochures on stormwater issues.*

#### A.4 Community Event ~~Cancelled due to Covid-19~~

~~Measurable Goals: Participate in Earth Day activities.  
Incorporate water quality and stormwater issues into Earth Day activities.~~

~~The Village of Northbrook participates in Earth Day activities each year. These events are used to make the community more aware of environmental issues and will provide information on stormwater quality issues. We will record activities performed, and keep on file any literature distributed related to stormwater and water quality issues. A team of Village staff from various departments are responsible for organizing Earth Day activities.~~

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

Measurable Goals: Include information on Village website.  
Post our NPDES 2022 Annual Report  
Maintain hard copy of information posted and date last updated.

The Village of Northbrook has an existing webpage that includes information of interest to its various community members. The webpage will be expanded to include stormwater issues, as appropriate and in conjunction with other Village activities. The Public Works Department will be responsible for updating the webpage.

### **B. PUBLIC PARTICIPATION/INVOLVEMENT**

The Village of Northbrook will perform activities and services related to the Public Participation/Involvement minimum control measure. The Village commits to the implementation of BMPs related to B.2, B.4, B.6 and B.7 as described below.

#### **B.2 Educational Volunteer ~~Cancelled due to Covid-19~~**

~~The Village of Northbrook participates in Earth Day activities each year. These events are used to make the community more aware of environmental issues and will provide information on stormwater quality issues. A stormwater-related subject will be incorporated into Earth Day celebrations as needed during our permit period. We will record activities performed, and keep on file any literature distributed related to stormwater and water quality issues. The Development & Planning Services Department is responsible for organizing Earth Day activities.~~

~~Measurable Goals: Participate in Earth Day activities.  
Incorporate water quality and stormwater issues into Earth Day activities.~~

#### **B.4 Public Hearing**

The Village complies with all State and Local requirements regarding public notices for meetings. All records relating to the NPDES permit will be available to the public upon request, also in compliance with State and Local regulations.

Measurable Goals: Include notice of public meetings in various media sources.  
Make all information open to the public upon request.

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

The Village of Northbrook has an Environmental Quality Commission and Stormwater Management Commission. These commissions will be made aware of the NPDES Phase II Stormwater regulations and will aim to incorporate the stormwater program goals into the Village's plans.

Measurable Goal: Consult with Commission members, as needed.

#### **B.7 Other Public Involvement**

The Village has an active Adopt-A-Highway program. This volunteer program works to clean debris off highways before it enters the storm sewer system, thereby reducing the amount of pollutants in stormwater runoff. This program will be continued.

*Measurable Goals:* Conduct Adopt-A-Highway cleanups.  
Record number and location of cleanups.

## **C. ILLICIT DISCHARGE DETECTION AND ELIMINATION**

The Village of Northbrook will be performing some activities related to the Illicit Discharge Detection and Elimination of Illicit Discharge, as a minimum control. The Village commits to the implementation of BMPs related to C.1, C.2, C.3 and C.4 as described below.

### **C.1 Storm Sewer Map Preparation**

The Village is currently working on updating its storm sewer atlas. This atlas will be routinely updated. The atlas will also be updated to show any new storm sewer outfalls found. This BMP will help the Village more accurately locate outfalls and storm sewer lines.

*Measurable Goal:* Continue updating storm sewer atlas and outfalls

### **C.2 Regulatory Control Program**

The existing Municipal Code includes language that disallows non-stormwater discharge into the storm sewer system. This ordinance will be revised (if required) to improve its effectiveness and to include the appropriate provisions. If changes are necessary, the ordinance will be revised as part of this BMP.

*Measurable Goals:* Continue to implement and enforce ordinance.  
Adopt new ordinance, if needed.

### **C.3 Visual Dry Weather Screening**

The Village of Northbrook has prioritized areas to be screened. Dry weather screening of storm sewer outfalls will be performed in the Village. Screening will then be performed to locate any illicit discharges. Areas will also be screened to ensure no illegal dumping is taking place. A plan has been created which details how illicit discharges will be handled.

*Measurable Goal:* Continue dry weather screening activities (if needed).

### **C.4 Education on the Dangers of Illicit Discharges**

Within the Village of Northbrook many of the community members may not realize they are contributing to illicit discharges, and others may not realize the effects their discharges have on the environment. Educational programs will heighten their awareness and may help to decrease the quantity of illicit discharges, in the future. Illicit discharge education will be done in combination with BMPs 1-1 and 1-2. This will be done to save resources. Village employees will be updated on new illicit discharge procedures through a memo or other similar communication.

*Measurable Goal:* Update employees regarding new illicit discharge procedures.

### **C.3 Detection/Elimination Prioritization Plan**

*The Village participates as an active member in the North Branch Chicago River Watershed Workgroup (NBWW) in-stream monitoring data (including sediment sampling) for their NPDES permit compliance as a component of Collaborative watershed-scale monitoring. This monitoring strategy will occur annually. An NOI spreadsheet detailing NBWW's monitoring strategy. The data of this MS4 program can be downloaded at this location on the NBWW website [https://www.nbwwil.org/wp-content/uploads/2023/01/Appendix-A-Score-Card\\_2022-Evaluation.pdf](https://www.nbwwil.org/wp-content/uploads/2023/01/Appendix-A-Score-Card_2022-Evaluation.pdf)*



*Measurable Goals:* Continue annual participation in the North Branch Chicago River Watershed Workgroup Program with staff involvement on the committee and the contribution of annual membership dues for watershed monitoring.

#### **C.4 – C.7 Illicit Source Removal Procedures - Visual Dry Weather Screening**

The Village of Northbrook will prioritize areas to be screened. Dry weather screening of storm sewer outfalls will be performed in the Village. Screening will then be performed to locate any illicit discharges. Areas will also be screened to ensure no illegal dumping is taking place. A plan will be created which details how illicit discharges will be handled.

*Measurable Goals:* Prioritization of areas to be screened for non-stormwater illicit discharges.  
Retain list and exhibits of priority areas for screening of illicit discharges.

### **D. CONSTRUCTION SITE RUNOFF CONTROL**

The Village of Northbrook has adopted a Municipal Code and Standards and Specifications for Public and Private Improvements that establishes the minimum stormwater management requirements for development. These standards are enforced by the Village to establish procedures for construction site runoff control. We will perform activities and services related to the Construction Site Runoff control measure. The Village commits to the implementation of BMPs related to D.1, D.4, D.5 and D.6 as described below.

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

The existing Standards and Specifications for Public and Private Improvements will be revised (if required) for its inclusion of additional erosion and sediment control requirements on construction sites. If the Standards require updating to meet the Phase II regulations, they will be revised as a part of this BMP.

*Measurable Goals:* Keep existing Standards available.  
Continue to enforce existing Standards.  
Record progress of ordinance updates.

#### **D.1.2 Regulatory Control Program**

The existing Municipal Code will be revised (if required) to ensure sections are included for the case when construction sites violate erosion and sedimentation control requirements. The Code will be revised to show that the penalties are explicit so a construction manager will clearly be aware of any penalties the Village or site developer could incur for noncompliance.

*Measurable Goals:* Keep existing Municipal Code available.  
Continue to enforce existing Codes.  
Record progress of Code updates.

#### **D.4 Update Procedures for Review of Construction Site Plans**

The Village has a procedure for engineering review of construction site plans. The reviewer will be instructed to check for erosion and sedimentation control measures in addition to any other existing requirements. Provisions for erosion and sedimentation control are currently items included on the checklist provided to designers and developers.

*Measurable Goal:* Continue procedures for site plan review (revise as needed).

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

The Village of Northbrook will continue to advertise contact phone numbers through means such as newsletter and website. Public input will help to encourage the proper use of erosion and sedimentation controls. A procedure will be used to allow the public to submit information and properly record their concerns.

*Measurable Goals:* Continue to advertise contact phone numbers.  
Properly record public submitted information.

#### **D.6 Establish And Document Erosion And Sedimentation Control Inspection Guidelines.**

The Public Works Department is currently responsible for the inspection of building construction sites. The inspectors will be required to check for erosion and sedimentation control devices on the development sites. Erosion and sedimentation control is currently required and it is included in the inspection process. All Village departments will help in monitoring job-sites (Village wide) for compliance. If it is determined that improper installation or maintenance is needed, Public Works will be notified to have the deficiencies corrected by the developer/builder.

*Measurable goal:* Continue procedures for inspection (revise as needed).

### **E. POST-CONSTRUCTION RUNOFF CONTROL**

The Village of Northbrook has adopted a Municipal Code and Standards and Specifications for Public and Private Improvements that establishes the minimum stormwater management requirements for development. These standards apply to any new development or redevelopment resulting in over 400 square feet of new impervious area. The specific sections enforce the procedures, activities and functions that are related to the post-construction runoff control measures. The Village commits to the implementation of BMPs related to E.1, E.2, E.3 and E.7 as described below.

#### **E.1 Community Control Strategy**

Village of Northbrook has technical guidance materials, entitled Standards and Specifications for Public and Private Improvements. This manual contains design guidelines for BMPs and considers both stormwater quantity and quality aspects. This manual will be kept current.

*Measurable Goals:* Keep existing Standards and Specification available.  
Record progress of Standards and Specification updates.

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

The Village of Northbrook Code and Standards must address post-construction runoff from new development and redevelopment. The Standards and Specifications clearly outlines detention requirements and release rates. It has requirements for permanent erosion controls. The Village will review the existing Code and Standards and will make revisions (if required).

*Measurable Goals:* Keep existing Code and Standards available.  
Continue to enforce existing Codes and Standards.  
Record progress of Code and Standards updates.

#### **E.3 Long-Term BMP Operation and Maintenance Action Plan**

Long-term operation and maintenance of BMPs is crucial to their continued proper functioning. The Village will review its current operations and maintenance schedule and revise the schedule if it finds certain BMPs or areas are not being properly maintained. It will also require a responsible party to be named in the case of BMPs on private property.

*Measurable Goal:* Update BMP maintenance schedule, if necessary.

#### **E.7-1 Other Post-Construction Runoff Controls**

The Impervious Coverage Fee is required for any proposed development within the Village of Northbrook. Impervious Coverage Fee are fees a developer or property owner must pay based upon a set unit cost per each square foot of impervious coverage gained in result of the development. The objective of the fee is to encourage the minimizing of new impervious surface while at the same time utilizing the collected funds towards improving Village stormwater runoff quantity and quality.

*Measurable Goals:* Continue Impervious Coverage Fee requirement.  
Record Impervious Coverage Fees collected.

#### **E.7-2 Other Post-Construction Runoff Controls**

The Village has an annual cost-sharing program with community members, which offers cost subsidized trees for planting on public parkways fronting residences and/or businesses.

*Measurable Goals:* Continue Reforestation program.  
Record number of new trees planted each year.

#### **E.7-3 Other Post-Construction Runoff Controls**

Receiving streams, within the Village of Northbrook, are sensitive to increased quantities of stormwater runoff. Stream preservation is required when there is development on a parcel of land adjacent or tributary to an existing drain, reach or tributary of a river or stream.

*Measurable Goals:* Involve stream preservation activities with construction projects, as required.  
Record locations of stream preservation activities.

### **F. POLLUTION PREVENTION/GOOD HOUSEKEEPING**

This minimum control measure involves the development and implementation of an operation and maintenance program to reduce the discharge of pollutants from municipal operations. This program must include a training program for municipal employees. The Village commits to the implementation of BMPs related to F.2, F.3 and F.6 as described below.

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

Preventive maintenance on Village of Northbrook vehicles will be done on a routine basis. This will decrease the number of leaks, instances of improper functioning, etc. that may cause additional pollution in maintenance yards.

*Measurable Goals:* Conduct preventive maintenance of Village vehicles.  
Record number of services (oil changes, tune-ups, etc.) completed each year.

#### **F.3-1 Municipal Operations Storm Water Control**

The Village of Northbrook has an existing program for catch basin and storm sewer cleaning. Routine catch basin cleaning decreases the amount of sediment and floatables that enter the storm sewer system. The program will be reviewed and updated as necessary. Record keeping is currently done and all work is recorded and the data will be available on request.

*Measurable Goals:* Continue existing catch basin cleaning program.  
Continue storm sewer cleaning/jetting program.  
Record number of catch basins cleaned each year.  
Record locations of storm sewer cleaning activities.

#### **F.3-2 Municipal Operations Storm Water Control**

The Village of Northbrook has an existing program for street cleaning. The Village will continue the street-cleaning program, and will review the schedule for street cleaning program effectiveness. Record keeping is currently done and all work is recorded and the data will be available on request.

*Measurable Goals:* Continue existing street cleaning program.  
Record miles of streets swept each year.

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

The Public Works' Engineering Division continues to evaluate all stormwater projects (Residential, Commercial, and in-house) for multi-objective opportunities, flood control, water quality, and other types of work that may have an bearing to the regulatory floodplain.

*Measurable Goals:* Track construction all types of projects for multi-objective opportunities, flood control, water quality, and other types of work that may have a bearing to the regulatory floodplain.

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

Proper salt storage reduces the amount of salt in runoff during a rain event, and aids in maintaining the health of surrounding waterbodies. A salt storage facility will be used, and proper handling of the salt will take place.

*Measurable Goals:* Continue proper salting and plowing procedures.  
Report loads of salt and calcium chloride used.



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

**N/A**

[illegible]