



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, 2019 To March, 2020

Permit No. ILR40 0552

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

Name: City of Sycamore Mailing Address 1: 475 North Cross Street
Mailing Address 2: County: DeKalb
City: Sycamore State: IL Zip: 60178 Telephone: 815-895-4557
Contact Person: Mark Bushnell Email Address: mbushnell@cityofsycamore.com
(Person responsible for Annual Report)

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

City of Sycamore

DRAFT

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:

Date:

Printed Name:

Title:

EMAIL COMPLETED FORM TO: 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



CITY OF SYCAMORE, ILLINOIS
NPDES PERMIT FOR STORMWATER DISCHARGES
FROM MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4)

2020 ANNUAL FACILITY INSPECTION REPORT

MARCH 2019 TO FEBRUARY 2020 REPORTING PERIOD

A. Changes to Best Management Practices

There were no changes to Best Management Practice (BMP) commitments within the Notice of Intent (NOI) submitted by the City.



B. Status of Compliance with Permit Conditions

A. Public Education and Outreach

A.1 Distribution of Paper Material – The City of Sycamore has information available in both hard copy format and in electronic version. This information is primarily available on the Community Development Department’s Website and at the office located at 541 DeKalb Avenue.

Goal: Continue to provide information to the general public, residents and permit applicants.

Status: The following information is available in hard copy and electronic format.

- Soil Erosion Control Requirements
<https://cityofsycamore.com/wp-content/uploads/2020/11/SOIL-EROSION-CONTROL-REQUIREMENTS.pdf>
- Sycamore NPDES Renewal
https://cityofsycamore.com/wp-content/uploads/2020/11/Sycamore-MS4-Submittal-2019_2020-LR.pdf
- Waste Management at your Door Collection of Hazardous Material
<https://cityofsycamore.com/wp-content/uploads/2015/03/atyourdoorprogram.pdf>
- Erosion Control Ordinance
https://codelibrary.amlegal.com/codes/sycamoreil/latest/sycamore_il/0-0-0-16643
- Illinois Urban Manual
https://illinoisurbanmanual.org/wp-content/uploads/2019/04/IUM_FM_2013_FINAL_FINAL_11.4.13.pdf

A.5 Classroom Educational Material

Goal: Continue to provide Educational Material utilizing the Sycamore Public Library.

Status: The following information is available in hard copy format at the Sycamore Public Library.

- Answers to Questions About the National Flood Insurance Program, F-084 (2011)
- Elevated Residential Structures, FEMA-54 (1984)
- Protecting Manufactured Homes from Floods and Other Hazards, FEMA P-85



(2009)

- Protecting Floodplain Resources, FEMA-268 (1996)
- Reducing Damage from Localized Flooding, FEMA 511 (2005)
- Above the Flood: Elevating Your Floodprone House, FEMA-347 (2000)

A.6 Other Public Education

The City of Sycamore participates as a voting member in the DeKalb County Stormwater Committee and attends the Kishwaukee Watershed Steering Committee.

Goal: Continue to participate in these meetings.

Status: The City Engineer serves as the City's representative at these meetings. If there are any open houses or workshops these are brought up at the City Council Meeting held every first and third Monday.

B. Public Participation / Involvement

B.3 Public Panel

The City of Sycamore participates in the DeKalb Urban Stakeholders Group. DeKalb Urban Area Stakeholders Group includes members of Sycamore, DeKalb and other areas within DeKalb County.

Goal: Continue to participate in these meetings.

Status: Meetings have not met recently due to lack of actionable items and CoVid.

<https://dekalbcounty.org/wp-content/uploads/2018/12/cd-stormwater-015npdes.pdf>

B.6 Program Involvement

The City of Sycamore participates in the Community Rating System. By doing so, the City provides mailers and flooding information to residents in hard copy format. This letter is sent to parties within and adjacent to the floodplain. In addition each utility bill receives Notice indicating " Flood Insurance Drainage Questions? Contact Building and Engineering at 815-895-4557 541 DeKalb Ave"

Goal: Continue to send notices to properties.

Status: Notices have been sent.

C. Illicit Discharge Detection and Elimination



C.1 Storm Sewer Atlas

The City of Sycamore owns and maintains a GIS storm sewer atlas. All new subdivisions and developments are required to provide as-built data in electronic format so it can be added to the GIS system. Periodically these are printed in grid format. Current versions are available on the website. <https://cityofsycamore.com/development/national-pollutant-discharge-elimination-system-npdes/>

Goal: Continue to maintain and update storm sewer atlas.

Status: Storm sewer atlas is updated on available online.

C.2 Illicit Discharge Ordinance

The City of Sycamore has an adopted ordinance prohibiting illicit discharges. The City Code is available online. The City continues

https://codelibrary.amlegal.com/codes/sycamoreil/latest/sycamore_il/0-0-0-11524

Goal: Continue to enforce and update, as needed, the City Code prohibiting illicit discharges.

Status: The City has continued to enforce this. Copies of reports and fines can be found on the City's MS-4 webpage.

C.4 Illicit Discharge Tracing Procedures

The City traces illicit discharges when they are found by City staff or reported to Public Works, Community Development or Emergency Services. In an emergency the Fire Department will response using the Incident Command System Procedures. For smaller events the City has put together the following checklist to make sure the proper contacts are readily available and contacted, on an as needed basis.

<https://cityofsycamore.com/wp-content/uploads/2020/11/Emergency-Response.pdf>

Goal: Continue to identify, react to, document and mitigate Illicit Discharges.

Status: The City has continued to follow these procedures.

C.5 Public Notification

The City's website includes a stormwater pollution prevention brochure. This is found on the Community Development web page under Forms and Helpful information

<https://cityofsycamore.com/wp-content/uploads/2020/11/SOIL-EROSION-CONTROL-REQUIREMENTS.pdf>

In addition, all permit applicants are made aware of the City's SWPPP requirements and



permits are not issued for sites larger than 1 acre unless a NOI has been issued.

Goal: Continue to provide information to the public and inform applicants of their requirements.

Status: The City has continued to follow these procedures.

C.7 Visual Dry Weather Screening

Annual screening of 20% of storm sewer catch basins and inlets. Annual evaluation of effectiveness of screening program. This is documented through Public Works work records as they are inspected as they are vactored and storm sewers are jetted. This is in addition to the visual inspection completed during street sweeping and when resident calls are taken. Very rarely does the City receive reports of storm sewer back ups or illicit discharges, therefore the frequency of the inspections is considered adequate.

The City has selected four waterway locations to complete visual inspection of water quality. These include two locations along the East Branch or the South Branch of the Kishwaukee and two locations along Martin's Ditch. These allow for a comparison of water entering City limits to an intermediate point or prior to it leaving City limits.

Goal: Continue to visually inspect outfalls for illicit discharges, review effectiveness of the program. Continue to monitor waterway locations approximately every two weeks.

Status: The City has continued to follow these procedures.

D. Construction Site Stormwater Runoff Control

D.1 Regulatory Control Program

The City of Sycamore has adopted a Soil Erosion Control Ordinance which closes mimics the rules and regulations. The ordinance allows the City to enforce this for all sites regardless of the size. Each applicant is responsible for management of their own site, but the City completes spot inspections and enforces the SWPPP.

If necessary the City issues ordinance violations to achieve compliance.

https://codelibrary.amlegal.com/codes/sycamoreil/latest/sycamore_il/0-0-0-16643

Goal: Continue to enforce and update, as needed, the City Code.

Status: The City has continued to enforce this. Copies of reports and fines can be found on the City's MS-4 webpage.

D.2 Erosion and Sediment Controls – Site Operators



The City of Sycamore has adopted a Soil Erosion Control Ordinance which closes mimics the rules and regulations. The ordinance allows the City to enforce this for all sites regardless of the size. Each applicant is responsible for management of their own site, but the City completes spot inspections and enforces the SWPPP.

If necessary, the City issues ordinance violations to achieve compliance. Violation increase if the applicant is a repeat offender. In addition, applicant is not allowed to schedule additional inspections if there is an outstanding fine.

https://codelibrary.amlegal.com/codes/sycamoreil/latest/sycamore_il/0-0-0-16643

Goal: Continue to enforce and follow reporting guidelines.

Status: The City has continued to enforce this. Copies of reports and fines can be found on the City's MS-4 webpage.

D.3 Site-Plan Reviews

The Community Development will not issue permits to sites larger than one acre unless an IEPA Permit has been issued by the IEPA. This is verified by searching on the IEPA website.

<http://dataservices.epa.illinois.gov/NoticesofIntent/ConstructQuickSearch.aspx>

As mentioned previously, the City of Sycamore has adopted a Soil Erosion Control Ordinance which closes mimics the rules and regulations. The ordinance allows the City to enforce this for all sites regardless of the size. Earthmoving activities greater than 10,000 sf require a City permit.

Goal: Continue to enforce and follow reporting guidelines.

Status: The City has continued to complete plan reviews, issue permits and enforce the City code as needed.

D.5 Site-Inspections

The Community Development completes inspections of sites during construction. For sites with their own IEPA permit, the City checks the documentation.

Goal: Continue to complete inspections.

Status: The City has continued to complete inspections.

E. Post – Construction Stormwater Management in New Development and Redevelopment

E.7 - Other Post Construction Runoff Controls



The City has adopted City Code 9-7-13 and 9-7-14 and Section 10 of the DeKalb County IL Stormwater Ordinance. In addition, the City will not issue an occupancy permit or closeout a permit until 70% stabilization has been achieved.

Goal: The City will continue to administer current ordinances related to new post-construction site runoff control.

Status: The City has continued to enforce these regulations.

F. Pollution Prevention/ Good Housekeeping for Municipal Operations

F.1 – Employee Training Program

Employee Pollution Prevention - The City of Sycamore trains its employees to identify, evaluate, correct and document the release of pollutants into the City's storm sewer system. Every City employee undergoes the first two levels of Incident Command System Training. The City has also presented the DeKalb Homebuilders association. A copy of this can be found on the City's website.

Goal: Distribute employee pollution prevention information to all Public Works employees. Conduct a short training session for all Public Works employees.

F.2—Inspection and Maintenance Program (Leaf Pickup, Street & Parking Lot Cleaning, and Storm Sewer Cleaning)

Goal: The City completes an annual leaf pick up program. Instructions are provided to residents to prevent leaves from being deposited into the storm sewer system or drainage ditches. <https://cityofsycamore.com/public-works/leaf-pick-program/>

The City of Sycamore owns two street sweepers which are used for routine clean up and emergency response. The City regularly conducts sweeping of streets and parking lots, and maintenance of catch basins in high traffic areas. The City completes storm sewer jetting and structure vactoring and repairs. All of these hours are tracked by employee and equipment.

Status: The City continues to complete these activities and track the hours associated with them.

G. F.6—Other Municipal Operations Controls.

Goal: The City uses interior wash bays and a triple sanitary trap to collect salt and sediment.

Status: The City continues to utilize and maintain these facilities.



C. RESULTS OF INFORMATION COLLECTED AND ANALYZED

The City found that there were no significant changes in operations or maintenance procedures and there weren't any events significant to require changes.

D. SUMMARY OF ACTIVITIES PLANNED DURING NEXT REPORTING CYCLE



A.1 Distribution of Paper Material

Measurable Goal: The City of Sycamore will update its brochure and post it to the website.

B.3 Stakeholder Meeting

Measurable Goal: The City of Sycamore will have a public hearing regarding its MS-4 permit.

B.7 Other Public Involvement

Measurable Goal: The City of Sycamore continue to update our website.

C.1 Storm Sewer Atlas

Measurable Goal: The City of Sycamore continue to update our atlas and make corrections as needed.

C.2 Illicit Discharge Ordinance

Measurable Goal: The City has continued to enforce this ordinance.

C.4 Illicit Discharge Tracing Procedures

Measurable Goal: The City will continue to mandate ICS training for all new employees.

C.7 Visual Dry Weather Screening

Measurable Goal/ Frequency: The City will continue to inspect or clean approximately 20% of the storm sewer system on an annual basis.

Measurable Goal. Frequency: The City will continue to visually inspect the four locations approximately twice per month. These inspections will include photos.

D.1 Regulatory Control Program

Measurable Goal: Continue to enforce the City Code. Community Development will continue to complete inspections and audits during construction project and levy appropriate enforcement when necessary.

D.3 Site Plan Reviews

Measurable Goal: Continue to enforce the City Code. Community Development will continue to complete inspections and audits during construction project and levy appropriate enforcement when necessary.

D.5 Site Inspections

Measurable Goal: Continue to enforce the City Code and complete SWPPP inspections or a view of documentation.



E.7 - Other Post Construction Runoff Controls

Measurable Goal: Continue to enforce City Code 9-7-13 and 9-7-14 and Section 10 of the DeKalb County IL Stormwater Ordinance.

F.1 – Employee Training Program

Measurable Goal: Continue to work with Public Work’s staff to educate new staff on procedures. The City will continue to mandate ICS training for all new employees.

F.2—Inspection and Maintenance Program (Leaf Pickup, Street & Parking Lot Cleaning, and Storm Sewer Cleaning)

Measurable Goal: The City will continue to complete these programs and document both manhours and equipment hours during each task.

F.6—Other Municipal Operations Controls.

Measurable Goal: The City will move more equipment storage to interior areas including a newly constructed storage facility.



E. NOTICE OF RELIANCE ON ANOTHER GOVERNMENT ENTITY

The City of Sycamore Partners with Watershed Study groups but does not rely on this agency to satisfy permit requirements.



F. ACTIVE CONSTRUCTION SITES

The only City owned project site was the Wastewater Treatment Plant located at 475 North Cross Street. SWPPP was the responsibility of the contractor (Leander Construction) and reports and documentation was completed by McMahon Consultants.