



## ALPINE CITY COUNCIL MEETING AGENDA

NOTICE is hereby given that the **CITY COUNCIL** of Alpine City, Utah will hold a meeting on **Tuesday, September 8, 2015 at 7:00 pm** at Alpine City Hall, 20 North Main, Alpine, Utah as follows:

### I. CALL MEETING TO ORDER\*

- A. **Roll Call:** Troy Stout - Mayor pro tem
- B. **Prayer:** Will Jones
- C. **Pledge of Allegiance:** By Invitation

II. **PUBLIC COMMENT:** The public may comment on items that are not on the agenda.

### III. CONSENT CALENDAR

- A. **Approve the Minutes of August 25, 2015**
- B. **Heritage Hills Plat C Bond Release - \$104,480.40**
- C. **Request of Cash in Lieu of Water Rights for Three Falls Ranch Subdivision - \$39,789.12**
- D. **Request of Cash in Lieu of Water Rights for Keate Site Plan - \$5,844.60**

### IV. REPORTS AND PRESENTATIONS

### V. ACTION/DISCUSSION ITEMS

- A. **Box Elder South Subdivision Annexation Resolution.** The Council will need to approve a resolution to proceed with the annexation of the Box Elder South Subdivision if they so care to do so.
- B. **Food Truck Operation for Next Year.** The Council will decide how they want the Food Truck program to operate next year.
- C. **Alpine Fire Station Remodel.** The City Council will authorize the format of a committee to oversee the remodel of the 20-year old Alpine Fire Station.
- D. **Alpine City Cemetery.** The Council will finalize the fee structure for the cemetery.
- E. **Hutchinson Property Exchange.** The Council will consider approving the Hutchinson property exchange.
- F. **Paulson/Moyle Park Easement Exchange.** The Council will consider approving the Paulson/Moyle Park easement exchange.
- G. **Moyle Park Wedding Fees.** The City Council will consider establishing fees for rental of the pavilion at Moyle Park for weddings.
- H. **Alpine City Sewer System Management Plan.** The Council will approve the sewer system management plan.
- I. **Business Commercial Zone Boundaries Discussion.** The Council will consider approving a change to the Business Commercial Zone boundaries.
- J. **Consolidated Fee Schedule Amendment.** The Council will consider amending the Consolidated Fee Schedule.

### VI. COUNCIL COMMUNICATIONS

### VII. STAFF REPORTS

VIII. **EXECUTIVE SESSION:** Discuss litigation, property acquisition or the professional character, conduct or competency of personnel.

**ADJOURN**

\*Council Members may participate electronically by phone.

Don Watkins, Mayor  
September 4, 2015

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS. If you need a special accommodation to participate, please call the City Recorder's Office at (801) 756-6241.

CERTIFICATE OF POSTING. The undersigned duly appointed recorder does hereby certify that the above agenda notice was on the bulletin board located inside City Hall at 20 North Main and sent by e-mail to The Daily Herald located in Provo, UT, a local newspaper circulated in Alpine, UT. This agenda is also available on our web site at [www.alpinecity.org](http://www.alpinecity.org) and on the Utah Public Meeting Notices website at [www.utah.gov/pmn/index.html](http://www.utah.gov/pmn/index.html)

## PUBLIC MEETING AND PUBLIC HEARING ETIQUETTE

**Please remember all public meetings and public hearings are now recorded.**

- All comments **must** be recognized by the Chairperson and addressed through the microphone.
- When speaking to the Planning Commission, please stand, speak slowly and clearly into the microphone, and state your name and address for the recorded record.
- Be respectful to others and refrain from disruptions during the meeting. Please refrain from conversation with others in the audience as the microphones are very sensitive and can pick up whispers in the back of the room.
- Keep comments constructive and not disruptive.
- Avoid verbal approval or dissatisfaction of the ongoing discussion (i.e., booing or applauding).
- Exhibits (photos, petitions, etc.) given to the City become the property of the City.
- Please silence all cellular phones, beepers, pagers or other noise making devices.
- Be considerate of others who wish to speak by limiting your comments to a reasonable length, and avoiding repetition of what has already been said. Individuals may be limited to two minutes and group representatives may be limited to five minutes.
- Refrain from congregating near the doors or in the lobby area outside the council room to talk as it can be very noisy and disruptive. If you must carry on conversation in this area, please be as quiet as possible. (The doors must remain open during a public meeting/hearing.)

**Public Hearing v. Public Meeting**

If the meeting is a **public hearing**, the public may participate during that time and may present opinions and evidence for the issue for which the hearing is being held. In a public hearing there may be some restrictions on participation such as time limits.

Anyone can observe a **public meeting**, but there is no right to speak or be heard there - the public participates in presenting opinions and evidence at the pleasure of the body conducting the meeting.

**ALPINE CITY COUNCIL MEETING**  
**Alpine City Hall, 20 N. Main, Alpine, UT**  
**August 25, 2015**

**I. CALL MEETING TO ORDER:** The meeting was called order at 7:00 pm by Mayor Don Watkins.

**A. Roll Call:** The following were present and constituted a quorum:

Mayor Don Watkins

City Council Members: Troy Stout, Will Jones, Roger Bennett, Kimberly Bryant, Lon Lott

Staff: Rich Nelson, Charmayne Warnock, David Church, Shane Sorensen, Jason Bond, Police Chief Brian Gwilliam, Fire Chief Brad Freeman

Others: Tom Watkins, Brett Wiseman, Beth Ann Wiseman, Jessica Bybee, Spencer Davis, Ross Beck, Catherine Marchant, Sherman Myers, Melissa D. Mordecai, Becky West, Erin Darlington, Ryan Bybee, Taylor Smith, Mark Wells, Ralph Summers, Val Summers, Skylor Smith, Jerry Smith, Chris Thackeray, Daryl Stallings, Christine Stalling, Scott Dunn, Chris Paulson, Summer Curtis, Kim Blake, Sarah Bybee, Cambria Bybee, Glenn Simmons, Debbie Simmons, Adam Denning, Jane Griener, Darren Johnson, April Cooper, Gary Cooper, Becky Turpin, Larry Hilton, Richard Ruzier, Ezra Lee, David Parker, Mike David, Cathy Allred, Sheldon Wimmer

**B. Prayer:**

Troy Stout

**C. Pledge of Allegiance:**

Spencer Davis

Spencer Davis reported to the City Council that he had completed painting the north side of the fence on the Alpine City cemetery for his Eagle Scout project. They thanked him for his contribution.

Don Watkins reported that a fire had been spotted northeast of Alpine along the Dry Creek trail on Monday, October 24, 2015. He read a report from John Stansfield from the Forest Service. The fire was located 3 miles northeast of Alpine and was burning dead and down brush in the canyon. As of Tuesday, it had made little movement. The federal fire fighting resources were limited because the fire fighters were deployed on fires that were already burning in Santaquin, Utah and throughout much of the west in Oregon, Washington, California and Idaho. However, the forest service did plan to use horses and mules to haul fire-fighting equipment up to the fire in Dry Creek above Alpine.

**II. PUBLIC COMMENT**

Clayton Johnson said the food truck rally was scheduled to end on Labor Day. There had been a tremendous turnout and they had two requests. First, they wanted to extend the truck rally beyond Labor Day. Second, they would like to hold the food truck rally again next year. They would put all the music together and create a poster to put around town. The Council indicated they approved extending beyond Labor Day. Rich Nelson suggested they keep it going while the weather was good. Regarding having food truck for the next year, Don Watkins said they could put it on a future agenda.

Chris Thackery thanked the City Council for accommodating the pickle ball tournament. He asked if there was some consideration on lighting and what the time table was for surfacing the court. Shane Sorensen said the conduit was in and they had three new lights ordered. To avoid tearing anything out, they wouldn't surface the court until the lighting was done.

**III. CONSENT CALENDAR**

**A. Approve the minutes of July 28, 2015**

**B. Bond Release - Heritage Hills Plat C #6 - Downing Akin - \$99144.00**

**C. Bond Release - Heritage Hills Plat C #7 - Downing Akin - \$106,807.20**

Will Jones asked if Heritage Hills wasn't supposed to have a trail built along with the retaining walls. He wanted to know how they were going to get people up there because of the gully.

Shane Sorensen said they would show the approximate location where it would be built but would actually visit the site and review it. Things looked different on paper than in reality.

Rich Nelson said they should put this item on an agenda. They wanted to get away from loop trails.

**MOTION:** Will Jones moved to approve the Consent Calendar. Roger Bennett seconded. Ayes: 5 Nays: 0. Will Jones, Roger Bennett, Lon Lott, Troy Stout, Kimberly Bryant voted aye. Motion passed.

#### IV. REPORTS AND PRESENTATIONS None

#### V. ACTION/DISCUSSION ITEMS

**A. Eagle Pointe PRD Final Plat - Secondary Access Road - Mark Wells and Taylor Smith:** Jason Bond said the Planning Commission had reviewed the final plat for the Eagle Pointe PRD, but was not ready to make a recommendation because there were still some items that the engineer needed to address. However they did make a recommendation regarding the applicant's proposal for an alternate design for the secondary access road. Taylor Smith and Mark Webb were proposing a road width of 18.5 feet which would enable them to reduce the height of the retaining walls. The Planning Commission recommended that the road width remain at 26 feet as approved.

Mark Webb said they were proposing a secondary access road with paved width of 20 feet which complied with the ordinance for developments in the Urban Wildland Interface area. The benefit of reducing the width of the road would be that it would almost entirely remove the need for retaining walls along the face of Hog Hollow Drive. He said the City had earlier approved a 20-foot wide secondary access road for the Three Falls subdivision. They were asking for the same consideration.

Lon Lott said he had attended the Planning Commission meeting where this item was discussed. There were a lot of comments from the neighboring landowners on the lower side of the proposed development. He said he visited the site and spent a lot of time trying to see where the walls would be. It appeared that they wouldn't be able to eliminate all of the walls.

Mark Webb said that a 20-foot wide secondary road would eliminate all the walls above the road for about 1000 feet and 700 feet of the lower retaining wall. It would leave about 300 feet of retaining walls that averaged a height of 6 or 7 feet. They would revegetate the hillside where the soil was disturbed.

Lon Lott said approval process for Eagle Pointe had apparently been going for about ten years and a lot of work had been put into it. All sides had finally come to some kind of consensus. Since there were still going to be retaining walls, he hesitated to compromise safety and traffic flow with a narrower road.

Troy Stout asked David Church about the issue of precedent since the Council had approved a 20-foot road for Three Falls.

David Church said that the situation with Three Falls was different. It was the old Ilangeni subdivision which had a dead end loop road. The developers applied for an amended subdivision with a different name and increased the number of lots. In the process of amending the subdivision, the City exacted something from the developers which had not existed before, which was a secondary access road. They were not able to get a full access road. He said every development was a little different. A decision made in a special circumstance did not bind the city to make the same decision in every circumstance in the future.

Troy Stout said they had been working on Eagle Pointe for ten years. It had come back again and again. The Planning Commission and City Council had worked on it and they finally got to a point where they agreed on the design. He said he tended to put more weight on the work that was already done. He wasn't sure who favored the proposal but this would delay the process.

Will Jones recused himself from the vote.



**MOTION:** Roger Bennett moved to follow the recommendation of the Planning Commission and not change the width of the secondary access road from 26 feet. Troy Stout seconded. Ayes: 4 Nays: 0. Motion passed.

Lon Lott asked if there was a way to move the road lower and reduce some of the retaining walls. Troy Stout said they could consider a lot of things that could hold up the conversation with. He said he agreed with the mayor. No one was completely happy with the agreement but there was an agreement.

Taylor Smith said the Council had said they wanted to get rid of the retaining the walls and they were offering a way to make that happen.

**B. Westfield Road Sidewalk:** Will Jones said they when they first talked about the need for a sidewalk on Westfield Road, the City's first priority was getting a sidewalk along Canyon Crest Road on the east side of the roundabout. That was taken care of and the Westfield sidewalk had moved up on the priority list. He said the parties involved (Highland City, Alpine City, property owners, and the Alpine School District) had met and looked at solutions. Since school was in session again, the safety issues became more urgent, and Highland City had a situation which made it better for them to move forward sooner rather than later. If Alpine was putting up only a quarter of the cost, he recommended they join with the other parties and commit \$10,000 toward the sidewalk on Westfield Road.

Lon Lott asked what the real cost of the sidewalk would be. Will Jones said they estimated around \$40,000. Jessica Bybee said that according to the budget, she thought it was going to be \$60,000.

Jason Bond showed a map of the area and where the kids were walking along Westfield Road to get to school.

Will Jones said that if the Council was in favor of the sidewalk, they should go forward and get bids, then come back for a final motion.

**MOTION:** Will Jones moved forward to request bids on the Westfield Road sidewalk and if it came back within four or five thousand dollars either way of Alpine's share, then bring it back to the City Council for further action. Kimberly Bryant seconded. Ayes: 5 Nays: 0. Will Jones, Kimberly Bryant, Troy Stout, Roger Bennett, Lon Lot voted aye. Motion passed.

**C. Alpine Olde Town Centre lot B – Larry Hilton:** Jason Bond said the Council had previously seen the design for Mr. Hilton's office building, and approved it. But since that time Mr. Hilton made several substantial changes to the building so he took it back to the Planning Commission. The banking drive-through was eliminated as well as the patio above it. The cafe was also eliminated and the basement would not be there. Some of the aesthetics would change. Instead of one tower there would be two. The Council received renderings and the design of the new building. The Planning Commission had reviewed the changes and recommended approval.

Will Jones said that as he reviewed the site plan, he saw that they were creating new parking which was required for the square footage. Generally they required the developer to bond for the parking and that was not included in the conditions for the additional parking.

**MOTION:** Will Jones moved to approve the site plan for the Larry Hilton office building in Alpine Olde Towne Centre, Lot B with the condition that the additional parking be bonded for. Troy Stout seconded. Ayes: 5 Nays: 0. Will Jones, Troy Stout, Roger Bennett, Kimberly Bryant, Lon Lott voted aye. Motion passed.

Larry Hilton explained that they had a basement in the first design but didn't do it because they didn't have an elevator. Now they were looking at having a subterranean extension of the vault which would be totally uninhabitable. That idea had come up since they met with the Planning Commission. He said they would like to have that approved but did not want to further delay the project.

Will Jones said there would need to be a deed restriction on the basement if they did that.

Mayor Watkins said he could bring it back in two weeks and they could address subterranean vault.

David Church said the fire marshal and building official would have to sign off on it before the Council looked at it.

Rich Nelson said they wouldn't have to go back to the Planning Commission. They could just take it to the DRC meeting. The Council indicated that if the fire marshal and building official signed off it, they were okay with it.

**D. Alpine Old Towne Center Plat D – April Cooper Building:** Jason Bond said this office building was in the same planned commercial development as the previous one. They were proposing a three story building with a basement for a total of 6000 square feet. The top level would be a dwelling unit which was allowed by the ordinance. The dwelling would have a different parking requirement than the commercial space. He said the building met the parking requirement. The developer had also submitted a landscaping plan but it was not in the packet. He showed a rendering of the building. The Planning Commission had recommended approval of the building with the condition there be a deed restriction for the basement. The height of the building was under 34 feet. A bond would be provided for the parking improvements.

Roger Bennett said there should also be a deed restriction on the apartment on the top level so it didn't turn into office space in the future and the parking be inadequate. Ezra Lee said it would be on the plat.

Lon Lott asked if the concerns of the neighbors to the east had been resolved. Ezra Lee said they had been concerned about trees on pad D and that had been resolved. They were providing a privacy screen and reducing the size of the windows that faced the east.

The builder provided samples of the building materials.

**MOTION:** Will Jones moved to approve the site plan for the April Cooper office building located in Alpine Old Town Centre, Plat D with the following conditions:

1. There be a deed restriction be on the plat designating the basement level as uninhabitable.
2. The height of the building shall not exceed thirty-four (34) feet.
3. A landscape plan be provided .
4. A bond shall be posted for the parking improvements associated with lot D.
5. There be a deed restriction be on the plat designating the third level as residential use only.

Kimberly Bryant seconded. Ayes: 5 Nays: 0. Will Jones, Troy Stout, Roger Bennett, Kimberly Bryant, Lon Lott voted aye. Motion passed.

**E. Gateway Historic Design Guidelines:** Jason Bond said that during past several months, the Planning Commission had been working on design guidelines for the Gateway Historic zone. The City had had old draft of guidelines that had never been adopted and were quite lengthy. The new guidelines were adapted from the old guidelines and were intended to bring some consistency to the zone and to maintain the architectural character of Alpine.

Kimberly Bryant said she had an issue with the designation of "historical." She would love to some continuity in the growth in the downtown area, but most of the buildings in that area were not historical Alpine. Gingerbread styling was historical Alpine. Some didn't like it because they thought it was too quaint. She said she didn't care if the design guidelines went in a different direction but they shouldn't be calling it "historic" Alpine because it was not historic to Alpine.

Will Jones suggested they simply refer to them as the Gateway District guidelines and leave off the word historic.

Erin Darlington said she had worked with the Planning Commission on the guidelines. The intent was to give mundane businesses some character so they looked like they belonged on Main Street. The document allowed for a diversity of businesses but they would be cohesive so they looked like they fit together.

Will Jones asked about the minimum 10 foot setback in the front. He said he said he would prefer to put parking in front of the building rather than in the rear. The backside of most buildings didn't look that good.

1 Mayor Watkins said they could still have the parking be behind the building and have the front facing the street.

2  
3 Will Jones said he felt it took away from the business if people didn't know what the business was. He talked about  
4 the businesses by Costco in American Fork and how they'd had so much turn over. He felt it was because the rear of  
5 the building faced the street and no one knew they were there. It was the same way with the River Meadows office  
6 park in Alpine. The parking was in the interior of the complex and people didn't know what businesses were there  
7 unless they drove into it.

8  
9 Kimberly Bryant asked if he would prefer to have the buildings pushed back and the parking lot in the front. He said  
10 he would.

11  
12 Jason Bond said the reason the parking was put in the rear was because they wanted to bring the store fronts up to  
13 the street so it was more walkable. Businesses that were set back were not embracing the street. They were  
14 embracing the parking lot.

15  
16 Steve Cospers said they had talked about dressing up the front of the buildings so they looked welcoming. They  
17 could include a bench or seating in front of the building. Jason Bond said landscaping in front of building would be  
18 more friendly than parking. Will Jones said they could put landscaping between the parking lot and the street.

19  
20 Jane Griener said the guidelines would narrow the size of the Gateway District. At present it took in the entire  
21 commercial zone.

22  
23 Don Watkins said he thought they should make that a top priority. They needed to first determine what was  
24 commercial and what was not. There were a lot of residents living in the commercial zone who didn't know they  
25 were in the commercial zone.

26  
27 Troy Stout said he would like to have a blended approach to the Gateway District that accommodated both foot  
28 traffic and parking. There were small towns in Colorado that had maintained an old-fashioned feeling with a modern  
29 approach. He felt deeper setback would allow that better.

30  
31 Will Jones said he was 100% behind having guidelines for the Gateway District. There were some things that he  
32 questioned. If no side setback was required for commercial buildings, there probably wouldn't be one. Did they still  
33 want a rear setback of 30 feet? It could become a place where garbage collected.

34  
35 Jane Griener said they wanted to have a landscaped buffer between parking and houses so the residents didn't feel  
36 like they had a building in their backyard.

37  
38 Mayor Watkins said that if someone was designing a home, they hired a professional to provide concepts. If they  
39 were designing a town, they needed someone to bring in several concepts. He knew what he liked when he saw it  
40 but planning was more complex. He suggested they first determine where the commercial zone is going to be then  
41 hire a consultant.

42  
43 Erin Darlington said she understood if the Council wanted to take out some of the specific guidelines, but she hoped  
44 that they didn't throw out the whole thing while looked for professional consultation.

45  
46 Mayor Watkins asked Ezra Lee for his thoughts on the guidelines since he was a designer.

47  
48 Ezra Lee recommended breaking the process into several phases. They needed to address the site plan first and look  
49 at the specific parcel. They needed to take into account the neighbors. A commercial use next to a commercial use  
50 would be treated differently than a commercial use next to residential. They needed to establish the square footage.

51  
52 The second phase would be an architectural review. If the City retained professionals, they could find clearly written  
53 guidelines for certain types of architecture. They could choose several types of styles that would be suitable for the  
54 District such as Alpine historical that incorporated a certain pitch roof with gables or a Colonial style, Utah  
55 Mountain Contemporary or Tuscan, whatever the City wanted to see in the Gateway District.

Mr. Lee recommended that they not immediately put the guidelines into play because they were so vague. He recommended stripping it down to about 20% of the content and establish what they were looking for. He thought it was a good idea to seek outside professional help. What they wanted to see on Main Street could change as they dropped back into a different zoning.

Will Jones said he would like to continue the discussion on the guidelines.

Lon Lott commended the Planning Commission and the committee on their work on the guidelines. The City did need guidelines.

David Church reminded the Council that an earlier council had brought in consultants to design the Historic Gateway. They paid an architect, Soren Simonson to sit on the Gateway Review Committee and look at plans that came into the city and make recommendations. Then the economy went south and construction dropped off. The Committee was dissolved. He said coming up with guidelines was a long process but it was worth it.

Mayor Watkins asked Steve Cosper to come back in two weeks with a plan for where the commercial zone should be located.

**F. Resolution No. 2015-09, Amending Alpine City Council Rules of Procedure for Public Meetings:**

This item was discussed at the previous meeting. Direction was given to the City Attorney to come back with a draft that clarified a "motion to reconsider" as set forth in Rule #9, and write a new rule #11 to suspend the rules.

David Church said Rules #1 and #8 could not be suspended because they were state law. Other than that he had cleaned up the language as requested.

Rich Nelson asked the Council if they just wanted to eliminate Rule #9 altogether and make everyone happy. The rule to reconsider was something they would use once or twice in their lifetime.

**MOTION:** Will Jones moved to eliminate Rule #9 from the Rules of Procedure for Public Meetings and add a new rule which would allow the Council to suspend the rules except for Rules #1 and #8, and designate the new rule as #10. Troy Stout seconded. Ayes: 5 Nays: 0. Will Jones, Troy Stout, Roger Bennett, Kimberly Bryant, Lon Lott voted aye. Motion passed.

**G. Alpine City Cemetery:** Included in the packets were maps showing the remaining lots in the Alpine cemetery and a comparison between the costs for a lot and burial costs in Alpine and six other cities. Rich Nelson said there was a concern about nonresidents choosing to be buried in Alpine because it was the cheapest place to be buried and the cemetery was running out of lots. He recommended that the Council raised the rates for lots and for the burial costs. He recommended charging the same weekday and weekend internment rates as Highland City. For infant burials, there would be no change. For disinterment, they would charge the same as Pleasant Grove. He recommended there be no burials on holidays and the Saturday of Alpine Days.

David Church said prohibiting burials on certain days was a sensitive issue. There would be families planning funerals without knowing the city had given employees the day off - especially for Alpine Days which was specific for Alpine. Most people avoided having a funeral on a holiday.

Troy Stout wondered if they could send word out to the mortuaries that Alpine didn't do burials on Alpine Days so they could let the people know.

Lon Lott asked if they could notify the owners of the burial plots and let them know about the schedule.

Roger Bennett suggested raising the price on holiday burials so they were less desirable.

Don Watkins asked the staff to bring back some recommendations to deal with holidays. He suggested they get rid of the ex-resident fee and just charge \$1500 for nonresidents and \$985 for residents.

Rich Nelson said they were also planning to expand the cemetery. There were two areas that could be developed. He would come back with the projected costs for expansion.

**H. T-Mobile Cell Tower Modification in Lambert Park:** Jason Bond said T-Mobile was proposing to modify the cell tower in Lambert Park by replacing the existing antennas and adding some additional antennas. The Planning Commission had reviewed the application and recommended approval.

**MOTION:** Will Jones moved to approve T-Mobile's application to modify the cell tower in Lambert Park to replace antennas and add additional antennas with the condition that the additional antennas match the color currently on the tower. Troy Stout seconded. Ayes: 5 Nays: 0. Will Jones, Troy Stout, Roger Bennett, Kimberly Bryant, Lon Lott voted aye. Motion passed.

Will Jones recused himself from the following item and sat in the audience.

**I. Three Falls Secondary Access Road:** Rich Nelson said there were two issues to consider. First, did they want the secondary access road left open year-round? Second, did they want crash gates on the road?

Will Jones had met with staff regarding the secondary access road for Three Falls subdivision. He also submitted a letter which was included in the packet. The letter stated that since the road was narrow and winding, they would like to close the road for safety reasons and install gates at each end. The gates could be automatically opened by a siren or by homeowners in the subdivision who would have a key fob to activate the gate in an emergency.

Mayor Watkins said it would be easier to close the road in the beginning than start out with an open road and try to close it later on.

Shane Sorensen said staff recommendation was that the road be closed in the winter but passable. With the southern exposure he didn't know if it would need to be plowed and he didn't want his men up there plowing snow in the winter.

Fire Chief Brad Freeman said the fire code stated it had to be maintained year-round for emergency access. It had to be accessible to fire trucks.

Rich Nelson said the developer would be responsible to plow the road in the winter. There was no question that it should be maintained. The question was did the Council want crash gates at each end of the road. Brad Freeman said he was fine with crash gates as long as it was plowed.

Will Jones reiterated that there would be two gates, one at the top and one at the bottom. The HOA would be responsible to plow the road.

David Church noted that the Ilangeni Estates (Three Falls) used to have a dead end loop road which was the only public road up there. The Council requested an emergency exit out the back end of the development and the developer had supplied it.

Shane Sorensen said the road would have 20 feet of pavement and curb on both sides, but no sidewalk.

**MOTION:** Kimberly moved approve the developer's proposal for crash gates for the secondary access road for Three Falls subdivision. Roger Bennett seconded. Ayes: 4 Ayes: 0. Kimberly Bryant, Lon Lott, Roger Bennett, Troy Stout voted aye. Motion passed. Will Jones abstained.

In response to a question, Will Jones said the parking lot and trail would be part of the first phase.

**J. Creekside Park Pavilion Reservation Fee:** Rich Nelson proposed increasing the reservation fees for Creekside Park to \$100. Alpine had become a hotspot because they charged less than other places and it was nice. People outside Alpine wanted to come and use the park, which limited the availability for Alpine residents.

**MOTION:** Troy Stout moved to increase the fee to \$100 for nonresidents to reserve the Creekside Park pavilion. Will Jones seconded. Ayes: 5 Nays: 0. Will Jones, Troy Stout, Roger Bennett, Kimberly Bryant, Lon Lott voted aye. Motion passed.

## **VI. EXECUTIVE SESSION**

**MOTION:** Will Jones moved to go to Executive Session for the purpose of discussing litigation. Troy Stout seconded. Ayes: 5 Nays: 0. Will Jones, Troy Stout, Roger Bennett, Kimberly Bryant, Lon Lott voted aye. Motion passed.

The Council went into a closed meeting at 9:20 pm.

The Council returned to open meeting at 9:35 pm.

Kimberly Bryant left the meeting.

## **VII. STAFF REPORTS**

Rich Nelson

- He asked the Council to submit any text messages between them and Don Watkins for a GRAMA request.
- The fire station would be on an upcoming agenda.
- He reported that the County Commissioners had decided to put the quarter cent sales tax increase on the November ballot. Because the County had a ballot issue, they were proposing to have their own second election for the cities that were voting by mail, which meant voters in Alpine would have to vote twice. They would receive a ballot in the mail to vote for city council seats. Then in November they would vote in person at a location to be determined by the County.

Shane Sorensen said they had sent out on RFP for the overlay projects and got a number of bids. Staker Parson was awarded the bid. They were working on the HA5 overlay project at the present. He also reported that he'd received an email from Teri Newell regarding improvements at the intersection of SR-92 and Canyon Crest Road, which he had forwarded to the Council.

Jason Bond reported that he had met with the prosecuting attorney, Tucker Hansen, regarding the process of enforcing the Accessory Apartment Ordinance. First a letter would be sent out to people suspected of having an illegal apartment. The letter would be tactful and give them 30 days to comply or contact Jason Bond to arrange another time. If they did not comply, a second letter would be sent out giving them 15 days to comply or a detective would become involved. The police would then go out and interview them. If there was still no compliance, the prosecuting attorney would get involved. He said they had sent out nine letter earlier that week. Rich Nelson said they had one individual respond who said he would have the apartment vacated by September 12th.

## **VIII. COUNCIL COMMUNICATION**

Troy Stout said UDOT was doing some things on the SR-92 intersection but they weren't doing enough. He suggested having a drone go up and take footage of the situation.

Will Jones reported on the following.

- He asked about trail use enforcement in Lambert Park and when it would happen. Chief Brian Gwilliam said he felt the City was wasting money to send the police up there. They'd been up there half a dozen times and everyone they contacted was abiding by the rules. Most of them were citizens of Alpine.
- Mayor Watkins said it seemed word had gotten around. He asked how many hours they police were patrolling. Chief Gwilliam said they were up there for on six hours on Saturday and a few hours during the week. They would revisit it sporadically. Will Jones said people had been up there shooting and left their garbage around.

- Will Jones asked if the City had found a ROW Agreement for the land that Patterson was swapping with the Forest Service. Shane Sorensen said he was working on it but hadn't found anything yet. Will Jones suggested he have a title company search to see if anything was recorded.
- Will Jones said he had contacted the County about the possibility of Alpine City annexing Box Elder South and the County said they were agreeable. He had also talked to Wayne Patterson who said he wouldn't protest it but he wanted to record it in the County first. He didn't want to reengineer the development. The topic would need to go back on the agenda.
- The Alpine Days committee held a reviewed of Alpine Days with staff.

Mayor Watkins said he would be out of town for the next meeting.

**MOTION:** Will Jones moved to adjourn. Troy Stout seconded. Ayes: 5 Nays: 0. Will Jones, Troy Stout, Roger Bennett, Kimberly Bryant, Lon Lott voted aye. Motion passed.

The meeting was adjourned at 10:00 pm.

**ALPINE CITY**  
**ESCROW BOND RELEASE FORM**  
 Release No. 8

**BOND HOLDER**

Thru Period Ending: September 3, 2015

**Heritage Hills Plat C**

Location: Heritage Hills Boulevard  
 Original Bond

Description	Quantity	Units	Unit Price	120% Unit Cost	Total Cost	% Completed This Period**	% Completed To Date**	Total
SWPPP Installation and Maintenance	1	L.S.	@ \$ 6,775.00	\$ 8,130.00	\$ 8,130.00	12.0%	80.0%	\$ 6,504.00
Clearing and Grubbing	1	L.S.	@ \$ 9,350.00	\$ 11,220.00	\$ 11,220.00		80.0%	\$ 8,976.00
Rough Grading	1	L.S.	@ \$ 284,700.00	\$ 341,640.00	\$ 341,640.00		80.0%	\$ 273,312.00
Retaining Wall	8.25	SF	@ \$ 14,780.00	\$ 17,736.00	\$ 146,322.00		80.0%	\$ 117,057.60
8" Sewer Main	745	L.F.	@ \$ 21.00	\$ 25.20	\$ 18,774.00		80.0%	\$ 15,019.20
8" Sewer Main -HDPE	212	L.F.	@ \$ 30.00	\$ 36.00	\$ 7,632.00		80.0%	\$ 6,105.60
8" Sewer Main -deep on culdesac	203	L.F.	@ \$ 32.00	\$ 38.40	\$ 7,795.20		80.0%	\$ 6,236.16
Sewer lateral -deep on culdesac	5	Each	@ \$ 1,500.00	\$ 1,800.00	\$ 9,000.00		80.0%	\$ 7,200.00
Sewer lateral	6	Each	@ \$ 1,000.00	\$ 1,200.00	\$ 7,200.00		80.0%	\$ 5,760.00
Sewer manhole 48" standard	8	Each	@ \$ 2,900.00	\$ 3,480.00	\$ 27,840.00		80.0%	\$ 22,272.00
Sewer manhole 48" -20' deep	1	Each	@ \$ 3,950.00	\$ 4,740.00	\$ 4,740.00		80.0%	\$ 3,792.00
Sewer bedding, backfill, compaction, & testing	1	Each	@ \$ 12,724.00	\$ 15,268.80	\$ 15,268.80		80.0%	\$ 12,215.04
<u>Sewer Connection -south</u>				\$ -	\$ -			
8" Sewer Main	486	L.F.	@ \$ 21.00	\$ 25.20	\$ 12,247.20		80.0%	\$ 9,797.76
8" Sewer Main	182	L.F.	@ \$ 21.00	\$ 25.20	\$ 4,586.40		80.0%	\$ 3,669.12
Sewer manhole 48" standard	2	Each	@ \$ 2,800.00	\$ 3,360.00	\$ 6,720.00		80.0%	\$ 5,376.00
Sewer Laterals- 312-316 (5)	1	ls	@ \$ 12,000.00	\$ 14,400.00	\$ 14,400.00		80.0%	\$ 11,520.00
Sewer bedding, backfill, compaction, & testing	1	ls	@ \$ 6,690.00	\$ 8,028.00	\$ 8,028.00		80.0%	\$ 6,422.40
Connect to Existing Water Line	1	Each	@ \$ 4,125.00	\$ 4,950.00	\$ 4,950.00		80.0%	\$ 3,960.00
8" DIP Water Line	1900	L.F.	@ \$ 31.80	\$ 38.16	\$ 72,504.00		80.0%	\$ 58,003.20
6" DIP Water Line	30	L.F.	@ \$ 25.00	\$ 30.00	\$ 900.00		80.0%	\$ 720.00
Fire Hydrant with Valve	3	Each	@ \$ 3,200.00	\$ 3,840.00	\$ 11,520.00		80.0%	\$ 9,216.00
3/4" Water Lateral	16	Each	@ \$ 950.00	\$ 1,140.00	\$ 18,240.00		80.0%	\$ 14,592.00
Misc-Tees, Valves, Blocks, Lugs, Testing, blow off, etc	1	L.F.	@ \$ 16,644.80	\$ 19,973.76	\$ 19,973.76		80.0%	\$ 15,979.01
Connect to Existing Pressurized Irrigation Line	1	Each	@ \$ 4,125.00	\$ 4,950.00	\$ 4,950.00		80.0%	\$ 3,960.00
6" Pressurized Irrigation Water Line	400	L.F.	@ \$ 15.50	\$ 18.60	\$ 7,440.00		80.0%	\$ 5,952.00
8" Pressurized Irrigation Water Line	1400	L.F.	@ \$ 20.00	\$ 24.00	\$ 33,600.00		80.0%	\$ 26,880.00
Presurized Irrigation, Valves, Tee's, boxes, blocks, etc	1	L.S.	@ \$ 14,877.00	\$ 17,852.40	\$ 17,852.40		80.0%	\$ 14,281.92
1" Pressurized Irrigation Lateral	16	Each	@ \$ 800.00	\$ 960.00	\$ 15,360.00		80.0%	\$ 12,288.00
Water bedding, backfill, compaction, & testing	1	L.S.	@ \$ 9,475.00	\$ 11,370.00	\$ 11,370.00		80.0%	\$ 9,096.00
15" Storm Drain Pipe	830	L.F.	@ \$ 22.63	\$ 27.16	\$ 22,539.48		80.0%	\$ 18,031.58
12" Storm Drain Pipe	104	L.F.	@ \$ 20.88	\$ 25.06	\$ 2,605.82		80.0%	\$ 2,084.66
5' diameter manholes	5	Each	@ \$ 2,400.00	\$ 2,880.00	\$ 14,400.00		80.0%	\$ 11,520.00
4' diameter manholes	1	Each	@ \$ 2,000.00	\$ 2,400.00	\$ 2,400.00		80.0%	\$ 1,920.00
Bedding Material	500	Each	@ \$ 10.00	\$ 12.00	\$ 6,000.00		80.0%	\$ 4,800.00
Curb Inlet boxes	4	Each	@ \$ 2,500.00	\$ 3,000.00	\$ 12,000.00		80.0%	\$ 9,600.00
Detention basins, Rip Rap, etc.	1	L.S.	@ \$ 36,500.00	\$ 43,800.00	\$ 43,800.00	40.0%	80.0%	\$ 35,040.00
Misc. storm drain material, flared ends, & etc	1	L.S.	@ \$ 1,957.00	\$ 2,348.40	\$ 2,348.40		80.0%	\$ 1,878.72
24" Curb and Gutter	3,600	L.F.	@ \$ 14.75	\$ 17.70	\$ 63,720.00		80.0%	\$ 50,976.00
5' Sidewalk with 6" Roadbase	2,000	L.F.	@ \$ 15.50	\$ 18.60	\$ 37,200.00	4.0%	80.0%	\$ 29,760.00
4' Sidewalk with 6" Roadbase	1,100	L.F.	@ \$ 18.75	\$ 22.50	\$ 24,750.00	80.0%	80.0%	\$ 19,800.00
Curb Inlets	4	Each	@ \$ 450.00	\$ 540.00	\$ 2,160.00		80.0%	\$ 1,728.00
Handi-cap ramps	2	Each	@ \$ 875.00	\$ 1,050.00	\$ 2,100.00		80.0%	\$ 1,680.00
Manhole Collars; adjust to grade	16	Each	@ \$ 525.00	\$ 630.00	\$ 10,080.00		0.0%	\$ -
Valve Collars; adjust to grade	10	Each	@ \$ 375.00	\$ 450.00	\$ 4,500.00		0.0%	\$ -
12" Subbase	70,000	S.F.	@ \$ 0.85	\$ 1.02	\$ 71,400.00		80.0%	\$ 57,120.00
3" Asphalt, 8" Roadbase	64,600	S.F.	@ \$ 2.00	\$ 2.40	\$ 155,040.00	54.5%	80.0%	\$ 124,032.00
Clean-up	1	L.S.	@ \$ 4,000.00	\$ 4,800.00	\$ 4,800.00		0.0%	\$ -
Street Lights	4	Each	@ \$ 2,500.00	\$ 3,000.00	\$ 12,000.00		0.0%	\$ -
Trails	1	L.S.	@ \$ 14,100.00	\$ 16,920.00	\$ 16,920.00		0.0%	\$ -
<b>TOTAL BOND AMOUNT</b>					\$ 1,380,967.46	<b>Amount Released to date</b>		<b>\$ 1,066,133.97</b>
Release No. 1 (paper release)					\$ 261,741.36			
<b>TOTAL BOND REQUIRED</b>					<b>\$ 1,119,226.10</b>		Previously Released: \$	961,653.57

This Release: \$ 104,480.40

\*\* At the discretions of the city, up to 80% of the total bond amount may be released as parial payments and 90% of the total will be released at final.  
 The remainder will be held for the two year warranty period.

Requested by Developer:

Downing Akin

Date

Approved by Alpine City:

Don Watkins  
 Mayor

Date

Shane L. Sorensen, P.E.  
 City Engineer, Public Works Director

9/3/2015  
 Date

City Council  
 (by Charmayne Warnock - City Recorder)

Date



## ALPINE CITY COUNCIL AGENDA

**SUBJECT:** Request of Cash in Lieu of Water Rights for Three Falls Ranch Subdivision

**FOR CONSIDERATION ON:** September 8, 2015

**PETITIONER:** Three Falls Ranch

**ACTION REQUESTED BY PETITIONER:** Approval of allowing cash in lieu of water rights to meet a portion of the water policy.

**APPLICABLE STATUTE OR ORDINANCE:** N/A

**PETITION IN COMPLIANCE WITH ORDINANCE:** N/A

**INFORMATION:** The developers of the Three Falls Ranch subdivision are required to provide an additional 43.86 acre-feet of water to meet the City's water policy. Alpine Irrigation Company shares have been provided in the amount of 26.5 acre-feet, which leaves a balance due of 17.36 acre-feet. The developer has requested to pay cash in lieu of water rights for the balance of the requirement. Approval of the City Council is required for this option.

The value of the water is determined as follows: "Section 4.7.23.3.5 – The cash amount shall be determined by taking the number of shares required times the current market value of Alpine Irrigation Company shares multiplied by 125%." For example, if a primary irrigation share, which is 3 acre-feet, is valued at \$5,500 per share, the price per acre-foot for the cash in lieu of water rights option would be as follows:  $(\$5,500/3) * 125\% = \$2,292/\text{acre-foot}$ . The value of \$5,500 per acre-foot was the most recent value that was established by the City Council when the cash in lieu of water rights option was approved for the Heritage Hills Plat C development on March 24, 2015.

**RECOMMENDATION:** Consider approval of the option to allow the balance of the water policy for the Three Falls Ranch development to be met with cash in lieu of water rights. The calculated value of the additional water rights required is  $17.36 \text{ acre-feet} \times \$2,292/\text{acre-foot} = \$39,789.12$ .



February 24, 2015

Jason Bond, City Planner  
Alpine City  
20 North Main  
Alpine, Utah 84004

**Subject: Three Falls - Water Requirement**  
**20 new lots on 805.98 acres**

Dear Jason:

We have calculated the water requirement for the above mentioned subdivision. The developer will be required to provide **43.86** acre-feet of water to meet the water policy for the development.

This development is a plat amendment of Ilangeni Estates, which currently has 37 lots for which the water policy has been met. The plat amendment adds 20 more lots to the development, totaling 57 lots. The developer is required to meet the water policy for the new lots, each having a 1-acre landscaping/disturbance restriction plus an assumed 1-acre's worth of development at the guard house. The guard house area will need to be re-calculated when ~~we~~ a final plan is drawn for the area. The policy was calculated as if 20 equally sized 1-acre sized lots were added to the plat plus the guard house area.

Please contact me if you have any questions.

Sincerely,  
ALPINE CITY

Jed Muhlestein, P.E.  
Assistant City Engineer

Alpine City Engineering  
20 North Main  
Alpine, Utah 84004

Alpine Cove	993	-1 = 3
-------------	-----	--------

Camel. lot	1307	1 = 3
------------	------	-------

Strong	1395	1 1/2 = 4.5
--------	------	-------------

Strong	0885	1 = 1
--------	------	-------

Will	1085	3 = 9
------	------	-------

Will	987	2 = 6
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26.5

## ALPINE CITY COUNCIL AGENDA

**SUBJECT:** Request of Cash in Lieu of Water Rights for Keate Site Plan

**FOR CONSIDERATION ON:** September 8, 2015

**PETITIONER:** Three Falls Ranch

**ACTION REQUESTED BY PETITIONER:** Approval of allowing cash in lieu of water rights to meet a portion of the water policy.

**APPLICABLE STATUTE OR ORDINANCE:** N/A

**PETITION IN COMPLIANCE WITH ORDINANCE:** N/A

**INFORMATION:** The developers of the Keate Site Plan at 156 North Alpine Boulevard are required to provide 2.55 acre-feet of water to meet the City's water policy. The developer has requested to pay cash in lieu of water rights for the balance of the requirement. Approval of the City Council is required for this option.

The value of the water is determined as follows: "Section 4.7.23.3.5 – The cash amount shall be determined by taking the number of shares required times the current market value of Alpine Irrigation Company shares multiplied by 125%." For example, if a primary irrigation share, which is 3 acre-feet, is valued at \$5,500 per share, the price per acre-foot for the cash in lieu of water rights option would be as follows:  $(\$5,500/3) * 125\% = \$2,292/\text{acre-foot}$ . The value of \$5,500 per acre-foot was the most recent value that was established by the City Council when the cash in lieu of water rights option was approved for the Heritage Hills Plat C development on March 24, 2015.

**RECOMMENDATION:** Consider approval of the option to allow the water policy for the Keate Site Plan to be met with cash in lieu of water rights. The calculated value of the water rights required is  $2.55 \text{ acre-feet} \times \$2,292 \text{ acre-foot} = \$5,844.60$ .



August 6, 2015

Jason Bond, City Planner  
Alpine City  
20 North Main  
Alpine, Utah 84004

**Subject: Keate Residence - Water Requirement  
1 lot on 1.27 acres**

Dear Jason:

We have calculated the water requirement for Keate Residence which sits on 1.27 acres.

The owner will be required to provide **2.55** acre-feet of water to meet the water policy for the project.

Please contact me if you have any questions.

Sincerely,  
ALPINE CITY

A handwritten signature in black ink, appearing to read "Jed Muhlestein", with a stylized flourish at the end.

Jed Muhlestein, P.E.  
Assistant City Engineer

cc: File  
Developer

Alpine City Engineering  
20 North Main  
Alpine, Utah 84004



**Water Requirements**  
**Keate Residence**  
August 6, 2015

Lot	Area (sf)	Indoor Requirement (0.45 ac-ft per home)	Outdoor Requirement (1.66 ac-ft/acre)	Total (ac-ft)
1	55,161	0.45	2.10	2.55

**Total 2.55**

Jed Muhlestein, P.E.  
Asistant City Engineer

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT: Box Elder South Annexation Resolution**

**FOR CONSIDERATION ON: September 8, 2015**

**PETITIONER: Council Members Will Jones and Roger Bennett**

**ACTION REQUESTED BY PETITIONER: Approval of Annexation Resolution.**

**APPLICABLE STATUTE OR ORDINANCE: Chapter 5 (Annexation)**

### **BACKGROUND INFORMATION:**

At the June 23<sup>rd</sup> City Council meeting, the following motion was made:

**MOTION:** Lon Lott moved to send the Box Elder South annexation question to the Planning Commission to have it vetted out and have them make a recommendation.

Roger Bennett seconded. Ayes: 3 Nays: 2. Lon Lott, Roger Bennett, Will Jones voted aye. Kimberly Bryant and Troy Stout voted nay. Motion passed.

At the July 21st Planning Commission meeting, the following motion was made:

**MOTION:** Judi Pickell moved to recommend to the City Council annexation of the proposed Box Elder South subdivision with these findings to include in that recommendation:

1. That it will provide the City greater control than if it were to remain in the County.
2. That it would foster a sense of community for the residents coming in.

Steve Swanson seconded the motion. The motion was unanimous with 4 Ayes and 0 Nays. Judi Pickell, Steve Swanson, Jane Griener and Steve Cosper voted Aye.

Attached is a copy of resolution to approve the beginning of annexation of the Box Elder South Subdivision. A copy of an email from David Church outlining the annexation process is also attached.

***RECOMMENDED ACTION:*** *That the City Council decide if they want to begin the annexation process of the Box Elder South subdivision and, if they do, to approve the annexation resolution.*





## Charmayne Warnock

---

**From:** David L. Church [dchurch@xmission.com]  
**Sent:** Thursday, September 03, 2015 11:10 AM  
**To:** 'Will Jones'  
**Cc:** Rich Nelson; Jason Bond; Don Watkins  
**Subject:** annexation resolution for box elder south  
**Attachments:** resolution on annexation.docx

Will, attached is a copy of the resolution you requested I write for the council to consider on the Box Elder South Subdivision annexation. Let me know of any questions or concerns you may have. I will, of course leave it to you and the mayor, to decide when it is put on the agenda for a vote. This resolution does not require a public hearing. The process for this type of annexation is (1) resolution; (2) notice to property owners; (3) public hearing and then (4) consideration and possible passage of an ordinance. Of course this presumes no protest by the property owners and the agreement of the County.

David L. Church  
BLAISDELL CHURCH & JOHNSON, LLC  
5995 South Redwood Rd.  
Salt Lake City, UT 84123  
Telephone: 801.261.3407  
Facsimile: 801.261.3503  
Cell: 801.243.3437

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## RESOLUTION NO. R-2015-12

A RESOLUTION OF THE GOVERNING BODY OF ALPINE CITY INDICATING ITS INTENT TO ANNEX CERTAIN PROPERTY INTO ALPINE CITY

WHEREAS, Utah County has approved a subdivision of approximately 40 acres of property that is a peninsula contiguous to Alpine City known as the Box Elder South Subdivision; and

WHEREAS, Alpine City has agreed by contract to provide culinary water and sewer services to the future residents of that subdivision; and

WHEREAS, Alpine City has in the past been the provider of police and fire services to the area proposed for the subdivision and will continue to do so into the future;

WHEREAS, Utah Code 10-2-418(2)(a)(iii) allows for the annexation of contiguous peninsulas of less than 50 acres for an area not in a county of the first class if both the City and Utah County agree that the area should be included in the City; and

WHEREAS, Utah Code provides for a procedure whereby the property owners may, after having been given proper notice, protest the proposed annexation of the area into the City; and

WHEREAS, Alpine City believes that if the subdivision is going to be built, that it is in the best interest of the City, Utah County and the future residents of the subdivision that the property be included within Alpine City.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF ALPINE CITY AS FOLLOWS:

1. The City does hereby express its intention to annex the property known as the Box Elder South property more particularly described in Exhibit A hereto subject only to the consent of Utah County to the annexation and the statutory protest rights of the property owners.

2. That upon receipt of formal agreement and consent from Utah County to the annexation that the City shall publish the notices of annexation required by Utah Code 10-2-418(4) publish the notice required to begin the protest period for the annexation.

PASSED and DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2015.

Attest:

Signed:

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT: Food Truck Operation for Next Year**

**FOR CONSIDERATION ON: September 8, 2015**

**PETITIONER: Richard Nelson, City Administrator**

**ACTION REQUESTED BY PETITIONER: That the Council decide how they wish to proceed on the operation of the food truck program in the City.**

**INFORMATION: The Council approved the operation of a pilot project to see if allowing a limited number of food trucks (5) to come to the City one day a week (Mondays) and utilize Memorial Park would be successful. It has been successful, minus a few bumps in the road. The program was requested by Clayton Johnson and operated by Clayton during the pilot project time.**

**The Council needs to decide if they would like Clayton to continue the operation of the program next year or if they would like to go out through an RFP process to select an operator for the food truck program.**

***RECOMMENDED ACTION: That the Council decide if they would like to have a food truck program next year and how they would like to select the operator of the program.***

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT: Alpine Fire Station Remodel**

**FOR CONSIDERATION ON: September 8, 2015**

**PETITIONER: Rich Nelson, City Administrator**

**ACTION REQUESTED BY PETITIONER: That the City Council approve the establishment of a committee to establish a budget to remodel the fire station and to oversee the remodel project.**

**INFORMATION: The City owns the fire station and rents it to the PSD. The station is over 20 years old. It is in serious need of a remodel. It has water problems, mold problems, design and usage problems, flooring problems, etc. etc.**

**The proposed committee would be composed of the Mayor, Council Members Jones and Bryant, Chief Freeman, Shane Sorensen or his representative, Alice Winberg and myself to deal with the remodel. Chief Freeman has an officer on light duty who could staff the committee. My preliminary guess is that it will cost \$100K or more.**

***RECOMMENDED ACTION: That the City Council approve the establishment of the Fire Station Remodel Committee, that a budget be established and approved by the Committee and the City Council and that the Fire Station be remodeled.***

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT:** Alpine City Cemetery

**FOR CONSIDERATION ON:** September 8, 2015

**PETITIONER:** City Council

**ACTION REQUESTED BY PETITIONER:** That the City Council approve the recommended pricing structure for the City Cemetery.

**INFORMATION:** See attached Recommended Pricing Structure and Comparison of Cemetery Pricing spreadsheet.

***RECOMMENDED ACTION:*** *That the Council approve the recommended pricing structure for the cemetery and the recommended no holiday burial dates.*

Comparison of Cemetery Pricing																
City	Plots	Recom.	Intermt. Wkday	Recm.	Intermt. Wkend	Recm.	Infant Wkday	Infant Wknd	Cremat. Burial	Recm.	Disintrmt.	Recm.	Deed Work	Recm.	Monmt. Fee	Holiday Burials?
Alpine City											\$400	\$1,500	\$10	\$50	\$75	No*
Resident	\$800	\$985	\$150	\$600	\$375	\$850	\$125	\$350	\$125	\$500						
Non-res.	\$1,300	\$1,500	\$250	\$1,000	\$450	\$1,500	\$350	\$400	\$175	\$500						
Lindon											\$1,400		\$20		N/A	No
Resident	\$550		\$200		\$475		\$100	\$375	\$200							
Non-res.	\$1,000		\$300		\$575		\$250	\$625	\$300							
Orem											\$1,500		\$15		\$35	No
Resident	\$1,200		\$600		\$1,000		\$400	\$800	\$300							
Non-res.	\$1,500		\$750		\$1,250		\$500	\$1,000	\$400							
Am. Fork											~\$1,250		\$50		N/A	No
Resident	\$1,200		\$350		\$650		\$200	\$400	\$200							
Non-res.	\$1,200		\$350		\$650		\$200	\$400	\$200							
Highland											~\$900		\$25		N/A	Yes
Resident	\$985		\$600		\$850		\$500	\$750	\$500							
Non-res.	\$1,375		\$600		\$850		\$500	\$750	\$500							
Pl. Grove											\$1,200		\$50		N/A	Yes
Resident	\$700		\$600		\$900		\$225	\$525	\$200							
Non-res.	\$1,300		\$1,000		\$1,300		\$300	\$600	\$350							
Lehi											~\$1,000		\$50		\$35	Some
Resident	\$550		\$350		\$600		\$200	\$450	\$200							
Non-res.	\$1,100		\$700		\$950		\$300	\$550	\$300							
*No burials on New Years, Memorial Day, 4th of July, Labor Day, Thanksgiving, or Christmas. Other holiday burials may be arranged through the city office.																

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT:** Hutchinson Property Exchange

**FOR CONSIDERATION ON:** September 8, 2015

**PETITIONEER:** City Staff

**ACTION REQUESTED BY PETITIONER:** Approve Property Exchange

**APPLICABLE STATUTE OR ORDINANCE:** N/A

**PETITION IN COMPLIANCE WITH ORDINANCE:** N/A

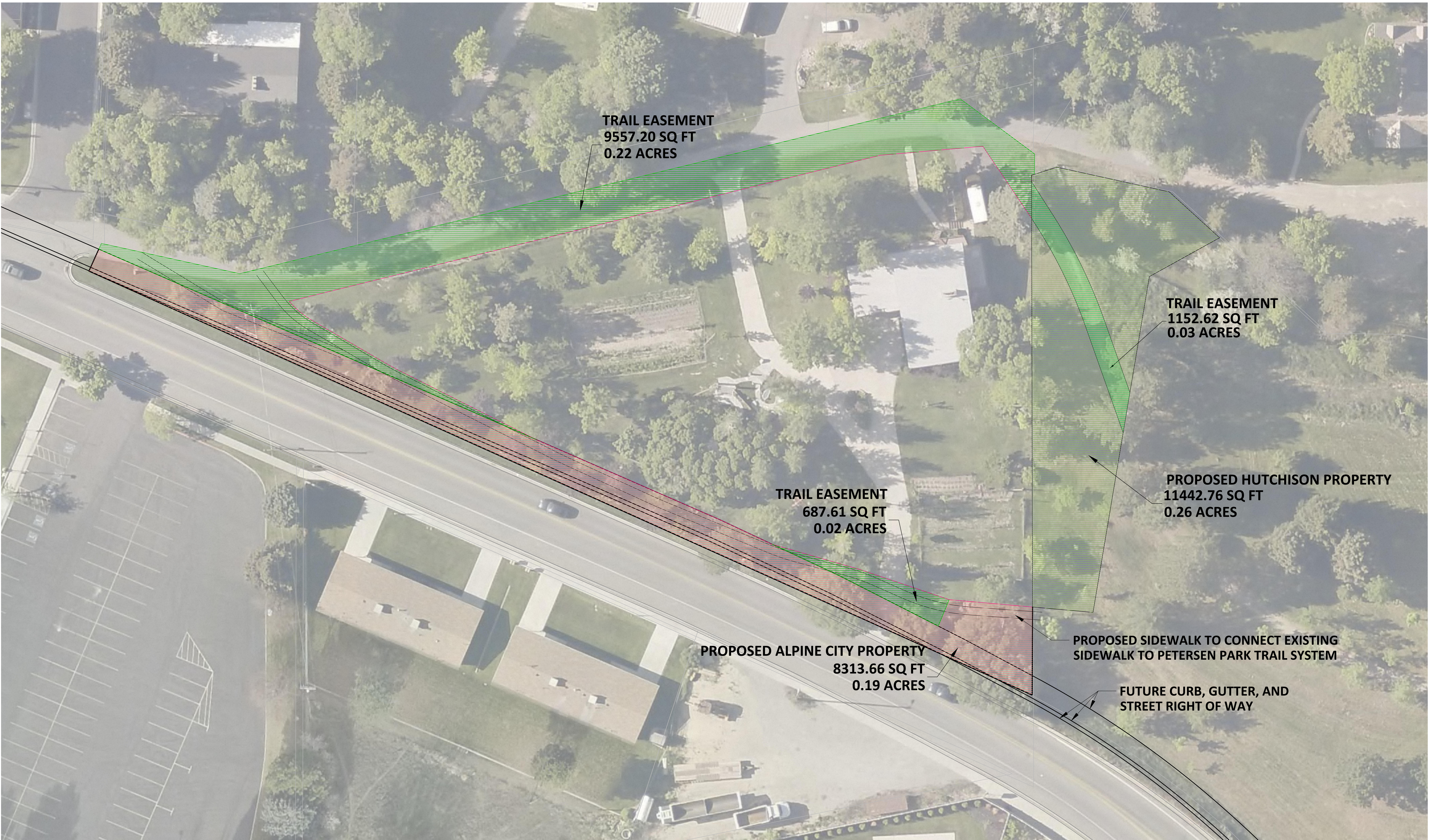
### **INFORMATION:**

We have been in discussions with Harvey Hutchinson to exchange a portion of his property along Canyon Crest Road for a portion of the Peterson Park property. This exchange would allow for a sidewalk to be constructed on the north side of Canyon Crest Road. In addition, the City would have the ability in the future to widen this section of Canyon Crest Road to the typical width. If the sidewalk were constructed as shown on the attached plan, the road widening could be done in the future. Some access easements would also be either granted to or retained by the City as part of the exchange. The details of the proposal are outlined on the map that is included in the packet.

If the City Council is in favor of the proposal, we will begin the process to make the exchange.

<p><b>RECOMMENDATION:</b> Approve the concept of the Hutchinson property exchange.</p>
--





**TRAIL EASEMENT**  
**9557.20 SQ FT**  
**0.22 ACRES**

**TRAIL EASEMENT**  
**1152.62 SQ FT**  
**0.03 ACRES**

**PROPOSED HUTCHISON PROPERTY**  
**11442.76 SQ FT**  
**0.26 ACRES**

**TRAIL EASEMENT**  
**687.61 SQ FT**  
**0.02 ACRES**

**PROPOSED ALPINE CITY PROPERTY**  
**8313.66 SQ FT**  
**0.19 ACRES**

**PROPOSED SIDEWALK TO CONNECT EXISTING  
SIDEWALK TO PETERSEN PARK TRAIL SYSTEM**

**FUTURE CURB, GUTTER, AND  
STREET RIGHT OF WAY**



## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT:** Paulson/Moyle Park Easement Exchange

**FOR CONSIDERATION ON:** September 8, 2015

**PETITIONEER:** Chris Paulson

**ACTION REQUESTED BY PETITIONER:** Approve Easement Exchange

**APPLICABLE STATUTE OR ORDINANCE:** N/A

**PETITION IN COMPLIANCE WITH ORDINANCE:** N/A

### **INFORMATION:**

Chris Paulson approached the City about obtaining an easement to construct a driveway on a portion of the Moyle Park property. The area of the easement is on the east side of Dry Creek. The original discussion was to trade an easement for the driveway for an easement for a future foot bridge across Dry Creek. Upon further review, the future foot bridge alignment that is shown conceptually on the Moyle Park Master Plan is very long and not the most cost effective location to construct the bridge. There are locations, on City property, that would require a shorter span bridge.

The alternative proposal is that the City obtain an easement from Mr. Paulson for a small area on the west side of Dry Creek that appears to already be part of Moyle Park, based on the improvements and landscaping that exists, in exchange for the driveway easement. The two easement areas are outlined on the map included in the packet.

The proposal is summarized as follows: The City and Mr. Paulson would exchange easements as outlined on the map. Construction of the driveway will require a fire hydrant and a part of the City's sprinkler system to be relocated. Those relocations will be done at Mr. Paulson's expense.

<p><b>RECOMMENDATION:</b> Approve the exchange of easements with Mr. Paulson.</p>
---



## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT: Moyle Park Wedding Fees**

**FOR CONSIDERATION ON: September 8, 2015**

**PETITIONER: Rich Nelson, City Administrator**

**ACTION REQUESTED BY PETITIONER:** That the City Council consider establishing a two-tier fee schedule for weddings at Moyle Park. The first tier is for weddings of 100 participants or less and would have a fee of \$100 and the second tier is for weddings of 100+ participants and the fee would be \$200.

**INFORMATION:** The Moyle Park Committee recommended the above mentioned two-tier fee schedule for weddings at their last meeting.

***RECOMMENDED ACTION:*** *That the City Council consider approving a two tier fee schedule for Moyle Park as listed above.*

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT:** Alpine City Sewer System Management Plan

**FOR CONSIDERATION ON:** September 8, 2015

**PETITIONEER:** City Staff

**ACTION REQUESTED BY PETITIONER:** Approve Plan

**APPLICABLE STATUTE OR ORDINANCE:** Utah State Code

**PETITION IN COMPLIANCE WITH ORDINANCE:** Yes

### **INFORMATION:**

The State of Utah has implemented a program to require Cities to prepare a Sewer System Management Plan (SSMP). The purpose of the plan is to provide a plan and schedule to properly manage, operate and maintain all parts of the sewer collection system to reduce and prevent sanitary sewer overflows (SSO's), as well as minimize impacts of any SSO's that may occur. The State requires the City Council to adopt the plan by September 30, 2015.

<b>RECOMMENDATION:</b> Approve the Alpine City Sewer System Management Plan.
--

SEPTEMBER 2015

# SANITARY SEWER MANAGEMENT PLAN

ADOPTED \_\_\_\_\_



# ALPINE CITY SANITARY SEWER MANAGEMENT PLAN

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NOTE: PAGE NUMBERING ONLY APPLICABLE FOR THE ELECTRONIC VERSION OF THE SSMP

2012 NOI



November 16, 2012

Department of Environmental Quality  
Division of Water Quality  
Attn: Utah Sanitary Sewer Management Program Coordinator  
PO Box 144870  
Salt Lake City, Utah 84114-4870


**Subject: Utah Sewer Management Program - Alpine City NOI**

To Whom It May Concern,

Please find enclosed Alpine City's NOI related to the Utah Sewer Management Program.

If you need something different than what we have provided, please let us know. I can be reached at (801) 763-9862.

Sincerely,  
ALPINE CITY



Shane L. Sorensen, P.E.  
City Engineer

cc: File

Alpine City Engineering  
20 North Main  
Alpine, Utah 84004  
Phone/Fax: (801) 763-9862



**Physical Address: 195 North 1950 West (801) 536-4300**

# NOI

**Notice of Intent (NOI) to Operate a Public Wastewater Collection System Under the UPDES  
General Permit No. UTG58000**

**Submission of this Notice of Intent constitutes notice that the party(s) identified in this form intends to be authorized by UPDES General Permit No. UTG580000 issued to Operate a Public Wastewater Collection System in the State of Utah. Becoming a permittee obligates such discharger to comply with the terms and conditions of the permit. ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM.**

### OPERATOR INFORMATION:

**NOI Submission Date:** 11/16/2012 **General Permit Expiration Date:** 9/30/2017

**Owner Entity Name (Permittee):** Alpine City **Phone:** 801-763-6347

**Responsible Contact Person:** Shane L. Sorensen, P.E. **Phone:** 801-763-9862

**Physical Address:** 20 North Main, Alpine, Utah 84004

**Mailing Address:** 20 North Main

**City:** Alpine **State:** Utah **Zip:** 84004

**Email Address:** ssorensen@alpinacity.org

**Location of UPDES Records for this establishment (check one):**

- ☐ Same as Owner Entity Name (Permittee) address:  
☒ Other: Alpine City Public Works, 181 E. 200 N., Alpine, UT 84004


### Potentially Impacted Waters:

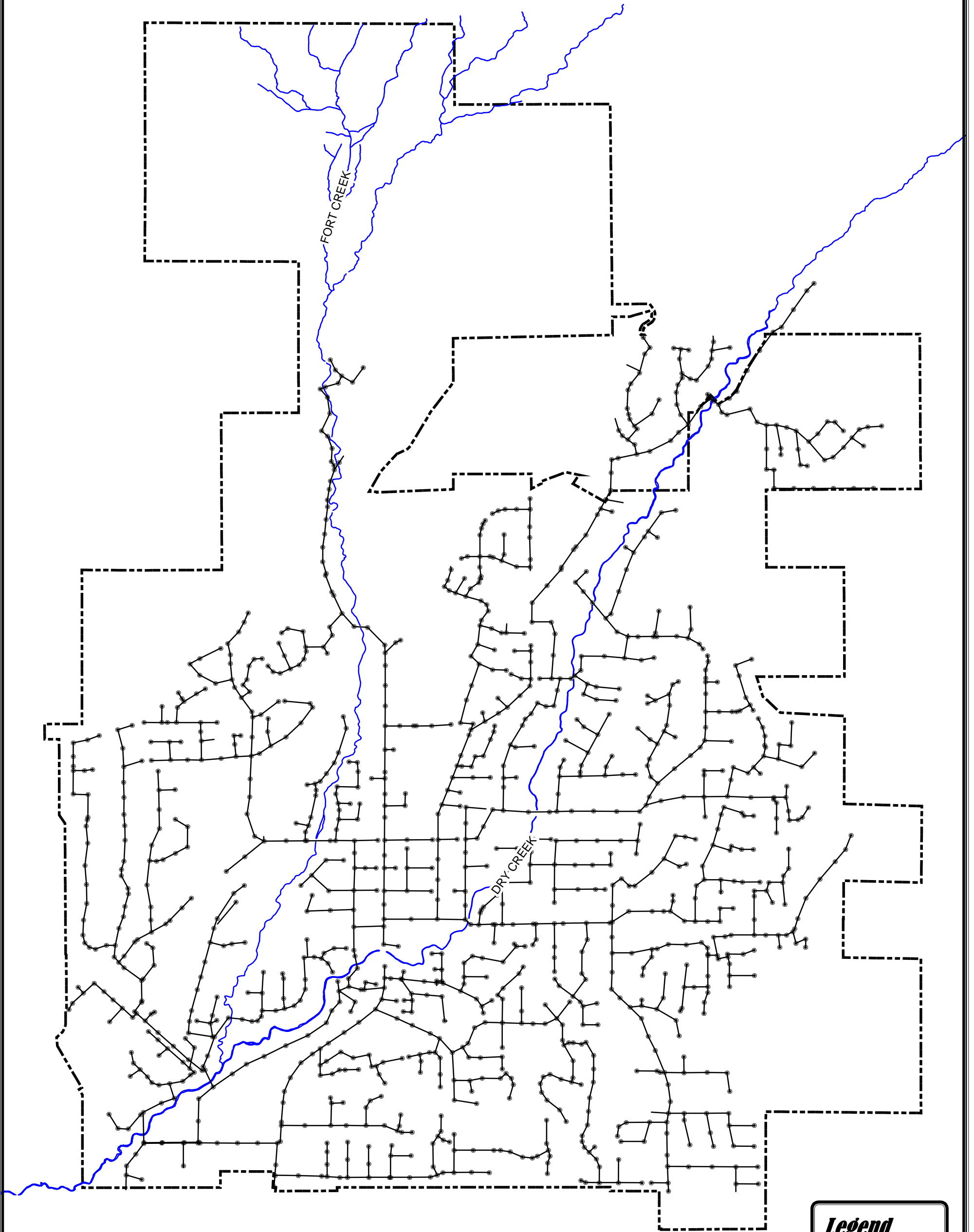
- ☒ A map of the Entity service area showing collection lines and nearby water bodies, or;  
☐ A description of the water bodies which could be impacted by releases from the subject wastewater collection system; as a minimum, county, nearest city, and major water body(s) below, the Water Body hydrologic unit code (HUC) if available, and latitude and longitude of any unnamed water body(s).

County	Nearest City	Water Body	Hydrologic Unit Code (if available)	Lat and Long of Unnamed Water Body (if available)

**Certification:**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that the applicant has sufficient title, right or interest in the property where the proposed activity occurs.

**Signature:****Date:**11/16/2012**Printed Signatory Name: (Person Responsible for, or Supervising operation of the subject Collection System)**Shane L. Sorensen**Title:**City Engineer**Email Address:**ssorensen@alpinecity.org**This space for office use only:**



***Legend***

- Sewer Manholes
- Sewer Pipe
- Streams
- - - City Boundary



# ALPINE CITY SEWER MAP



# GENERAL PERMIT

STATE OF UTAH  
DIVISION OF WATER QUALITY  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
SALT LAKE CITY, UTAH

FACT SHEET/STATEMENT OF BASIS

UTAH SANITARY SEWER MANAGEMENT PROGRAM GENERAL PERMIT  
Permit Number UTG580000

Utah Division of Water Quality (DWQ), Sewer System General Permit (SSGP) for operation of a *public sanitary sewer* collection system in the State of Utah

**INTRODUCTION AND BACKGROUND**

Title 19-5-104 of the Utah Code gave the Water Quality Board (Board) the power and duty to:

“... develop programs for the prevention, control, and abatement of new or existing pollution of the waters of the state..”

“...order the director to issue, modify, or revoke orders:

(i) prohibiting or abating discharges;

(iv) requiring compliance with this chapter and with rules made under this chapter;

...advise, consult, and cooperate with other agencies of the state, the federal government, other states, or interstate agencies, or with affected groups, political subdivisions, or industries to further the purposes of this chapter; or...”

The Board has determined that the State will benefit from the development of a sanitary sewer collection system management program. Such a program will reduce sanitary sewer overflows (SSO) by giving added emphasis to the collection system maintenance, collection system analysis and program documentation.

Section 105 of the same Title limits the Board's rule making authority when administering a program under the federal Clean Water Act to be no more stringent than the corresponding federal regulation. Since there are no federal regulations dealing with collection system management, the Board has determined that this section is needed to protect the public health and the environment of the State.

Section 106 of that same Title indicates: “The director shall:

...develop programs for the prevention, control, and abatement of new or existing pollution of the waters of the state;

...advise, consult, and cooperate with other agencies of the state, the federal government, other states and interstate agencies, and with affected groups, political subdivisions, and industries in furtherance of the purposes of this chapter;”...

...subject to the provisions of this chapter, enforce rules made by the board through the issuance of orders, which orders may include:

(i) prohibiting or abating discharges of wastes into the waters of the state;...”

The Water Quality Board, recognizing the complexity of water quality management and the necessity to temper regulatory actions with the realities of technology and uncertainty, must act to protect the public from health hazards. Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the State. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO. A proactive approach that requires collection system operators to ensure a system-wide operation, maintenance, and management plan is in place that will minimize the number and frequency of SSOs within the state. This approach will, in turn, decrease the risk to human health and the environment caused by SSOs.

Major causes of SSOs include: grease blockages, root blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages, excessive storm or ground water inflow/infiltration, debris blockages, sanitary sewer system age and construction material failures, lack of proper operation and maintenance, insufficient capacity and contractor-caused damages. Many SSOs are preventable with adequate and appropriate facilities, source control measures and operation and maintenance of the sanitary sewer system.

Consistent with the statutory requirement to develop programs which prevent control or abate pollution from reaching the waters of the state, the Utah Sanitary Sewer Management Program (USMP) is established.

All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of Utah are required to comply with the terms of this program. Such entities are hereinafter referred to as "collection operators".

Other issues taken into consideration by the Board relative to the establishment of this sanitary sewer system management Program are:

Establishment of this Program is needed to provide uniform guidance to all collection operators. EPA has required the Division of Water Quality to inspect collection systems. Establishment of a detailed standard will allow all collection system operators a detailed understanding of inspection expectation.

Should national standards be developed which address any part of this program, this Program is automatically amended to comply with those national requirements.

These standards should be considered the minimum level all facilities should comply with. Collection operators may, at their option, establish more stringent requirements as their specific circumstances dictate.

#### **APPROPRIATENESS OF THE GENERAL PERMIT**

*Utah Administrative Code (UAC) R317-8-2.5* authorizes the issuance of General Permits for categories of point sources within the same geographical area with discharges that are from similar types of operations and wastes, and that require similar effluent limitations and monitoring. In addition, *Utah Administrative Code (UAC) R317-801* will specifically address the requirements of this program. The purpose of this permit is to maintain water quality standards for waters of the State which may be affected by the operation of sanitary sewer collection systems. This permit is intended for collection system operators who own and/or operate public sanitary sewer collection systems.

**WHO MUST OBTAIN COVERAGE UNDER THE SEWER SYSTEM GENERAL PERMIT (SSGP)**

All owners or operators of public sanitary sewer collection systems must obtain coverage under this general permit. This permit does not apply to the owners/operators of private sanitary sewer collection systems or to any storm water collection systems.

**WHEN TO SUBMIT A Notice of Intent (NOI)**

All operators will automatically be covered under the Sewer System General Permit (SSGP) for the first five-year permit term of October 1, 2012 to September 30, 2016 if they submit a NOI on or before September 30, 2012. To obtain SSGP coverage for the second and all succeeding SSGP five-year terms, all operators must submit a NOI on or before the expiration date (September 30) in the last year of each of the SSGP five-year terms.

**OTHER PERMIT CONDITIONS**

This permit does not cover or satisfy the requirements for other programs which may require the permitting of these same, or affiliated facilities, like the UPDES surface water discharge individual or general permits, Construction Storm water or Industrial Storm water Permits.

**THE NOTICE OF INTENT (APPLICATION FORM)**

The application process for a general permit is less burdensome than for an individual UPDES permit. *Utah Administrative Code R317-8-2.5(2)(b)1* and *R317-8-3* allows streamlining of the application process for general permits by using Notices of Intent (NOIs) for applications. NOIs require minimal information, no previous water quality monitoring data and can be filled out and submitted in a short period of time. The information required should be readily available to the prospective permittee.

A blank copy of the NOI to obtain coverage under the SSGP may be found as an appendix to this document or it may be obtained online at [www.waterquality.utah.gov](http://www.waterquality.utah.gov). Because an original signature is needed on the submitted form, the copy must be filled out, signed and mailed or delivered to:

**Mailing Address:**

Department of Environmental Quality  
Division of Water Quality  
PO Box 144870  
Salt Lake City, Utah 84114-4870

**Physical Address:**

Department of Environmental Quality  
Division of Water Quality  
195 North 1950 West  
Salt Lake City, Utah 84116

**Attn: Utah Sanitary Sewer Management Program Coordinator**

**THE SEWER SYSTEM GENERAL PERMIT (SSGP)**

The requirements of the SSGP are as generally outlined below:

General Permit Provisions

1. Prohibitions
  - a. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the State is prohibited.
  - b. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a health hazard, nuisance, or is a threat to the environment is prohibited.
2. General SSO Requirements
  - a. The permittee shall take all feasible steps to eliminate SSOs to include:
    - 1) properly managing, operating, and maintaining all parts of the sewer collection system;
    - 2) training system operators;
    - 3) allocating adequate resources for the operation, maintenance, and repair of its sewer collection system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures in accordance with generally acceptable accounting practices; and,
    - 4) providing adequate capacity to convey base flows and peak flows, including flows related to normal wet weather events. Capacity shall meet or exceed the design criteria of R317-3.
  - b. When a SSO occurs, the permittee shall take all feasible steps to:
    - 1) control, contain, or limit the volume of untreated or partially treated wastewater discharged;
    - 2) terminate the discharge;
    - 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water; and,
    - 4) mitigate the impacts of the SSO.
3. General Permit SSO Reporting Requirements
  - a. SSO Reporting - SSOs shall be reported as follows:
    - 1) A Class 1 SSO shall be reported orally within 24 hrs and with a written report submitted to the DWQ within five calendar days as detailed below. Class 1 SSO's shall be included in the annual USMP report.
    - 2) Class 2 SSOs shall be reported on an annual basis in the USMP annual report.
4. Annual Report.
  - a. A permittee shall submit to DWQ a USMP annual operating report covering information for the previous calendar year by April 15 of the following year.

Sewer System Management Plan (SSMP) Requirements

1. SSMP. The permittee shall have and implement a written SSMP and shall make it available to DWQ upon request. A copy of the SSMP shall be publicly available at the permittee's office and/or available on the Internet. The SSMP must be publicly noticed by the permittee and approved by the permittee's governing body at a public meeting. The



main purpose of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sewer collection system to reduce and prevent SSOs, as well as minimize impacts of any SSOs that occur.

2. Contents of SSMP. The SSMP shall include:
- a. Organization information,
  - b. Sewer collection system use ordinances, service agreements, or other legally binding methods for the program,
  - c. An Operations and Maintenance Plan,
  - d. Design and Performance provisions,
  - e. A Sewer Overflow Response Plan to protect public health and the environment,
  - f. For permittees with 2000 or more connections and at the option of permittees with less than 2000 connections, a Fats, Oils and Grease (FOG) control plan consistent with the potential for FOG discharge from commercial and industrial dischargers,
  - g. For permittees with 2000 or more connections, and at the option of permittees with less than 2000 connections, a Sewer Evaluation and Capacity Assurance Plan (SECAP).

Certification, Submission and Implementation Requirements.

1. Timeline for Notice, SSMP, and Certification. The permittee shall certify to DWQ that a SSMP is in place that is in compliance with the USMP by submitting a notice to DWQ within the time frames identified in the following time schedule:

Table 1. Timeframe for Implementation.

Task	Completion Dates by Population			
	>50,000 population	15,001 to 50,000 population	3,501 to 15,000 population	3,500 and Less population
Notice of Intent to be covered by General Permit	2 weeks after submission of NOI to DWQ			
Completion of SSMP (excluding SECAP)	Sept 30, 2014	Mar 31, 2015	Sept 30, 2015	Mar 31, 2016
Completion of SECAP when required	Sept 30, 2015	Mar 31, 2016	Sept 30, 2016	Sept 30, 2017

#### Adverse Incident or Non-Compliance Documentation and Reporting

1. **Twenty-Four (24) Hour Adverse Incident or Non-Compliance Notification**  
If you observe or are otherwise made aware of an adverse incident, that may have resulted from a discharge from your collection system, you must immediately notify the DWQ Incident Reporting line at (801) 536-4300, or 24-hour answering service (801) 536-4123. This notification must be made by telephone within 24 hours of you becoming aware of the adverse incident.
2. If you are unable to notify DWQ within 24 hours, you must do so as soon as possible and also provide your rationale for why you were unable to provide such notification within 24 hours.
3. Reporting of adverse incidents is not required under this permit in the following situations:
  - a. You are aware of facts that clearly establish that the adverse incident was not related to any administrative function or operation of your sewer collection system.
  - b. You have been notified in writing by DWQ that the reporting requirement has been waived for this incident or category of incidents.
  - c. You receive information notifying you of an adverse incident but that information is clearly erroneous.
4. **Five (5) Day Adverse Incident or Non-Compliance Written Report.** Within five (5) days of a reportable adverse incident pursuant to Part III.G.1, you must provide a written report of the adverse incident to the DWQ.

#### SSGP Annual Reporting Requirements

The SSGP does require permittees to submit an annual report summarizing your collection system activities, changes, improvements and all leaks, spills, fish kills or other "adverse incidents" or any other violation of the Utah Clean Water Act, even if they were earlier reported under the 24-hour verbal, and 5 day written report requirements.

#### **PERMIT DURATION**

It is the intention to issue the PGP for the duration of five years.

Drafted by  
John Kennington P.E.  
Utah Division of Water Quality  
July 26, 2012

#### **PUBLIC NOTICE**

Began: XXXXXX XX, 2012

Ended: XXXXXX XX, 2012

Public Noticed in The Salt Lake Tribune and Deseret News

Comments:

Signed this XX<sup>th</sup> day of August, 2012.

---

John Kennington, Engineering Manager

General Permit No. UTG580000  
Utah Sanitary Sewer Management Program General Permit

STATE OF UTAH  
DIVISION OF WATER QUALITY  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
SALT LAKE CITY, UTAH

AUTHORIZATION TO OPERATE A PUBLIC SANITARY SEWER  
COLLECTION SYSTEM IN THE STATE OF UTAH

GENERAL PERMIT FOR OPERATION OF A PUBLIC SANITARY SEWER  
COLLECTION SYSTEM IN THE STATE OF UTAH

In compliance with provisions of the *Utah Water Quality Act, Title 19, Chapter 5, Utah Code Annotated ("UCA") 1953, as amended (the "Act")*,

(NAME OF PUBLIC SEWER COLLECTION ENTITY)

is hereby authorized to operate a public wastewater sewer collection system as identified in the *Notice of Intent* (NOI), issued coverage number **UTG580000**, under this general permit in accordance with planning, design, operation, maintenance and monitoring requirements and other conditions set forth herein.

This permit shall become effective on October 1, 2012.

This permit and the authorization to discharge shall expire at midnight September 30, 2017.

Signed this 20th day of September, 2012.



Walter L. Baker, P.E.

Director

Utah Division of Water Quality

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## APPENDIX

I. COVERAGE, OPERATING AND MONITORING REQUIREMENTS.

A. Coverage under the General Permit

1. Coverage under this permit is required for any sewer collection system owner or operator ("entity") who owns or operates a "sewer collection system" (as defined in Part V) and is required to submit a Notice of Intent (NOI) in accordance with Part I.A. With coverage under the general permit the "entity" is referred to as a "permittee" (as defined in Part V).
2. The permittee is authorized to operate a sewer collection system under the terms and conditions of this permit after September 30, 2012 in accordance with R317-801.
3. Submission of a completed NOI. For coverage under the Sewer System General Permit (SSGP) beginning October 1, 2012 the permittee must submit a completed NOI on or before that date. The permittee is expected to obtain a copy of the permit, and conform with all the requirements of the permit beginning October 1, 2012. Under this submission coverage under the SSGP will continue through the five year cycle of the general permit, ending September 30, 2017.

Prior to September 30, 2017 the permit will be reissued for another five-year term ending September 30, 2022. For continued coverage from the previous permit to the reissued permit, the permittee must submit an updated NOI on or before September 30, 2017. Beyond that time the SSGP will be similarly renewed and NOI submissions will be required for continued coverage on repeating five-year cycles.

An NOI form may be found on the Water Quality website at: [www.waterquality.utah.gov](http://www.waterquality.utah.gov) and in the Appendix of this permit. It should be mailed, with an original authorizing signature, to:

Mailing Address:  
Department of Environmental Quality  
Division of Water Quality  
PO Box 144870  
Salt Lake City, Utah 84114-4870

Physical Address:  
Department of Environmental Quality  
Division of Water Quality  
195 North 1950 West  
Salt Lake City, Utah 84116

General permit coverage will be in effect when the Notice of Intent has been submitted, approved and declared complete by the Division Director.

B. Requiring an Individual Permit

1. It is anticipated that coverage under the SSGP will be appropriate and adequate for all sewer collection system entities. In the rare situation, due to an unusual situation or

conditions, this may not be the case, the Division Director may require any permittee authorized by this permit to apply for an individual sewer system permit only if the permittee has been notified in writing that an individual permit application is required. This notification shall include a brief statement of the reasons for this decision, an application form, a statement setting a deadline for the permittee to file the application, and a statement that on the effective date of the individual permit or the alternative general permit as it applies to the individual permittee, coverage under this general permit shall automatically terminate.

Entities which own non-public or privately held sewer collection systems may be required to obtain either individual or general permit coverage if unusual conditions warrant, as determined by the Director.

Applications for an individual permit shall be submitted to the address of the Division of Water Quality (DWQ) shown above.

2. The Division Director may grant additional time to submit the application upon receipt of a written request of the applicant. If an entity fails to submit in a timely manner an individual permit application, as required by the Division Director, then the applicability of this permit to the individual permittee is automatically terminated at the end of the day specified for application submittal.
3. Any permittee authorized by this permit may request to be excluded from the coverage of this permit by applying for an individual permit. In such cases, the permittee shall submit a request for an individual permit with reasons supporting the request, to the Division Director at the address for the Division of Water Quality in the NOI. The request may be granted by issuance of any individual permit or an alternate general permit if the reasons cited by the permittee are adequate to support the request.
4. When an individual permit is issued to an entity otherwise subject to this permit, or the entity is authorized for coverage under an alternate general permit, the applicability of this permit to the individual permittee is automatically terminated on the effective date of the individual permit or the date of approval for coverage under the alternate general permit, whichever the case may be. When an individual permit is denied to an entity otherwise subject to this permit, or the entity is denied for coverage under an alternate general permit, the applicability of this permit to the individual permittee is automatically terminated on the date of such denial, unless otherwise specified by the Division Director.

C. Limitations on coverage.

1. Based on a review of your NOI or other information, DWQ may delay your authorization for further review, or may determine that additional requirements are necessary, or may deny coverage under this permit and require submission of an application for an individual permit, as detailed in Part I.B.
2. Continuation of this Permit. If this permit is not reissued or replaced prior to the expiration date, it will be administratively continued and remain in force and effect. If you were authorized to operate under this permit prior to the expiration date, any

operations authorized under this permit will automatically remain covered by this permit until the earliest of:

- a. Your authorization for coverage under a reissued permit or a replacement of this permit following your timely and appropriate submittal of a complete NOI requesting authorization to operate under the new permit and compliance with the requirements of the NOI;
- b. The submittal and processing of your Notice of Termination consistent with I.C.3;
- c. The issuance or denial of an individual permit for operation that would otherwise be covered under this permit;
- d. A formal permit decision by DWQ not to reissue this general permit, at which time DWQ will identify a reasonable time period for covered entities to seek coverage under an alternative general permit or an individual permit. Coverage under this permit will cease when coverage under another permit is granted/authorized; or
- e. DWQ has informed you that you are no longer covered under this permit.

3. Terminating Coverage

- a. Submitting a Notice of Termination (NOT). To terminate permit coverage, a permittee who is required to submit an NOI as identified in Part I.A.3., must submit a complete and accurate NOT. Information required to be included in a Notice of Termination (also found on our website at <http://www.waterquality.utah.gov/>) is provided in the NOT. Permittees required to submit a Notice of Termination should submit that information on an NOT form and send it to the DWQ. The authorization to operate under this permit terminates at midnight ten days after the postmarked date that the NOT is mailed to the DWQ. If you submit a Notice of Termination without meeting one or more of the conditions identified in Part I.C., then your Notice of Termination is not valid. You are responsible for complying with the terms of this permit until your authorization is terminated.
- b. When to Submit a Notice of Termination. An operator who is required to submit an NOI as identified in Part I.A. must submit a Notice of Termination within 30 days after one or more of the following conditions have been met:
  - 1) A new owner has taken over responsibility of your sewer collection activities covered under an existing NOI;
  - 2) You have ceased all operations of the collection system for which you obtained permit coverage and you do not expect to operate the system during the remainder of the permit term; or
  - 3) You have obtained coverage under an individual permit or an alternative general permit for all sewer collection system operations, unless you obtained coverage consistent with Part I.A., in which case coverage under this permit will terminate automatically.

D. General Permit Provisions.

1. Prohibitions.

- a. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the State is prohibited.
- b. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a health hazard, nuisance, or is a threat to the environment is prohibited.

2. General SSO Requirements.

- a. The permittee shall take all feasible steps to eliminate SSOs to include:
  - 1) properly managing, operating, and maintaining all parts of the sewer collection system;
  - 2) training system operators;
  - 3) allocating adequate resources for the operation, maintenance, and repair of its sewer collection system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures in accordance with generally acceptable accounting practices; and,
  - 4) providing adequate capacity to convey base flows and peak flows, including flows related to normal wet weather events. Capacity shall meet or exceed the design criteria of R317-3.
- b. SSOs shall be reported in accordance with the requirements of Part I.D.3.
- c. When an SSO occurs, the permittee shall take all feasible steps to:
  - 1) control, contain, or limit the volume of untreated or partially treated wastewater discharged;
  - 2) terminate the discharge;
  - 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water; and,
  - 4) mitigate the impacts of the SSO.

3. General Permit SSO Reporting Requirements.

- a. SSO Reporting. SSOs shall be reported as follows:
  - 1) A Class 1 SSO shall be reported orally within 24 hrs and with a written



report submitted to the DWQ within five calendar days. Class 1 SSO's shall be included in the annual USMP report.

- 2) Class 2 SSOs shall be reported on an annual basis in the USMP annual report.

4. Annual Report.

- a. A permittee shall submit to DWQ a USMP annual operating report covering information for the previous calendar year by April 15 of the following year. The report may be submitted as a part of the annual Municipal Wastewater Planning Process.

E. Sewer System Management Plan (SSMP) Requirements.

1. SSMP. The permittee shall have and implement a written SSMP and shall make it available to DWQ upon request. A copy of the SSMP shall be publicly available at the permittee's office and/or available on the Internet. The SSMP must be publicly noticed by the permittee and approved by the permittee's governing body at a public meeting. The main purpose of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sewer collection system to reduce and prevent SSOs, as well as minimize impacts of any SSOs that occur.
2. Contents of SSMP. The SSMP shall include:
  - a. Organization Information to include:
    - 1) The name or position of the responsible or authorized representative;
    - 2) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and,
    - 3) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to DWQ, the public (if needed) and other agencies if applicable (such as County Health Department).
  - b. Sewer collection system use ordinances, service agreements, or other legally binding methods, that:
    - 1) Prohibit unauthorized discharges into its sewer collection system i.e. I/I, stormwater, chemical dumping, unauthorized debris and cut roots;
    - 2) Require that sewers and connections be properly designed and constructed;
    - 3) Ensure access for maintenance, inspection, or repairs for portions of the laterals owned or maintained by the permittee;

- 4) Limit the discharge of FOG and other debris that may cause blockages;
  - 5) Require compliance with pretreatment requirements;
  - 6) Provide authority to inspect industrial users; and,
  - 7) Provide for enforcement for violations of the requirements.
- c. An Operations and Maintenance Plan which includes:
- 1) An up-to-date map of the sewer collection system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, gates and all other applicable conveyance facilities;
  - 2) A description of routine preventative operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sewer collection system with more frequent cleaning and maintenance targeted at known problem areas. The plan should include regular visual and TV inspection of manholes and sewer pipes and a system of ranking the condition of sewer pipe and manholes. The plan should have an appropriate system to document scheduled and all other types of work activities, such as a maintenance, management, system, or paper work orders;
  - 3) A Rehabilitation, Replacement and Improvement Plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each class of deficiencies. Rehabilitation and replacement should focus on sewer pipes that are at risk of failure or prone to more frequent blockages due to pipe defects. The rehabilitation and replacement plan shall include a CIP, if required, that addresses proper management and protection of the infrastructure assets;
  - 4) Schedule for training on a regular basis for staff and contractors in operations and maintenance consistent with DWQ continuing education requirements for certified operators; and,
  - 5) Providing for equipment and replacement part inventories, including identification of critical replacement parts. (This may include a list of vendors that the equipment and/or part can be purchased from, or local agreements).
- d. Design and performance provisions which include:
- 1) Design, construction standards and specifications that meet or exceed R-317-3 for the installation of new sewer collection systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sewer collection systems; and,
  - 2) Procedures and standards for inspecting, testing and documenting the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

- e. A SORP which has the following measures to protect public health and the environment:
  - 1) A program to respond to overflows which addresses:
    - a) Receipt and documentation of information regarding a sewer overflow;
    - b) Dispatch of appropriate crews to the site of the sewer overflow;
    - c) Overflow correction, containment, and cleanup including procedures to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the State and to minimize or correct any adverse impact on the environment resulting from the sewer overflow;
    - d) Preparation of an overflow report by responding personnel; and,
    - e) Follow up with affected persons,
  - 2) Procedures for prompt notification to the public.
  - 3) Procedures to notify appropriate regulatory agencies and other potentially affected entities to include:
    - a) DWQ to comply with SSO reporting requirements;
    - b) County Health Department, local water supply agencies as appropriate, and other affected agencies should the SSO potentially affect the public health or reach the waters of the State;
    - c) Utah Division of Emergency Response and Remediation, if hazardous materials are or may be involved; and,
    - d) Any other required UPDES, State, or Federal reporting requirements.
  - 4) Procedures to ensure that appropriate staff personnel are aware of and follow the SORP and are appropriately trained.
- f. For permittees with 2000 or more connections, and at the option of permittees with less than 2000 connections, a FOG control plan consistent with the potential for FOG discharge from commercial and industrial dischargers. Where required, the FOG control plan shall include some or all of the following:
  - 1) An implementation plan and schedule for a residential and commercial public education outreach for the FOG control plan that promotes proper disposal of FOG;
  - 2) A plan for the disposal of FOG generated within the permittee's service area.

This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG;

- 3) Sewer collection system use ordinances, service agreements, or other legally binding methods, that prohibit FOG discharges to the system;
  - 4) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
  - 5) A FOG inspection, monitoring and evaluation plan;
  - 6) Identification of resources to do inspections and enforce the FOG control plan; and,
  - 7) A maintenance schedule for lines affected by FOG blockages.
- g. For permittees with 2000 or more connections, and at the option of permittees with less than 2000 connections, a SECAP. Where required, the SECAP shall include the following:
- 1) an evaluation of the wastewater collection system's existing hydraulic capacity using historical information such as flow, system records, current zoning, local development options, and maintenance records;
  - 2) identification of system deficiencies; and,
  - 3) a CIP that includes an appropriate model for the system that can be used to evaluate the hydraulic conditions in the system and identify existing and forecast future deficiencies to provide hydraulic capacity such as for future dry weather peak flow conditions, as well as the appropriate design for storm or wet weather events. The CIP shall establish a short and long term schedule to address the deficiencies and conditions identified, including a priority list, alternative analysis, and schedule for recommended upgrades. The CIP shall include increases in pipe size, I/I reduction plans, increases in pumping capacities and/or redundancies, storage capacity increases and recommended trunk line cleaning schedules or other monitoring activities. The CIP shall identify the sources of funding. The schedule shall be reviewed and adjusted yearly.

F. Certification, Submission and Implementation Requirements.

1. Timeline for Notice, SSMP, and Certification. The permittee shall certify to DWQ that a SSMP is in place that is in compliance with the USMP by submitting a notice to DWQ within the time frames identified in the following time schedule:

Table 1. Timeframe for Implementation.

Task	Completion Dates by Population			
	>50,000 50,000 population	15,001 to 15,000 population	3,501 to Less population	3,500 and population
Notice of Intent to be covered by General Permit	2 weeks after submission of NOI to DWQ			
Completion of SSMP (excluding SECAP)	Sept 30, 2014	Mar 31, 2014	Sept 30, 2015	Mar 31, 2016
Completion of SECAP when required	Sept 30, 2015	Mar 31, 2016	Sept 30, 2016	Sept 30, 2017

2. Significant Modifications. Significant modification of the SSMP must be public noticed by the permittee and approved by the permittee's governing body at a public meeting. A new notice certifying the revised SSMP is in place shall be sent to DWQ.
3. Incomplete Reports. If a permittee becomes aware that it failed to submit required information in any notice or report, the permittee shall promptly amend the notice or report.
4. Certification of Notices and Reports. All notices and reports submitted to DWQ shall be signed and certified as required in R317-8-3.4.

## II. MONITORING, RECORDING AND REPORTING REQUIREMENTS

### A. Monitoring, Measurement and SSMP Modifications.

1. The permittee shall maintain relevant information that can be used to establish and prioritize appropriate SSO prevention activities and shall document all monitoring activities (i.e. daily cleaning activities, CCTV video records, manhole inspections, and hot spot activities).
2. The permittee shall regularly review the effectiveness of each element of the SSMP and shall monitor the SECAP implementation (when required).
3. The permittee shall annually assess the success of the operation and maintenance plan (i.e. line cleaning, CCTV inspections and manhole inspections, and SSO events) and adjust the operation and maintenance plan as needed based on system performance.
4. The permittee shall update SSMP elements, as appropriate, based on monitoring or performance evaluations.
5. The permittee shall regularly identify and illustrate SSO trends, including frequency, location, and volume.
6. The permittee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every five years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the permittee's compliance with the SSMP, including identification of any deficiencies in the SSMP and steps to correct them.
7. The permittee is encouraged to communicate with the public, as needed, on the development, implementation, and performance of the SSMP. The permittee may establish a public outreach/communication plan which shall provide the public with the opportunity to provide input to the permittee as the SSMP is developed and implemented.
8. The SSMP shall be prepared by, or under the direction of, a Utah certified professional engineer or another qualified professional.
9. The SSMP must be completed by the deadlines listed in the Timeframe for Implementation in Part I.F.

### B. Record Keeping and Reporting

1. You must keep written records as required in this permit. These records must be accurate and complete and sufficient to demonstrate your compliance with the conditions of this permit. You can rely on records and documents developed for other obligations, such as other planning or funding requirements, provided all requirements of this permit are satisfied.
2. All operators must keep the following records:

- a. A copy of this permit
  - b. A copy of any SSO and Annual Reports (See Part I. D.)
  - c. Your rationale for any determination that reporting of an identified adverse incident is not required consistent with allowances identified in Part I. D.
  - d. A copy of any corrective action or enforcement documentation (See Part III.H.)
  - e. A copy of the NOI submitted to DWQ, any correspondence exchanged between you and DWQ specific to coverage under this permit;
  - f. A copy of your SSMP, including any modifications made to the SSMP during the term of this permit.
3. All required records must be documented as soon as possible but no later than 14 days following completion of such activity. You must retain any records required under this permit for at least five years from the date that your coverage under this permit expires or is terminated. You must make available to DWQ, including an authorized representative of DWQ, all records kept under this permit upon request and provide copies of such records, upon request.
  4. Keep records of any information exchanged related to twenty-four hour and five day adverse incident or non-compliance reporting.

C. Inspection and Entry.

You must allow DWQ or an authorized representative (including an authorized contractor acting as a representative of EPA), upon presentation of credentials and other documents as may be required by law, to:

1. Enter upon your premises where a regulated activity is located or conducted, or where records must be kept under the conditions of this permit;
2. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
  - a. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
  - b. Sample or monitor at reasonable times, for the purposes of assuring permit compliance or as otherwise authorized by the Clean Water Act, any substances or parameters at any location.

D. Monitoring and Records.

1. You must retain records of all reports required by this permit, and records of all data used to complete the Notice of Intent for this permit, for a period of at least five years from the date the permit expires or the date the operator's authorization is terminated.

This period may be extended by request of DWQ at any time.

2. Samples and measurements taken for the purpose of monitoring must be representative of the volume and nature of the monitored activity.
3. You must retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, for a period of at least five years from the date the permit expires or the date the operator's authorization is terminated. This period may be extended by request of DWQ at any time.
4. Records of monitoring information must include:
  - a. The date, exact place, and time of sampling or measurements;
  - b. The individual(s) who performed the sampling or measurements;
  - c. The date(s) analyses were performed
  - d. The individual(s) who performed the analyses;
  - e. The analytical techniques or methods used; and
  - f. The results of such analyses.
5. Monitoring must be conducted according to test procedures approved under 40 CFR Part 136, unless other test procedures have been specified in the permit.
6. Any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under this permit shall, upon conviction, be punished by a fine of not more than \$10,000, or by imprisonment for not more than 2 years, or both. If a conviction of a person is for a violation committed after a first conviction of such person under this paragraph, punishment is a fine of not more than \$20,000 per day of violation, or by imprisonment of not more than 4 years, or both.



### III. COMPLIANCE RESPONSIBILITIES

A. Duty to Comply

The permittee must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Act and is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or for denial of a permit renewal application. The permittee shall give advance notice to the Division Director of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.

B. Penalties for Violations of Permit Conditions

The *Act* provides that any person who violates a permit condition implementing provisions of the *Act* is subject to a civil penalty not to exceed \$10,000 per day of such violation. Any person who willfully or negligently violates permit conditions of the *Act* is subject to a fine not exceeding \$25,000 per day of violation; Any person convicted under *UCA 19-5-115(2)* a second time shall be punished by a fine not exceeding \$50,000 per day. Except as provided at *Part III.F, Adverse Incident Documentation and Reporting, Part III.K, Upset Conditions*, nothing in this permit shall be construed to relieve the permittee of the civil or criminal penalties for noncompliance.

C. Need to Halt or Reduce Activity not a Defense

It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

D. Corrective Action.

If any of the following situations occur, you must review and, as necessary, revise the evaluation and selection of your control measures to ensure that the situation is eliminated and will not be repeated in the future:

1. An unauthorized release or discharge associated with the operation of a sewer collection system (e.g., spill, leak, or discharge not authorized by this or another permit) occurs;
2. You become aware, or DWQ concludes, that your control measures are not adequate/sufficient for the discharge to meet applicable water quality standards;

E. Effect of Corrective Action.

The occurrence of a situation identified in Part III.D may constitute a violation of the permit. Correcting the situation according to Part III.A does not absolve you of liability for any original violation. However, failure to comply with Part III.D constitutes an additional permit violation. DWQ will consider the appropriateness and promptness of corrective action in determining enforcement responses to permit violations. DWQ or a court may impose additional requirements and schedules of compliance, including requirements to submit additional information concerning the condition(s) triggering corrective action or schedules and requirements more stringent than specified in this permit. Those requirements and schedules will supersede those of Part III.D. if such requirements conflict.

F. Adverse Incident or Non-Compliance Documentation and Reporting

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1. Twenty-Four (24) Hour Adverse Incident on Non-Compliance Notification

If you observe or are otherwise made aware of an adverse incident, that may have resulted from a discharge from your collection system, you must immediately notify the DWQ Incident Reporting line at (801) 536-4300, or 24-hour answering service (801) 536-4123. This notification must be made by telephone within 24 hours of you becoming aware of the adverse incident and must include at least the following information:

- a. The caller's name and telephone number;
- b. Operator/Owner name and mailing address;
- c. If covered under an NOI, the NOI NPDES tracking number;
- d. The name and telephone number of a contact person, if different than the person providing the 24-hour notice;
- e. How and when you became aware of the adverse incident on non-compliance;
- f. Description of the location of the adverse incident;
- g. Description of the adverse incident identified; and
- h. Description of any steps you have taken or will take to correct, repair, remedy, cleanup, or otherwise address any adverse effects.

2. If you are unable to notify DWQ within 24 hours, you must do so as soon as possible and also provide your rationale for why you were unable to provide such notification within 24 hours.

3. Reporting of adverse incidents is not required under this permit in the following situations:

- a. You are aware of facts that clearly establish that the adverse incident was not related to any administrative function or operation of your sewer collection system.
- b. You have been notified in writing by DWQ that the reporting requirement has been waived for this incident or category of incidents.
- c. You receive information notifying you of an adverse incident but that information is clearly erroneous.

4. Five (5) Day Adverse Incident or Non-Compliance Written Report. Within five (5) days of a reportable adverse incident pursuant to Part III.G.1, you must provide a written report of the adverse incident to the DWQ. Your adverse incident report must include at least the following information:

- a. Information required to be provided in Part III.G.1;
- b. Date and time you contacted DWQ notifying the Agency of the adverse incident and who you spoke with at DWQ and any instructions you received from DWQ;
- c. Location of incident, including the names of any waters affected and appearance of those waters (sheen, color, clarity, etc);
- d. A description of the circumstances of the adverse incident including species affected, estimated number of individual and approximate size of dead or distressed organisms;
- e. Magnitude and scope of the effected area (e.g. square area or total stream distance affected);
- f. If laboratory tests were performed, indicate what test(s) were performed, and when, and provide a summary of the test results within 5 days after they become

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- available;
- g. If applicable, explain why you believe the adverse incident could not have been caused by exposure to the pesticide;
- h. Actions to be taken to prevent recurrence of adverse incidents; and
- i. Signed and dated in accordance with Part IV.F.

5. Adverse Incident to Threatened or Endangered Species or Critical Habitat

Notwithstanding any of the other adverse incident notification requirements of this section, if you become aware of an adverse incident to a federally-listed threatened or endangered species or its federally-designated critical habitat, that may have resulted from a discharge from your collection system, you must immediately notify the U.S. Fish and Wildlife Service (FWS) at 801-975-3330, Contaminants Division. This notification must be made by telephone immediately upon your becoming aware of the adverse incident and must include at least the following information:

- a. The caller's name and telephone number;
- b. Operator name and mailing address;
- c. The name of the affected species;
- d. How and when you became aware of the adverse incident;
- e. Description of the location of the adverse incident;
- f. Description of the adverse incident, and
- g. Description of any steps you have taken or will take to alleviate the adverse impact to the species.

Additional information on federally-listed threatened or endangered species and federally-designated critical habitat is available from FWS ([www.fws.gov](http://www.fws.gov)) for terrestrial or freshwater species.

G. Reportable Spills and Leaks

- 1. The permittee shall (orally) report any noncompliance, including transportation accidents, and spills which may seriously endanger public health or the environment, as soon as possible, but no later than twenty-four (24) hours from the time the permittee first became aware of circumstances. The report shall be made to the Division of Water Quality, (801) 536-4300, or 24-hour answering service (801) 536-4123.

H. Other Corrective Action Documentation.

For situations identified in III.F., other than for adverse incidents (addressed in Part III.F.1, or reportable spills or leaks (addressed in Part III.G.), you must document the situation triggering corrective action and your planned corrective action within five (5) days you become aware of that situation and retain a copy of this documentation. This documentation must include the following information:

- 1. Identification of the condition triggering the need for corrective action review, including any ambient water quality monitoring that assisted in determining that discharges did not meet water quality standards;
- 2. Brief description of the situation;

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3. Date the problem was identified.
  4. Brief description of how the problem was identified and how the operator learned of the situation and date the operator learned of the situation;
  5. Summary of corrective action taken or to be taken including date initiated and date completed or expected to be completed; and
  6. Any measures to prevent reoccurrence of such an incident.
- I. **Duty to Mitigate.**  
You must take all reasonable steps to minimize or prevent any discharge in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.
- J. **Proper Operation and Maintenance.**  
You must at all times properly operate and maintain all facilities and systems of collection, treatment and control (and related appurtenances) which are installed or used by you to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. This provision requires the operation of backup or auxiliary facilities or similar systems which are installed by you only when the operation is necessary to achieve compliance with the conditions of this permit.
- K. **Upset Conditions.**
1. **Effect of an upset.** An upset constitutes an affirmative defense to an action brought for noncompliance with technology based permit effluent limitations if the requirements of paragraph 2 of this section are met. Division Director's administrative determination regarding a claim of upset cannot be judiciously challenged by the permittee until such time as an action is initiated for noncompliance.
  2. **Conditions necessary for a demonstration of upset.** A permittee who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
    - a. An upset occurred and that the permittee can identify the cause(s) of the upset;
    - b. The permitted facility was at the time being properly operated;
    - c. The permittee submitted notice of the upset as required under *Part III.F, Twenty-four Hour Notice of Noncompliance Reporting*; and,
    - d. The permittee complied with any remedial measures required under *Part III.I, Duty to Mitigate*.
  3. **Burden of proof.** In any enforcement proceeding, the permittee seeking to establish the occurrence of an upset has the burden of proof.
- L. **Removed Substances.**  
Collected screening, grit, solids, sludge, or other pollutants removed in the course of treatment or system operations or maintenance work shall be properly disposed of in such a manner so

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as to prevent any pollutant from entering any waters of the State or creating a health hazard. Filter backwash shall not directly enter either the final effluent or Waters of the State by any other direct route.

M. Industrial Pretreatment.

Any wastewaters discharged to the sanitary sewer, either as a direct discharge or as a hauled waste, are subject to Federal, State and local pretreatment regulations. Pursuant to Section 307 of *The Water Quality Act of 1987*, the permittee shall allow the Publically Owned Treatment Works (POTW) owner accepting the wastewaters to enforce compliance with all applicable federal General Pretreatment Regulations promulgated at *40 CFR 403*, the State Pretreatment Requirements at *UAC R317-8-8*, and any specific local discharge limitations developed by the POTW accepting the wastewaters on all dischargers to the permittee's system.

In addition, the permittee must notify the POTW if he becomes aware that any illegal or toxic discharge to his sewer collection system has been made.

#### IV. GENERAL REQUIREMENTS

- A. Permit Actions.  
This permit may be modified, revoked and reissued, or terminated for cause. Your filing of a request for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.
- B. Duty to Reapply.  
If you wish to continue an activity regulated by this permit after the expiration date of this permit, you must apply for and obtain authorization as required by the new permit once DWQ issues it.
- C. Duty to Provide Information.  
You must furnish to DWQ within a reasonable time, any information which DWQ may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit or to determine compliance with this permit. You must also furnish to DWQ or an authorized representative upon request, copies of records required to be kept by this permit.
- D. Other information.  
Where you become aware that you failed to submit any relevant facts in a permit application, or submitted incorrect information in a permit application or in any report to the Division Director, you must promptly submit such facts or information.
- E. Signatory Requirements.  
All applications, reports or information submitted to the Division Director shall be signed and certified.
4. All permit applications shall be signed by either a principal executive officer or ranking elected official.
  5. All reports required by the permit and other information requested by the Division Director shall be signed and dated by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative only if:
    - a. The authorization is made in writing by a person described above and submitted to the Division Director, and,
    - b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility, such as the position of plant manager, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.)
  6. Changes to authorization. If an authorization under paragraph *IV.F.2* is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of paragraph *IV.F.2* must be submitted to the Division Director prior to or together with any reports, information, or applications to be signed by an authorized representative.

7. Certification. Any person signing a document under this section shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

8. The CWA provides that any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or non-compliance shall, upon conviction, be punished by a fine of not more than \$10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both.

F. Reporting Requirements.

1. Anticipated noncompliance. You must give advance notice to the DWQ of any planned changes in the permitted activity which may result in noncompliance with permit requirements.
2. Transfers. This permit is not transferable to any person except after notice to DWQ. Where an operator wants to transfer coverage under the permit to a new operator, the original permittee (the first operator) must submit a Notice of Termination pursuant to Part I.D.3. The new operator must submit a Notice of Intent in accordance with Part I.A.
3. Compliance schedules. Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit must be submitted no later than 14 days following each schedule date.

G. Property Rights.

This permit does not convey any property rights of any sort, or any exclusive privileges.

H. Severability.

Invalidation of a portion of this permit does not render the whole permit invalid. DWQ's intent is that the permit will remain in effect to the extent possible; in the event that any part of this permit is invalidated, the remaining parts of the permit will remain in effect unless DWQ issues a written statement otherwise.

I. Transfers.

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This permit is not transferable to any person except after notice to DWQ. Where an operator wants to transfer coverage under the permit to a new operator, the original permittee (the first operator) must submit a Notice of Termination pursuant to Part I.C. The new operator must submit a Notice of Intent in accordance with Part I.A.

- J. Anticipated Noncompliance  
The permittee shall give advance notice to the Division Director of any planned changes in the permitted facility or activity, which may result in noncompliance with permit requirements.
- K. Permit Reopener Provision.  
This permit may be reopened and modified (following proper administrative procedures) to include appropriate entities and system restrictions and requirements as conditions may change.



V. DEFINITIONS, ABBREVIATIONS, AND ACRONYMS

A. Definitions

1. "Act" means the "*Utah Water Quality Act*".
2. "Adverse Incident" – means an incident that you have observed upon inspection or of which you otherwise become aware, in which may cause a violation of the Utah Water Quality Act.
3. "Best Management Practices" (BMPs) – are examples of control measures that may be implemented to meet effluent limitations. These include schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to minimize the discharge of pollutants to waters of the State BMPs also include treatment requirements, operating procedures, and practices to control spillage or leaks, waste disposal, or drainage from raw material storage. [40 CFR 122.2]
4. "BMP" - means "best management practice".
5. "CCTV" - means "closed circuit television.
6. "CIP" - means a "Capital Improvement Plan".
7. "CWA" means The *Federal Water Pollution Control Act*, as amended, by *The Clean Water Act of 1987*.
8. "Discharge" – when used without qualification, means the "discharge of a pollutant." [40 CFR 122.2]
9. "Discharge" of a pollutant – any addition of any “pollutant” or combination of pollutants to “waters of State” from any “point source,” or any addition of any pollutant or combination of pollutants to the water of the “contiguous zone” or the ocean from any point source other than a vessel or other floating craft that is being used as a means of transportation. This includes additions of pollutants into waters of the U.S. from: surface runoff that is collected or channeled by man; discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. [excerpted from 40 CFR 122.2]
10. “Division Director”- means the Director of the Utah Division of Water Quality.
11. "DWQ" - means "the Utah Division of Water Quality".
12. "DWQ" Approved or Established Total Maximum Daily Loads (TMDLs) – “DWQ Approved TMDLs” are those that are developed by a State and approved

by DWQ. "DWQ Established TMDLs" are those that are issued by DWQ.

13. "EPA" - means the United States Environmental Protection Agency.
14. "Establishment" – generally a single physical location where business is conducted or where services or industrial operations are performed (e.g., factory, mill, store, hotel, movie theater, mine, farm, airline terminal, sales office, warehouse, or central administrative office).
15. "Facility or Activity" – any NPDES “point source” (including land or appurtenances thereto) that is subject to regulation under the NPDES program. [40 CFR 122.2]
16. "Federal Facility" – any buildings, installations, structures, land, public works, equipment, aircraft, vessels, and other vehicles and property, owned, operated, or leased by, or constructed or manufactured for the purpose of leasing to, the federal government.
17. "FOG" - means "fats, oils and grease".
18. "I/I" - means "infiltration and inflow".
19. "Impaired Water" (or “Water Quality Impaired Water” or “Water Quality Limited Segment”) – A water is impaired for purposes of this permit if it has been identified by DWQ pursuant to Section 303(d) of the Clean Water Act as not meeting State water quality standards (these waters are called “water quality limited segments” under 40 CFR 130.2(j)). Impaired waters include both waters with approved or established TMDLs, and those for which a TMDL has not yet been approved or established.
20. "North American Industry Classification System (NAICS)" – developed under the direction and guidance of the U.S. Office of Management and Budget (OMB) as the standard for use by Federal statistical agencies in classifying business establishments for the collection, tabulation, presentation, and analysis of statistical data describing the U.S. economy. NAICS is scheduled to be reviewed every 5 years for potential revisions with the most recent version being completed in 2007. Under NAICS, an establishment is generally a single physical location where business is conducted or where services or industrial operations are performed (e.g., factory, mill, store, hotel, movie theater, mine, farm, airline terminal, sales office, warehouse, or central administrative office). An enterprise, on the other hand, may consist of more than one location performing the same or different types of economic activities. Each establishment of that enterprise is assigned a NAICS code based on its own primary business activity. Ideally, the primary business activity of an establishment is determined by relative share of production costs and/or capital investment. In practice, other variables, such as revenue, value of shipments, or

employment, are used as proxies. For this permit, the U.S. Environmental Protection Agency uses revenue or value of shipments to determine an establishment's primary business activity. Details of NAICS are available on the Internet at <http://www.census.gov/eos/www/naics/index.html>.

21. "Optimize" – to make as effective, perfect, or useful as possible, to make the best use of.
22. "Person" – an individual, association, partnership, corporation, municipality, State or Federal agency, or an agent or employee thereof.
23. "Permittee" - means the federal and state agency, municipality, county, district, and other political subdivision of the state that owns or operates a sewer collection system or who is in direct responsible charge for operation and maintenance of the sewer collection system. When two separate federal and state agency, municipality, county, district, and other political subdivisions of the state are interconnected, each shall be considered a separate Permittee.
24. "SECAP" - means "System Evaluation and Capacity Assurance Plan".
25. "Sewer Collection System" - means a system for the collection and conveyance of wastewaters or sewage from domestic, industrial and commercial sources. The Sewer Collection System does not include sewer laterals under the ownership and control of an owner of real property, private sewer systems owned and operated by an owner of real property, and systems that collect and convey stormwater exclusively.
26. "SSGP" – means the "Sewer System General Permit".
27. "SORP" - means "Sewer Overflow Response Plan"
28. "SSMP" - means "Sewer System Management Plan".
29. "SSO" - means "sanitary sewer overflow", the escape of wastewater or pollutants from, or beyond the intended or designed containment of a sewer collection system.
30. "Class 1 SSO" (Significant SSO) - means a SSO or backup that is not caused by a private lateral obstruction or problem that:
  - a. effects more than five private structures;
  - b. affects one or more public, commercial or industrial structure(s);
  - c. may result in a public health risk to the general public;
  - d. has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
  - e. discharges to waters of the State.

31. "Class 2 SSO" (Non Significant SSO) - means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.
32. "Upset" - means an exceptional incident in which there is unintentional and temporary noncompliance with technology-based permit effluent limitations because of factors beyond the reasonable control of the permittee. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
33. "USMP" - means the "Utah Sewer Management Program".
34. "Water Quality Impaired" – See 'Impaired Water'.
35. "Water Quality Standards" – A water quality standard defines the water quality goals of a water body, or portion thereof, by designating the use or uses to be made of the water and by setting criteria necessary to protect the uses. Water quality standards also include an anti-degradation policy and implementation procedures. See P.U.D. o. 1 of Jefferson County et al v. Wash Dept of Ecology et al, 511 US 701, 705 (1994). States, Territories, Tribes and DWQ adopt water quality standards to protect public health or welfare, enhance the quality of water and serve the purposes of the Clean Water Act (See CWA sections 101(a)2 and 303(c)). Where necessary, DWQ has the authority to promulgate federal water quality standards.
36. "Wetlands" - means those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. [40 CFR 122.2]
37. "You" and "Your" – as used in this permit are intended to refer to the permittee as the context indicates and that party's activities or responsibilities.
38. Abbreviations and Acronyms

BAT –	Best Available Technology Economically Achievable
BMP –	Best Management Practice
BPJ –	Best Professional Judgment
BPT –	Best Practicable Control Technology Currently Available
CERCLA –	Comprehensive Environmental Response, Compensation and Liability Act
CWA –	Clean Water Act (or the Federal Water Pollution Control Act, 33 U.S.C. §1251 et seq)
eNOI –	electronic NOI system

DWQ –	U. S. Environmental Protection Agency
ESA –	Endangered Species Act
FWS –	U. S. Fish and Wildlife Service
NAICS –	North American Industry Classification System
NDWQ–	National Environmental Policy Act
NHPA –	National Historic Preservation Act
NMFS –	U. S. National Marine Fisheries Service
NOI –	Notice of Intent
NOT –	Notice of Termination
NPDES –	National Pollutant Discharge Elimination System
NRC –	National Response Center
NRHP –	National Register of Historic Places
ONRW –	Outstanding National Resource Water
SARA –	Superfund Amendments and Reauthorization Act
SHPO –	State Historic Preservation Officer
THPO –	Tribal Historic Preservation Officer
TMDL –	Total Maximum Daily Load
WQS –	Water Quality Standard

# SSMP

## (Sanitary Sewer Management Plan)

# **Alpine City**

## **Sanitary Sewer Management Plan**

### **Introduction**

Alpine City is a public entity established in Utah under the Utah State Code. Alpine City was established in 1850 and provides sewage collection to approximately 2,600 homes. This Sewer System Management Plan (SSMP) manual has been established to provide a plan and schedule to properly manage, operate, and maintain all parts of the sewer collection system to reduce and prevent SSOs, as well as minimize impacts of any SSOs that occur. The Management for this entity recognizes the responsibility it has to operate the sewer system in an environmentally and fiscally responsible manner. As such, this manual will cover aspects of the collection system program necessary to provide such an operation. This manual may refer to other programs or ordinances and by reference may incorporate these programs into this manual.

### **Definitions**

The following definitions are to be used in conjunction with those found in Utah Administrative Code R317. The following terms have the meaning as set forth:

- (1) "BMP" means "best management practice".
- (2) "CCTV" means "closed circuit television".
- (3) "CIP" means a "Capital Improvement Plan".
- (4) "DWQ" means "the Utah Division of Water Quality".
- (5) "FOG" means "fats, oils and grease". This is also referred to as a Grease Oil and Sand Program (GOSI).
- (6) "I/I" means "infiltration and inflow".

(7) "Permittee" means a federal or state agency, municipality, county, district, and other political subdivision Alpine City of the state that owns or operates a sewer collection system or who is in direct responsible charge for operation and maintenance of the sewer collection system. When two separate federal or state agency, municipality, county, district, and other political subdivision of the state are interconnected, each shall be considered a separate Permittee.

(8) "SECAP" means "System Evaluation and Capacity Assurance Plan".

(9) "Sewer Collection System" means a system for the collection and conveyance of wastewaters or sewage from domestic, industrial and commercial sources. The Sewer Collection System does not include sewer laterals under the ownership and control of an owner of real property, private sewer systems owned and operated by an owner of real property, and systems that collect and convey stormwater exclusively.

(10) "SORP" means "Sewer Overflow Response Plan"

(11) "SSMP" means "Sewer System Management Plan".

(12) "SSO" means "sanitary sewer overflow", the escape of wastewater or pollutants from, or beyond the intended or designed containment of a sewer collection system.

(13) "Class 1 SSO" (Significant SSO) means a SSO or backup that is not caused by a private lateral obstruction or problem that:

(a) affects more than five private structures;

(b) affects one or more public, commercial or industrial structure(s);

(c) may result in a public health risk to the general public;

(d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or

(e) discharges to Waters of the State of Utah.



(14) "Class 2 SSO" (Non Significant SSO) means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.

(15) "USMP" means the "Utah Sewer Management Program".

## **General SSO Requirements**

The following general requirements for SSO's are stipulated in R317-801 and are included here as general information.

*1) The permittee shall take all feasible steps to eliminate SSOs to include:*

*(a) Properly managing, operating, and maintaining all parts of the sewer collection system;*

*(b) training system operators;*

*(c) allocating adequate resources for the operation, maintenance, and repair of its sewer collection system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures in accordance with generally acceptable accounting practices; and,*

*(d) providing adequate capacity to convey base flows and peak flows, including flows related to normal wet weather events. Capacity shall meet or exceed the design criteria of R317-3.*

*(2) SSOs shall be reported in accordance with the requirements below.*

*(3) When an SSO occurs, the permittee shall take all feasible steps to:*

*(a) control, contain, or limit the volume of untreated or partially treated wastewater discharged;*

*(b) terminate the discharge;*

*(c) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water; and,*

*(d) mitigate the impacts of the SSO.*

## **SSO Reporting Requirements**

R317-801 stipulates when and how SSO's are reported. Following are those reporting requirements as of 04/23/2012.

*SSO REPORTING. SSOs shall be reported as follows:*

*(1) A Class 1 SSO shall be reported orally within 24 hrs and with a written report submitted to the DWQ within five calendar days. Class 1 SSO's shall be included in the annual USMP report.*

*(2) Class 2 SSOs shall be reported on an annual basis in the USMP annual report.*

*ANNUAL REPORT. A permittee shall submit to DWQ a USMP annual operating report covering information for the previous calendar year by April 15 of the following year.*

## **Sewer Use Ordinance**

Section 14-200 of the Alpine City Municipal Code is the sewer use ordinance that has been adopted by the City Council. It covers most, if not all, sections as stipulated by Utah State Law. Several other sections of Alpine City Municipal Code also pertain to the following items as stipulated by Utah State Code R317-801; they are listed after each section below.

1. Prohibition on unauthorized discharges (10-225),
2. Requirement that sewers be constructed and maintained in accordance with R317-3 (9-600),
3. Ensures access or easements for maintenance, inspections and repairs (14-227),
4. Has the ability to limit debris which obstruct or inhibit the flow in sewers such as foreign objects or grease and oil (10-315),
5. Allows for the inspection of industrial users, and (10-220)
6. Provides for enforcement of ordinance or rules violations (9-600).

The following elements are included in this SSMP:

- General Information
- Operations and Maintenance Program
- Sewer Design Standards
- Sanitary Sewer Overflow Response Plan
- Grease, Oil and Sand Interceptor Management Program
- System Evaluation and Capacity Assurance Plan
- SSMP Monitoring and Measurement Plan
- Sewer System Mapping Program

Although not a part of this SSMP program, Alpine City is an active participant in the Blue Stakes of Utah Utility Notification system. This system, regulated under title 54-8A of the Utah State Code, stipulates utility notification of all underground operators when excavation takes place. The intent of this regulation is to minimize damage to underground facilities. Alpine City has a responsibility to mark their underground sewer facilities when notified an excavation is going to take place. Participation in the Blue Stakes program further enhances the protection of the collection system and reduces SSO's.

# SSMP – GENERAL INFORMATION

# **ALPINE CITY**

## **SSMP – General Information**

This Sanitary Sewer Management Plan was adopted by City Council on

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The responsible representative(s), position and phone number for Alpine City with regard to this SSMP is/are

Don Watkins, Mayor, 801-592-4237

Rich Nelson, City Administrator, 801-756-6347

Shane Sorensen P.E., City Engineer/Public Works Director, 801-763-9862

Jed Muhlestein P.E., Assistant City Engineer, 801-763-9862

Landon Wallace, Public Works Lead, 801-420-3126

### **Description of Roles and Responsibilities**

The following positions have the described responsibility for implementation and management of the specific measures as described in the SSMP.

#### ***Mayor***

This individual coordinates efforts with the City Administrator and City Council.

#### ***City Administrator***

Liaison with Mayor and City Council and general supervision of all staff which also includes working with governance to assure sufficient budget is allocated to implement the SSMP.

#### ***City Engineer***

This individual is in charge of the general coordination of the SSMP and maintenance of the sanitary sewer collection system. Over sees SSMP program and works with department heads to coordinate maintenance activities. This individual is also in charge

of the development of a capital improvement program as well as the development of the collection system design standards.

### ***Assistant City Engineer***

This individual is responsible for daily implementation of the SSMP. This includes direction to City Engineer for needed maintenance activities, compliance with SORP requirements, and monitoring and measurement reporting requirements. This individual is also responsible for implementation of the pretreatment program including the fats oil and grease program. Maintenance of the SSMP documentation, the SECAP program, and collection system mapping is also part of this individual's responsibility.

### ***Public Works Lead***

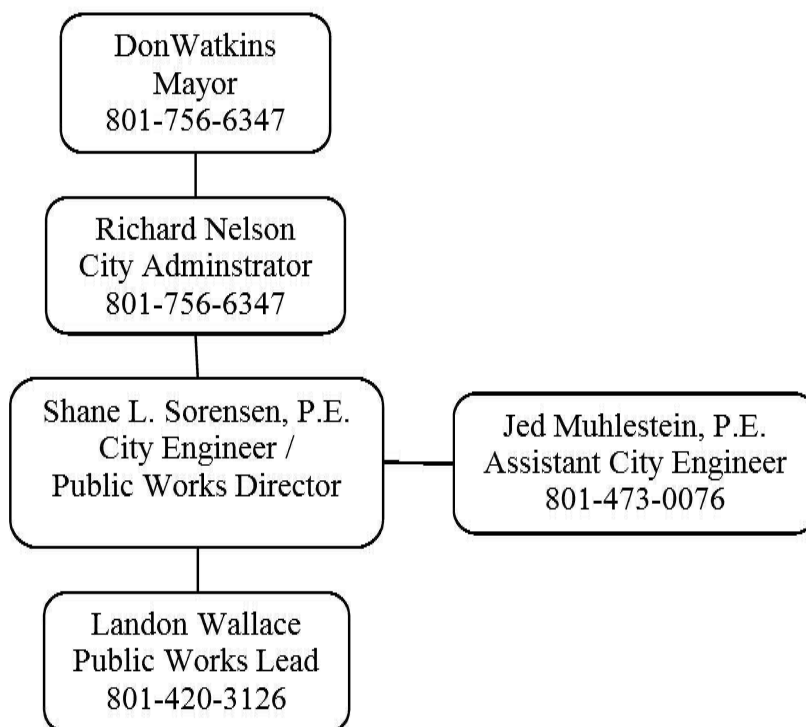
This individual is responsible for the maintenance of collection system. He coordinates maintenance activities between the City Engineer/Assistant City Engineer and Public Works Crews. He investigates, inspects, and maintains the sewer system. His activities are reported back to the City Engineer/Assistant City Engineer.

### **Organization Chart**

Below is the organization chart associated with the SSMP.



ORGANIZATION CHART  
Alpine City  
February 2015



SSMP – O & M  
(Operations and Maintenance)

# **Alpine City**

## **Operations and Maintenance Program**

Alpine City has established this sanitary sewer system operations and maintenance program to ensure proper system operations, to minimize any basement backups or SSOs, and to provide for replacement, refurbishment, or repair of damaged or deteriorated piping systems. The combined maintenance program should insure that the environment and health of the public are protected at a reasonable cost for the end users. To this end, the following areas are described and included in this maintenance program:

- System Mapping
- System Cleaning
- System TV Inspection
- Pump Station/Pressure Lines Inspection
- Manhole Inspection
- Defect Reporting
- Damage Assessment

### *System Mapping*

An up to date map is essential for effective system operations. Alpine City has assigned the mapping responsibility to the Assistant Engineer who will prepare and maintain current mapping for the entire sanitary sewer system. Mapping may be maintained on either paper or in a graphical information system (GIS) or a combination of both. The mapping is available at the Alpine City Public Works building, located at 181 East 200 North.

Should any employee identify an error in the mapping, they should contact the Assistant City Engineer.

### *System Cleaning*

Sanitary sewer system cleaning is accomplished through various means and methods. Alpine City has established a goal to clean the entire system every five years. That goal is based on the approximate time it takes the Timpanogos Special Service District (TSSD), who by contract is responsible for the cleaning of the sewer system. Based on experience over the past 20 years, this frequency significantly reduces the number of



basement backups, controls grease problems and flushes any bellies in the system. In addition Alpine City has a listing of identified hot spots which are maintained at a higher frequency. Systems which may have roots are mechanically rodded or hydraulically cut out. Systems with very flat sections of pipes are hydraulically flushed with a high pressure jet truck. When abnormal amounts of grease are discovered, the main lines are hydraulically flushed and letters are sent to the connected services informing them of the issues associated with grease, where it comes from, how to have it cleaned, and how to prevent it. The following methods are employed to provide system cleaning:

Timpanogos Special Service District – Hydraulic Cleaning, CCTV, Mechanical Rodding

Cleaning records are maintained at Timpanogos Special Service District and copies are provided to the Assistant City Engineer. Cleaning histories are entered into the GIS. Should the cleaning process identify a serious defect, the problem should be reported on a Defect Report Form provided by the Contractor/TSSD. The City Engineer should be given the defect reports for further action. The defect report should be specific as to location and type of problem. A copy of the Defect Report Form is included at the end of this narrative section. If the contractor has their own form for such purposes, this is acceptable as long as it includes the same general information as shown on the Defect Report Form. A summary of cleaning activities shall be prepared annually by the contractor and provided to the City Engineer.

#### System CCTV Inspection

Closed Circuit TV (CCTV) inspections of the sanitary sewer system are used to assess pipe condition and identify problems or possible future failures which need current attention. The CCTV process also identifies the piping condition to allow for replacement prior to failure. Generally TSSD will conduct CCTV inspection with their own staff and equipment. Inspections of the system occur every month. TSSD contracts with multiple agencies. The frequency of inspections by TSSD is based upon the size of the municipal system, which TSSD collects and treats.

CCTV will also be employed when a systems operation or capacity is questioned or when an SSO occurs. Any defects identified during the CCTV process should be reported on a Defect Report Form and the form should be given to the City Engineer/Assistant City Engineer for possible repairs. Documentation of CCTV activities will be maintained at the Alpine City Public Works building, 181 East 200 North. When contractors are employed to inspect the sanitary sewer system they will

be required to submit records for their work. The contractor will prepare an annual summary of CCTV completed for that calendar year and a copy will be provided to the City Engineer.

#### Pump Station/Pressure Line Inspection

Staff will inspect the pump station on a daily basis via remote monitoring, and monthly do an onsite visit. Should a problem be encountered that cannot be corrected during the inspection, notification to the City Engineer will be required. If the defect has the potential to cause a sanitary sewer overflow, immediate action should be taken to insure no overflow occurs. During the monthly inspection of the pressure sewer alignment, operators should be looking for unusual puddles. If a potential leak is identified notification to the City Engineer is required for further action. An evaluation will be made to determine if there is an actual leak and what action should be taken.

#### Manhole Inspection

Alpine City schedules annual inspection of the sanitary sewer manholes (MH). The MH inspection involves the identification of foreign objects and surcharging that may be present. Crews inspecting the manholes will be given maps by the Assistant City Engineer who will monitor the progress and completeness of the inspection process. When a potential defect is identified the manhole should be flagged. Flagged manholes should be checked by an operator within several days to determine further action. If, during the inspection process, the inspection crew believes a problem is imminent, they should immediately cease inspecting and inform the City Engineer of the problem. A cleaning crew should be dispatched immediately to ensure correct system operations. All inspection records should be logged into the GIS system for documentation of work performed.

#### Defect Reporting

Defect Reports generated through the cleaning, CCTV inspection, pump station inspection or manhole inspection programs will be prioritized for correction by the City Engineer. Any defects which have the potential for catastrophic failure and thus create a sanitary sewer overflow should be evaluated immediately and discussed with the City Engineer for repair. Repair methods may include:

- Spot Excavation Repairs
- Spot Band Repairs
- Segment Excavation Replacements

## Segment Lining Manhole Rehabilitation

When a defect is not flagged for immediate repair, it should be considered for placement on the “hot spot” list. This will allow for vigilant maintenance to ensure failure and a subsequent sanitary sewer overflow do not take place. Defect reports should be used in the Budget process to determine what financial allocation should be made in the next Budget year. The City Engineer should include outstanding defects in the annual report.

### Collection System Damage

Collection damage may occur as a result of multiple factors, some identified as a result of inspection activities and some identified as a result of damage by third parties such as contractors.

#### Damage Identification

The identification of system damage which may result in an SSO or basement backup is important to prevent environmental, public health, or economic harm. Identification of damage may be from either internal activities or external activities.

Internal activities which may result in the identification of damage include the following:

1. Collections Maintenance Activities
2. CCTV Inspection Activities
3. Manhole Inspection Activities

These three activities are discussed in this Maintenance Program and the identification of damage will result in the generation of a Defect Report. Generally, damage identification is an iterative and continuous process.

External activities which identify damages include:

1. Contractor Notification of Damage
2. Directional Drilling Notification of Damage
3. Public Damage Complaints

All three of these notifications generally require immediate response. Staff should respond and evaluate the seriousness of the damage and the effect on the environment. Damages which include a release to the environment should be handled in accordance with the SORP. All other damages will be prioritized and handled as time permits.

Whatever the cause of collection system damage, the response should be expeditious to prevent environmental or economic harm. Staff should consider all damages as an emergency until it is shown by inspection to be a lower priority.

### Damage Response Actions

When damages occur in the collection system, the following actions help define the path staff should take. These action plans are not inclusive of all options available but are indicative of the types of response that may be taken.

#### **Stable Damage**

Inspection activities may show a system damage which has been there for an extended period of time. Such damage may not require immediate action but may be postponed for a period of time. When stable damage is identified and not acted upon immediately, a defect report should be prepared. If such a defect is identified and repaired immediately, a defect report is not needed. An example of stable damage could be a major crack in a pipeline or a misaligned lateral connection where infiltration is occurring.

#### **Unstable Damage**

Unstable damage is damage which has a high likelihood that failure will occur in the near future. Such damage may be a broken pipe with exposed soil or a line which has complete crown corrosion. In these cases, action should be taken as soon as there is a time, a contractor, materials and other necessary resources available. When such unstable damage is identified, if possible, consideration should be given to trenchless repairs which may be able to be completed quicker than standard excavation. Immediately after identification the Manager should be contacted to review and take care of budget considerations.

**Immediate Damage**

When a contractor or others damage a collection line such that the line is no longer capable of functioning as a sewer, this immediate damage must be handled expeditiously. Such damage allows untreated wastewater to pool in the excavation site, spill into the environment or possibly backup into a basement. Under such conditions priority should be given to an immediate repair. Since excavation damage may be a result of contractor negligence or it could be a failure of Alpine City to adequately protect the line by appropriately following the Damages to Underground Utilities Statute 54-8A, priority should be given to effecting a repair and not to determining the eventual responsible party.

As can be determined from the above action plans, priority should always be preventing SSO's and attendant environmental damage, to prevent basement backups and financial impacts, and to prevent public health issues.

# SSMP – DESIGN STANDARDS

## **Alpine City**

# **Sewer Design Standards**

Sanitary sewer design standards for Alpine City are contained within the Alpine City Standard Details and are incorporated by reference. These design standards are intended to be used in conjunction with Utah Administrative Code R317-3.

# SSMP – OVERFLOW ACTION PLAN



## **Alpine City**

### **Sanitary Sewer Overflow Action Plan**

Whenever sanitary sewage leaves the confines of the piping system, immediate action is necessary to prevent environmental, public health or financial damage from occurring. In addition, quick action is normally needed to mitigate damage which may have already occurred. For the purpose of this section, the following are part of the emergency action plan.

1. Basement backups
2. Sanitary sewer overflows
3. Sanitary sewer breaks which remain in the trench
4. Sewer lateral backups

All of the above conditions are likely to cause some damage. Each should be treated as an emergency, and corrective actions taken in accordance with Alpine City directions. Items 1 & 2 above should be reported immediately based on whether they constitute a Class 1 or Class 2 SSO. As stated in the definition section of the SSMP Introduction, a Class 1 SSO is an overflow which:

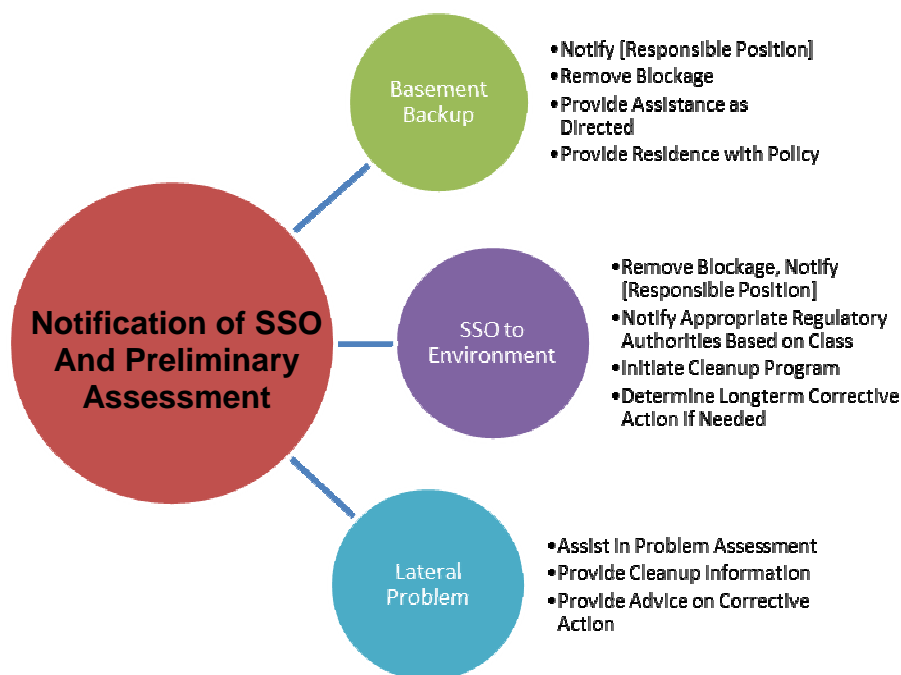
1. affects more than five private structures;
2. affects a public, commercial or industrial structure;
3. results in a significant public health risk;
4. has a spill volume more than 5,000 gallons;
5. or has reached Waters of the State.

All other overflows are Class 2 SSO's. All Class 1 SSO's should be reported immediately. Class 2 SSO's should be documented and reported in the annual SSMP report and included in the Municipal Wastewater Planning Program submitted to the State. Item 3 may be reported to the local health department if, in the opinion of the responsible staff member there is potential for a public health issue. An example of where a public health issue may be present is when an excavator breaks both a sewer and a water line in the same trench. In such cases, the local health department representatives should be contacted and the situation explained. If the health representative requests further action on the part of the City, staff should try and comply. If, in the opinion of the responsible staff member, the health department request is unreasonable, the Manager should be immediately notified. Care should

always be taken to error on the side of protecting public health over financial considerations. When a basement backup occurs, the staff member responding should report to the City Engineer. Lateral backups, while the responsibility of the property owner, should also be treated as serious problems. Care should be taken to provide advice to the property owner in such cases, but the property owner is ultimately the decision maker about what actions should be taken.

### Response Activities

There are specific steps that should be followed once a notification is received that an overflow may be occurring. The following figure outlines actions that could be taken when Alpine City receives notice that a possible overflow has or is occurring. The City Engineer is the “Responsible Position” to be notified.



### **General Notification Procedure**

When a Class 1 SSO occurs specific notification requirements are needed. In such cases the following notification procedure should be followed and documented. Failure to comply with notification requirements is a violation of R317-801.

### Agency Notification Requirements

Both the State of Utah Division of Water Quality and the local health department should be immediately notified when an overflow is occurring. Others that may require notification include local water suppliers, affected property owners and notification may be required to Utah Division of Emergency Response and Remediation if hazardous materials are involved. The initial notification must be given within 24 hours. However, attempts should be made to notify them as soon as possible so they can observe the problem and the extent of the issue while the problem is happening. After an SSO has taken place and the cleanup has been done, a written report of the event should be submitted to the State DEQ within five days (unless waived). This report should be specific and should be inclusive of all work completed. If possible the report should also include a description of follow-up actions such as modeling or problem corrections that has or will take place.

### Public Notification

When an SSO occurs and the extent of the overflow is significant and the damage cannot be contained, the public may be notified through proper communication channels. Normally the local health department will coordinate such notification. Should Alpine City need to provide notification it could include press releases to the local news agencies, publication in an area paper, and leaflets delivered to home owners or citizens in the area of the SSO. Notification should be sufficient to insure that the public health is protected. When and if Federal laws are passed concerning notification requirements, these legal requirements are incorporated by reference in this document. In general, notification requirements should increase as the extent of the overflow increases.

### Overflow Cleanup

When an overflow happens, care should be taken to clean up the environment to the extent feasible based on technology, good science and financial capabilities. Cleanup could include removal of contaminated water and soil saturated with wastewater and toilet paper, disinfection of standing water with environmentally adequate chemicals or partitioning of the affected area from the public until natural soil microbes reduce the hazard. Cleanup is usually specific to the affected area and may differ from season to season. As such, this guide does not include specific details about cleanup. The

responsible staff member in conjunction with the State DEQ, the local health department and the owner of real property should direct activities in such a manner that they are all satisfied with the overall outcomes. If, during the cleaning process, the responsible staff member believes the State or the County is requesting excessive actions, the Manager should be contacted.

### Corrective Action

All SSO's should be followed up with an analysis as to cause and possible corrective actions. An SSO which is the result of grease or root plug may be placed on the preventative maintenance list for more frequent cleaning. Serious or repetitive plugging problems may require the reconstruction of the sewer lines. An overflow that results from inadequate capacity should be followed by additional system modeling and either flow reduction or capacity increase. If a significant or unusual weather condition caused flooding which was introduced to the sanitary sewer system incorrectly, the corrective action may include working with other agencies to try and rectify the cross connection from the storm sewer to the sanitary sewer or from home drainage systems and sump pumps. Finally, should a problem be such that it is not anticipated to reoccur, no further action may be needed.

# SSMP – GREASE, OIL, & SAND MANAGEMENT PROGRAM

## **Alpine City**

# **Grease, Oil and Sand Management Program**

### **Purpose:**

The purpose of this program is to provide for the control and management of grease, oil and sand discharges to the District collection system. This program will provide a means to reduce interference with the collection system operation and pass through at the treatment plant.

### **Regulatory Authority:**

Regulatory authority to implement this program is found in the Code of Federal Regulations in 40 CFR 403, General Pretreatment Regulations. State authority for the program is given in the Utah Administrative Code R317-8-8, Pretreatment.

### **Program Implementation:**

This program shall be implemented in such a manner as to minimize the impact on businesses which may be affected by this program. In all cases Alpine City will maintain a uniform decision making process. Alpine City shall allow for appeals of program requirements in accordance with the appeal process approved by Alpine City.

The following steps detail the procedure that Alpine City personnel shall follow in implementing this program.

#### *Evaluation:*

Alpine City staff will evaluate an industrial user (IU) discharge to determine if grease, oil or sand management is required at the following events:

1. When the collection line in front of the business is CCTV inspected as part of the sanitary sewer system preventative

maintenance program.

2. When a downstream sanitary sewer pipeline plugs due to oil, grease or sand.

No further action will be taken if it is determined that no potential exists for significant enrichment of the wastewater with grease, oil or sand.

Enrichment is defined as a discharge with greater volume or concentration of grease, oil or sand than that discharged from a typical residential connection. For oil and grease, the typical residential discharge has less than 100 mg/L of oil and grease for any sample taken. Greater concentrations would be enrichment. Also, a significant buildup of oil and grease in the lateral would indicate enrichment. Sand and dirt is not typically discharged from a residential connection. Any potential for sand or dirt discharge would be enrichment.

*Implementation:*

IU's which are determined to enrich or have the potential to enrich the wastewater with grease, oil, or sand will be required to develop a management plan in accordance with the following tracks.

**TRACK 1**

This track is available for IU's which exist at the time of program implementation. However, not all existing IU's may be permitted to use it. Determination will be made on a case by case basis. IU's on this track will be permitted to either pay a contractor or Alpine City to clean the main sewer line from their place of business to the nearest trunk line. A trunk line is any sewer line which has an inside diameter of eighteen inches or larger or has been classified as a trunk line by Alpine City. Cleaning frequency will be determined

by inspections performed by the Alpine City.

## TRACK 2

This track requires the IU to install and maintain a grease, oil and/or sand trap on their premises. Quarterly cleaning reports may be required at the discretion of Alpine City. Alpine City may inspect and test the grease trap on a periodic basis.

Should the testing reveal grease and oil in excess of 100 mg/L, a fine of \$200 for each pound of oil and grease discharged for the past reporting period shall be assessed. The total fine shall not exceed \$2000. The pounds of grease and oil shall be determined by using the following equation:

$$(\text{Total Reporting Period water use in MG})(\text{mg/L O\&G} - 100)(8.34)$$

The IU will also be ordered to return to compliance immediately. Retesting will be done within thirty days if the trap has not been cleaned and a cleaning report submitted. Should the test results still not comply with the 100 mg/L oil and grease limit, enforcement will be escalated in accordance with the Alpine City's Enforcement Response Plan. In addition, an entity which is frequently violating the 100 mg/L limit may be issued a pretreatment permit in order to further regulate the IU

Should the testing reveal TSS in excess of 250 mg/L, a fine of \$0.179 for each pound of TSS discharged for the past reporting period shall be assessed. The pounds of TSS



shall be determined by using the following equation:

$$(\text{Total Reporting Period water use in MG})(\text{mg/L TSS} - 250)(8.34)$$

The IU will also be ordered to return to compliance immediately. Retesting will be done within thirty days if the trap has not been cleaned and a cleaning report submitted. Another inspection and testing fee will be assessed. Should the test results still not comply with the 250 mg/L TSS surcharge limit; the IU will be placed on a continuous inspection, testing and the surcharge schedule for TSS.

By following the steps discussed above, Alpine City hopes to maintain a collection system free from excessive backups and a treatment plant in compliance with UPDES discharge conditions.

*List of Acceptable Entities That Recycle Oil and Grease*

The following list of grease and oil recyclers should be given to all IU's who operate a grease trap. This list may not be all inclusive. Other recyclers may be used if it can be shown that they discharge of the waste appropriately.

<b>Recycler</b>	<b>Phone Number</b>	<b>Address</b>
Renegade Oil	801-973-7912	1141 S. 3200 W, SLC, Utah 84104

SSMP – SECAP  
(System Evaluation and Capacity Assurance  
Plan)

## **Alpine City**

### **System Evaluation and Capacity Assurance Plan**

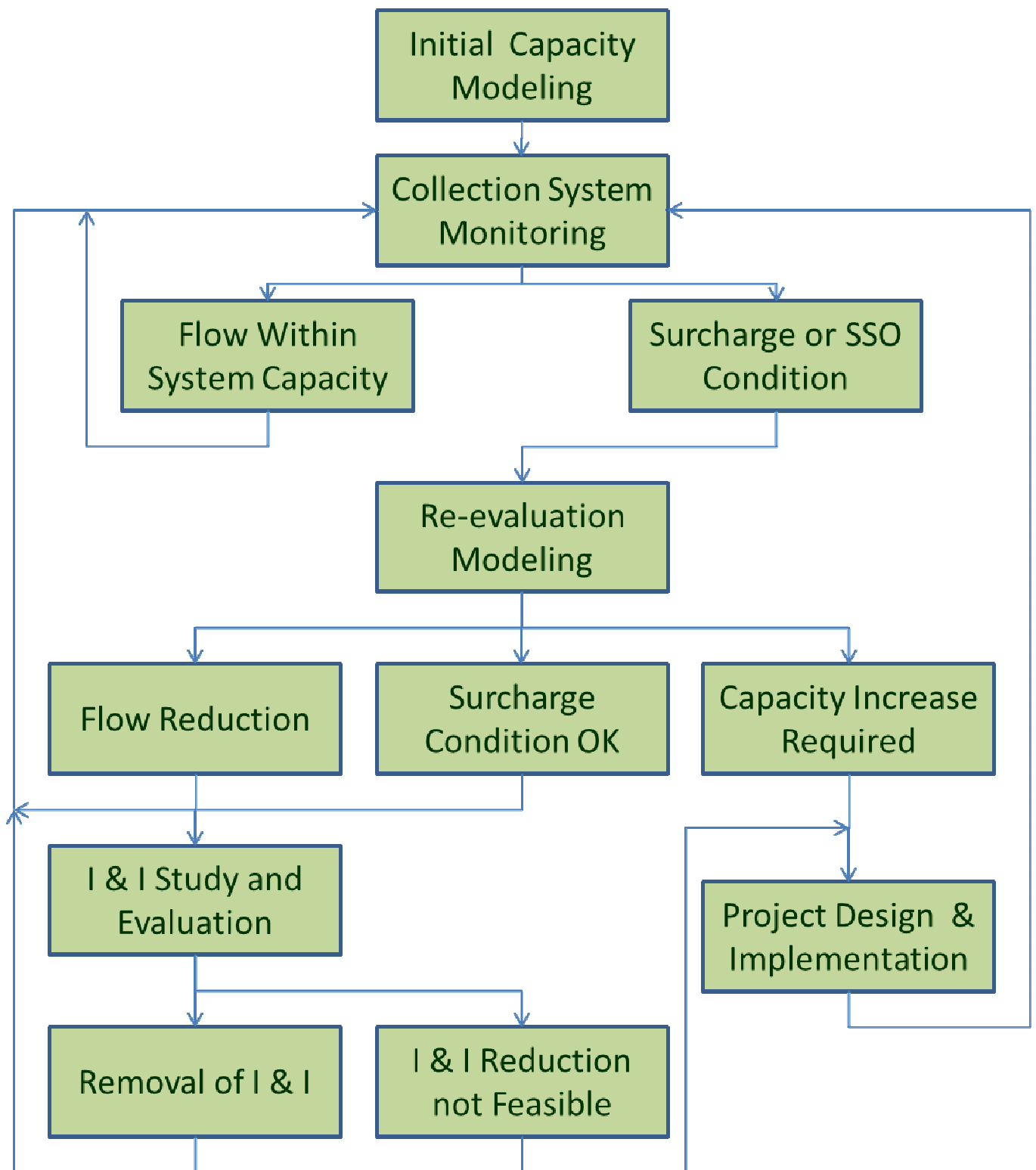
Alpine City believes that one of the keys to preventing sanitary sewer overflows is to evaluate system capacity and to monitor flows throughout the system in order to ensure that capacities are not exceeded. Should a collection sub-system exceed the capacity of the pipes, the system will be immediately re-evaluated and corrective action taken. The following elements are all part of Alpine City SECAP program.

1. Initial Capacity Modeling and Master Planning
2. Flow Monitoring
3. Surcharge Flow Analysis
4. Re-evaluation Modeling and Analysis
5. Flow Reduction Evaluation and Implementation
6. Capacity Increase Evaluation and Implementation

The actual implementation process associated with each of the elements above is shown in figure on the next page. This flow chart process forms the backbone of the SECAP.

#### **Initial Capacity Evaluation**

Alpine City has performed an analysis and modeling of each critical subsystem contained within its collection system. Subsystems are segregated based on the branching of the collection system. Trunk lines and collector lines are evaluated for all lines within the city, though lines with less than 400 residential dwelling unit equivalents (RE) upstream of that point in the system are assigned a minimum 8-inch line. The 400 RE point was chosen based on the minimum slope requirements of the State of Utah. An 8-inch pipe constructed on minimum slope will carry the flow from 400 RE based on 3.2 persons per dwelling unit, 75 gpcd and a peaking factor of 4. The RE equivalent is based typical Utah information and assumes the peaking factor will account for a reasonable amount of inflow and infiltration. If an area is known to have, or flow metering identifies, a significant amount of inflow and infiltration, additional evaluation will be needed. In these areas the capacity of an 8-inch pipe system may be significantly reduced below 400 RE.



## SECAP Flow Chart

In addition to developing an equivalent flow for a residential unit, consideration should also be given to time of concentration in the collection system. Based on typical diurnal flow patterns, if the transit time in the branch system is less than 2 hours, time of concentration can be ignored.

### Flow Monitoring

Flow monitoring is done periodically by the Timpanogos Special Sewer District using a portable meter. The two metering points utilized are: 100 W 200 S Alpine, UT and 11398 N 5630 W Highland, UT.

### Surcharge Flow Analysis

If any collection subsystem is identified as having any of the following problems the system will be evaluated to determine future action. These problems are:

1. Sanitary Sewer Overflow to the Environment
2. Sanitary Sewer Break Remaining in the Trench
3. Basement Backup
4. Observed Subsystem Surcharging.

The flow evaluation may result in multiple conclusions, some of which may require further action. Possible conclusions and their further action are listed below. This list is not inclusive nor does it require the specific action detailed. These are given as possible examples and will be used by the City Engineer to determine correct future action.

### **Flow Reduction Evaluation**

Should excessive flows be identified during the surcharge analysis, the solution may be to proceed with an inflow and infiltration study with the ultimate goal of reducing flows. These flow reductions may be achieved by reconstruction of specific areas, internal spot repairs, removing illegal storm water or sump pump connections from homes or storm water systems, and system grouting. Tools used in flow reduction may include extensive in line camera inspection, smoke testing, dye testing, and increased inspection or flow monitoring.

### **Foreign Objects or Obstructions**

There are multiple foreign objects which may be found in sewers. These may include objects knocked into sewers during construction, illegally placed in sewer manholes, roots, grease and soaps, bellies in piping systems, etc. Each of these problems should be found during the backup investigation and a plan developed to insure the problem does not reoccur. Types of action may include increased cleaning frequency, spot repairs, greater pretreatment activity, lining of pipes, and other corrective actions which resolve the problem.

### **Allowable Surcharging**

Some piping systems may be able to accept surcharges without creating problems. Such systems may be deep and surcharging occurs below the level of basements or manhole rims, or they may be in areas where there are no connections. In such cases the resolution of the observed surcharge may just be additional monitoring.

### **Revised System Modeling**

Where piping system problems cannot be resolved in a less expensive way, the system may be further modeled to determine upgrade needs. Modeling should include known flow information and future projections. Since the system has been shown to have problems, further modeling should be more conservative in flow projections. Revised modeling should follow the guides given next.

#### **Re-evaluation Modeling and Analysis**

When a subsystem needs demonstrate unresolvable problems by less costly means, the subsystem should be re-modeled and required action determined. Revised modeling may show that flow reduction may still be viable or it may show that the system can allow current surcharge conditions. Most likely, however, the modeling will normally form the basis for construction to enlarge the subsystem capacity. Modeling for Alpine City is currently done by Horrocks Engineers.

It is important to insure the modeling is comprehensive and includes all the potential flow sources. While the current area zoning and land use planning should be used in the model development, care should be taken to discuss possible changes with appropriate officials. Where possible zoning changes appear likely, the model should be re-run with the revised zoning alternatives. Once a resolution has been selected, the resulting project should be placed on the capital improvement plan (CIP).

### Capacity Increase Evaluation and Implementation

The capacity evaluation should be expedited based on the impact of the problem on the environment and the possible repeat of the overflow/backup/surcharging. Details on prioritization are given in the next section.

Systems requiring additional capacity should be engineered for expansion by qualified staff or engineering consultants. Project design should be based on acceptable engineering standards and should comply with State of Utah regulations found in R317-3. Easements should be obtained, where needed and the design should include an analysis of other utilities in the vicinity. Design review should be done by the applicable regulatory agency, as appropriate. A design report should be prepared for each project. Where appropriate, the subsystem modeling may be substituted for the design report.

Finalized projects should be placed on the CIP.

### System Improvement Prioritization

The priority for improvement should follow the following general guidelines:

#### **High Priority Projects**

When there is significant potential for sanitary sewer overflows, or frequent basement backups, the improvement should be considered a high priority and any available budget should be allocated to the project.

#### **Medium Priority Projects**

Where the problem is infrequent and the possibility exists that it may not repeat in the near future, the priority for correction is medium. Medium priority projects may be delayed until appropriate budget is available or the priority is adjusted to high priority. Should an SSO or basement backup repeat in the same area, the priority should be immediately revised.

#### **Low Priority Projects**

If the observed problem is infrequent, there is possibility that it may not repeat in the near future and the possibility that increased flow in the subsystem is low, the correct priority is low. Low priority projects will be placed in the budget process

and evaluated against other needs. These projects will eventually be completed, but the work is not prioritized above plant and equipment needs.

#### Capital Improvement Plan

The CIP is part of the Alpine City's budgeting process to insure sufficient revenue to address identified weaknesses in the sanitary sewer system. Items which have been identified as needing a structural fix are placed on the CIP list and the cost for each estimated. Sources of funding should be identified for all high priority projects so that SSO's or other failures do not re-occur. Forecasts of available funding for medium and low priority projects should be made to facilitate future revenue needs.



# SSMP – MONITORING AND MEASURING

## **Alpine City**

# **SSMP Monitoring and Measurement Plan**

The purpose of this plan is to provide appropriate monitoring and measurement of the effectiveness of the SSMP in its entirety.

### **Records Maintenance**

Alpine City intends to maintain appropriate records on operations and maintenance of the sanitary sewer system to validate compliance with this SSMP. However, failure to meet standards set by State DWQ or other regulatory agency during an inspection does not constitute a violation of the SSMP. Rather, deficiencies identified during inspections should be viewed as an opportunity for improvement.

### **Operations Records**

Operations records that should be maintained include the following:

- Cleaning records
- CCTV inspections records
- Manhole inspection records
- Hot spot maintenance list
- Spot repairs
- Major repairs
- System capacity information
- SSO or basement backup records including notification documents to appropriate agencies (call logs, etc.)
- Capital Improvement Plan

Records will be maintained by the City Engineer in a central location. Records may be maintained either on an electronic record or as a paper record. The extent of the record should be sufficient to demonstrate the activity recorded was completed appropriately.

### **Performance Measurement (Internal Audit)**

Periodically, but not less than annually, Alpine City should assess and audit the effectiveness of the elements of this SSMP. All elements should be reviewed for effectiveness as well as all records should be reviewed for completeness. An internal audit report should be prepared no less than once every five years which comments on the following:

- Success of the operations and maintenance program

- Success of other SSMP elements
- Adequacy of the SECAP evaluations
- Discussion of SSO's and the effectiveness of the response to the event including corrective action
- Review of Defect reports and adequacy of response to eliminate such defects
- Opportunities for improvement in the SSMP or in SSO response and remediation

The annual audit report need not be extensive or long. It should, however be sufficient to document compliance with the standards set in the SSMP. The audit reports should be maintained in accordance with the Alpine City's records retention schedule.

### **SSMP Updates**

When a plan deficiency is identified through an audit, inspection or plan review, and the deficiency requires an SSMP update, the plan may be updated at the discretion of the City Engineer. SSMP updates should be recorded in a revision index maintained by City Engineer or his designee.

### **SSO Evaluation and Analysis**

At least annually Alpine City will evaluate SSO trends based on frequency, location and volume. Trend evaluation will be empirical unless a large number occur sufficient to make a statistical analysis viable. If a trend is identified, a corrective action may be appropriate.

### **Public Communication and Outreach**

Alpine City may reach out to the public about the development, implementation and performance of the SSMP. This communication may be accomplished by any of the following methods:

- Public hearings
- Public meetings
- Newsletters
- Direct mailing
- Leaflets
- Other effective methods

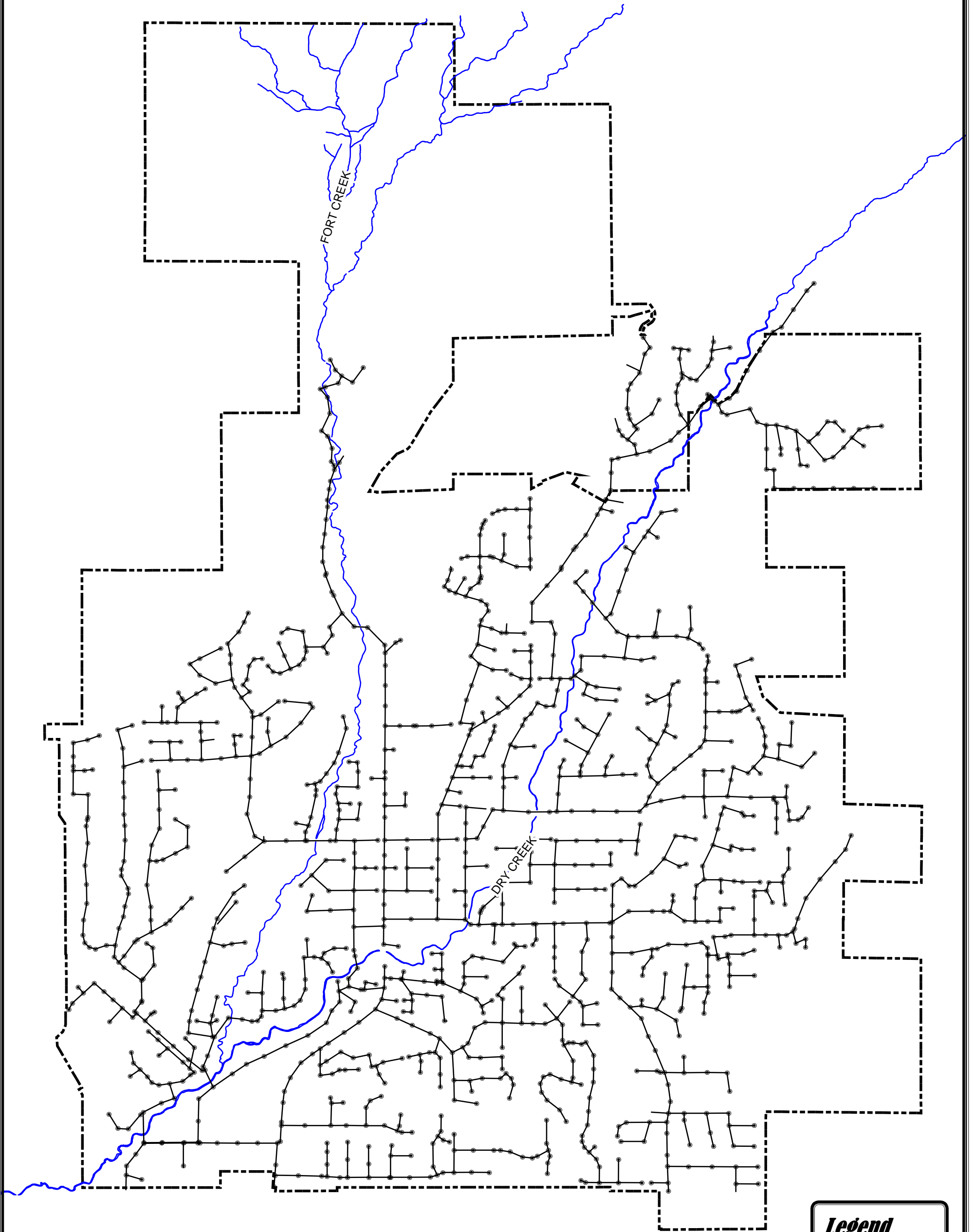
Alpine City will accept comments, either written or verbal and will review such comments for applicability.

# SSMP – MAPPING

## **Alpine City**

# **Sanitary Sewer System Mapping**

Alpine City keeps records of the sewer system via a computer based GIS program; ESRI ArcMap. All system attributes are surveyed and entered into the system (ie: manholes, laterals, and main lines). Subdivision record drawings of main lines as well as record drawings for residential laterals are all entered as an attribute for each feature within the GIS program. Pictures and pipe elevation data are also entered for each manhole. All the information is accessible electronically via the GIS program and available at the Alpine City Public Works building.



***Legend***

- Sewer Manholes
- Sewer Pipe
- Streams
- - - City Boundary



# ALPINE CITY SEWER MAP



# SSMP – BASEMENT BACKUP PROGRAM

## **Alpine City**

### **Basement Backup Program**

Basement backups are a serious impact on a home or business owner. As such, all reasonable efforts should be taken to prevent such backups from occurring. Sewer system backups are the result of several system problems. Such problems include any one or a combination of the following:

1. Laterals serving real properties are owned by the property owner and lateral maintenance is their responsibility. Roots, low points, structural failure, and grease are primary problems lateral owners face.
2. Backups caused by main line plugs are usually caused by roots, grease, low points, foreign objects and contractor negligence.
3. Piping system structural damage may cause basement backups. Such structural problems include age or deterioration damage, installation damage, excavation damage and trenchless technology damage.
4. Excess flow problems may surcharge a piping system and cause backups into homes. Excess flows usually occur when major storm waters inflow into sanitary sewers. Sanitary sewers are not designed for such flow. In addition, some homeowners may illegally connect foundation drains and sump pumps to the sanitary sewer system.

#### **Basement Backup Response**

When Alpine City is notified about a basement backup, staff contact the City Engineer who log the complaint in the GIS system.

All backup complaints shall be investigated by staff. If the investigation determines that the case of the backup is only in the lateral, staff may offer technical information but



should not take responsibility for cleanup or subsequent restoration.

When it is determined that the basement backup is the result of a mainline problem, Alpine City will remedy the problem as soon as possible. It should be noted that all action Alpine City takes are on a no-fault basis. Alpine City does not accept liability nor does it waive its governmental immunity.

*Backup Prevention Design Standard*

Alpine City promotes system designs which minimize backups and insure proper operations. To this end Alpine City has a design standard for all system construction. In addition, Alpine City complies with state design standards contained in R317-3. Finally for laterals, the following policy applies:

## **Alpine City**

### **Policy on the Installation of Backflow Valves**

#### Reference Regulatory Documents:

The following regulations are referenced in the establishment of this policy:

- Utah Code Title 15A-2-103(c). This code section adopts the 2009 edition of the International Plumbing Code.
- The 2009 International Plumbing Code, section 715 Sewage Backflow.

#### Alpine City Policy:

- The State of Utah has adopted the International Plumbing Code(IPC) as its plumbing building standard;
- Alpine City uses the IPC as their statute for plumbing construction and installation;
- And the IPC requires the installation of a sewage backwater valve “where the overflow rim of the lowest plumbing fixtures are below the next upstream manhole in the public sewer.”

Therefore, for new construction, Alpine City requires the installation of backwater valves as stipulated by the IPC already propagated for all new construction.

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT: Business / Commercial Zone Boundary Discussion**

**FOR CONSIDERATION ON: 8 September 2015**

**PETITIONER: City Council**

**ACTION REQUESTED BY PETITIONER: Discuss B/C Boundary**

**APPLICABLE STATUTE OR ORDINANCE: Section 3.1.9.2 (Zone Change)**

### **BACKGROUND INFORMATION:**

The boundaries of the Business / Commercial zone have been discussed previously by both the Planning Commission and the City Council. This topic has come up because there are a number of established residences in the B/C zone. The legislative intent of the zone states that “residential uses and other uses and other activities, which would be inconsistent with the use of the land for commercial activities are discouraged or not permitted within the zone.”

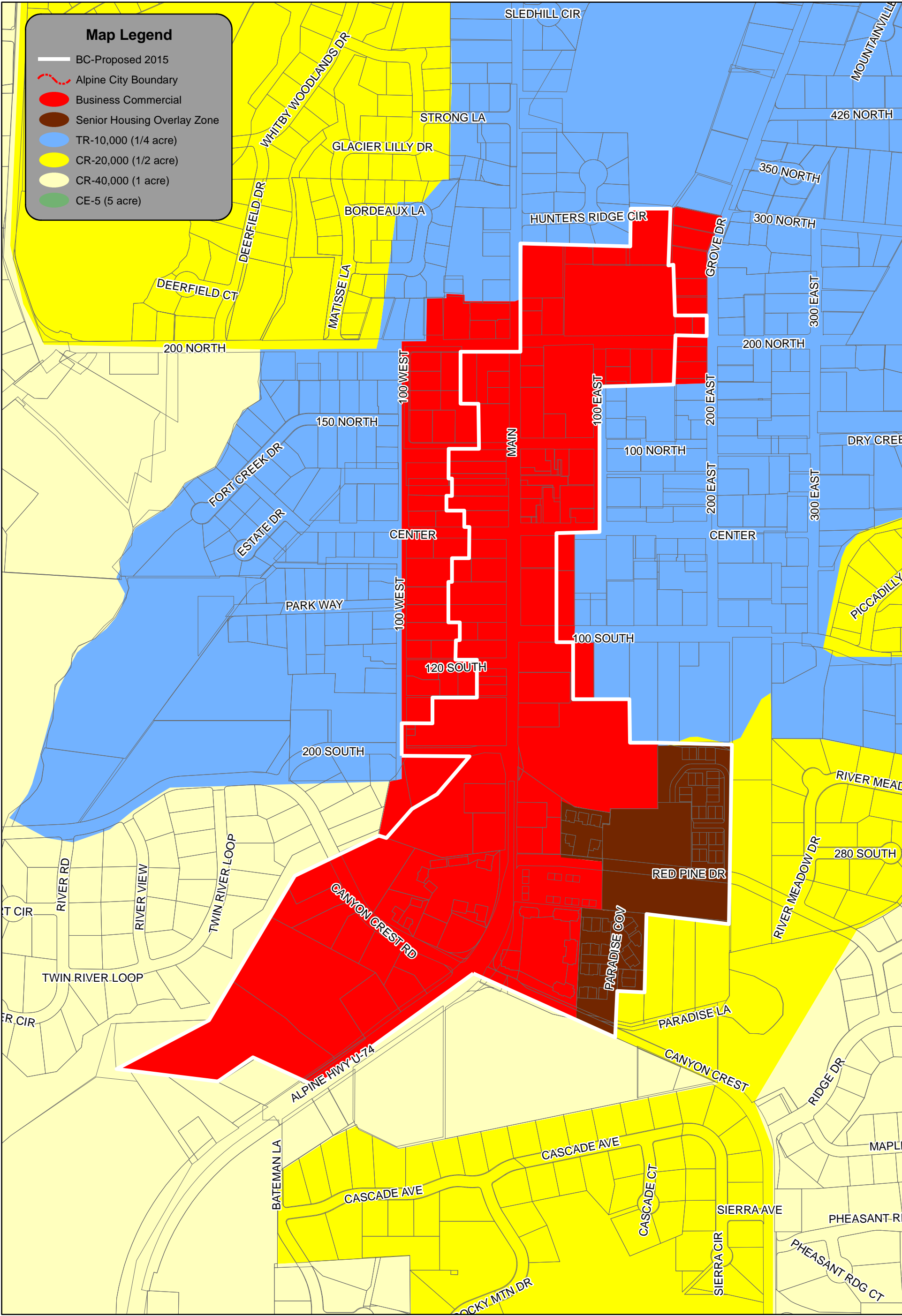
The intent of addressing this zone’s boundaries is to focus the business commercial activities of the city to a confined area that will make sense for both the businesses and the residents of the city. The expansion of these uses would be best through the development of vacant land rather than the demolition or reuse of residential homes that are off of Alpine’s main arterial road (Main Street / Alpine Highway).

Staff not only suggests a change on the map but that the language of the zone be re-evaluated in the coming months to encourage and promote a successful business commercial environment.

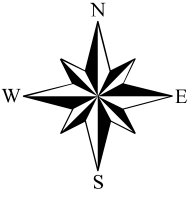
### **PLANNING COMMISSION RECOMMENDATION:**

David Fotheringham moved to leave the Business Commercial zone as it is.

Bryce Higbee seconded the motion. The motion was not unanimous but passed with 4 Ayes and 1 Nay. Bryce Higbee, Jason Thelin, David Fotheringham, and Steve Cosper all voted Aye. Jane Griener voted Nay



# B-C Zoning Proposal - Draft



August 2015

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT: Resolution No. R2015-013 – Adopting the Amended Consolidated Fee Schedule.**

**FOR CONSIDERATION ON: September 8, 2015**

**PETITIONER: Staff**

**ACTION REQUESTED BY PETITIONER: Adoption of the Consolidated Fee Schedule.**

**INFORMATION: The following fees have either been increased or added to the Consolidated Fee Schedule.**

- 1. Creekside Pavilion Rental for non residents - Increase from \$75 to \$100**
- 2. Add the cost of reviewing retaining wall plans - \$250**
- 3. Appeal Authority - Change to actual cost of service. Since the City as gone from using volunteer citizens on the Board of Adjustment to using an attorney as the Appeal Authority, the cost of a variance request has gone up considerably.**
- 4. Moyle Park Weddings - \$100 for weddings with 100 or fewer people. \$200 for weddings with over 100 people.**
- 5. Cemetery Fees. See the handout in the packet.**

***RECOMMENDED ACTION: That the City Council adopt Resolution No. R2015-13 – A Resolution of the Governing Body of Alpine City establishing a Consolidated Fee Schedule.***

## RESOLUTION NO. R2015-13 - Draft

### A RESOLUTION OF THE GOVERNING BODY OF ALPINE CITY ESTABLISHING A CONSOLIDATED FEE SCHEDULE

WHEREAS, the governing body of Alpine City pursuant to Utah Code Annotated, Section 10-3-717 is empowered by resolution to set fees; and

WHEREAS, the governing body of Alpine City wishes to establish an equitable system of fees to cover the cost of providing municipal services;

NOW, THEREFORE, BE IT RESOLVED by the governing body of Alpine City that:

I. The following fees are hereby imposed as set forth herein:

#### A. CITY RECORDER:

1. Compiling records in a form other than that maintained by the City. Actual cost and expense for employee time or time of any other person hired and supplies and equipment. Minimum charge of \$10 per request.
2. Copy of record \$0.50/printed page
3. Certification of record \$1.00/certification
4. Postage Actual cost to City
5. Other costs allowed by law Actual cost to City
6. Miscellaneous copying (per printed page):

	B/W	Color
8 ½ x 11	\$0.10	\$0.50
8 ½ x 14	\$0.15	\$0.70
11 x 17	\$0.20	\$0.90

7. Electronic copies of minutes of meetings Actual cost
8. Maps (color copies)

8 ½ x 11	\$2.50
11 x 17	\$5.00
24 x 36	\$18.00
34 x 44	\$30.00
9. Maps with aerial photos

8 ½ x 11	\$5.00
11 x 17	\$10.00
24 x 36	\$32.00

## **B. BUILDING PERMITS AND INSPECTIONS:**

1. Applications:

New Homes/Commercial Buildings	\$500.00
Construction jobs exceeding a value of \$50,000	\$250.00
Fee for all other Building Permit Applications	\$25.00
2. Building Permit Fees will be based on the construction values in Exhibit A and in accordance with the Building Code formula in Exhibit B. Finished basements and decks shall fall under (U) Utility, miscellaneous in Exhibit A.

Refunds for permits issued will be limited to 80 percent of the permit costs, not later than 180 days after the date of fee payment. No refunds for plan review costs will be given if the plan review has been conducted.

A building permit extension fee shall be assessed when building permits for new homes have become null and void. A permit becomes null and void if work or construction is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. The cost of extending a permit after it has become null and void will be one-half the original building permit fee which consists of the construction fee, electrical fee, plumbing fee and heating fee. A current infrastructure protection bond will also be posted by the new owner/applicant. The original infrastructure bond will be applied to any damage that occurred after the original permit was issued.

3. Minimum fees for issuance of individual permits including, but not limited to, meter upgrades, A/C, furnace, water heaters, etc. Actual cost of inspection
4. One percent surcharge per building permit (Utah Code):
  - a. 80 percent submitted to Utah State Government,
  - b. 20 percent retained by City for administration of State collection.
5. Buildings of unusual design, excessive magnitude, or potentially hazardous exposures may, when deemed necessary by the Building Official, warrant an independent review by a design professional chosen by the Chief Building Official. The cost of this review may be assessed in addition to the building permit fee set forth in item #1 above.
6. Special Inspections Actual cost to City
7. Re-inspection Fee Actual cost to City
8. Retaining Wall Inspection Fee \$250

## **C. BUSINESS LICENSES:**

1. Home Occupations \$50 + \$25.00 for one non-family employee
2. Commercial \$50.00 + \$25.00 for each employee  
(Maximum - \$400.00)
3. Late Charge after 3/01 of each year Double the base fee
4. Canvasser, Solicitors, and Other Itinerant Merchants Application Fee \$15.00
5. Accessory Apartment Permit \$50.00 registration and annual fee

**D. ORDINANCE ENFORCEMENT:**

- |    |  |  |
|----|--|--|
| 1. | Abatement of injurious and noxious real property and unsightly or deleterious objects or structures. | Actual cost of abatement plus 20% of actual cost |
|----|--|--|

**E. PLANNING AND ZONING:**

- |    |  |  |                 |
|----|--|--|-----------------|
| 1. | General Plan amendment                           | \$350.00   |                 |
| 2. | Zone change                                      | \$350.00   |                 |
| 3. | <del>Board of Adjustment</del> /Appeal Authority | <del>\$150.00</del>  | Cost of Service |
| 4. | Conditional Use                                  | \$250.00   |                 |
| 5. | Subdivisions                                     |  |                 |
| a. | Plat Amendment Fee                               | \$250.00   |                 |
| b. | Concept Plan Review Fee                          | \$100.00 + \$20.00 per lot + actual cost of City Engineer's review                       |                 |
| c. | Preliminary Plan Fee                             | \$100.00 + \$90.00 per lot + actual cost of City Engineer's review                       |                 |
| d. | Final Plat Fee                                   | \$100.00 + \$90.00 per lot + actual cost of City Engineer's review                       |                 |
| e. | Preliminary Plan Reinstatement/<br>Extension Fee | \$100.00   |                 |
| f. | Final Plat Reinstatement/Extension Fee           | \$100.00   |                 |
| g. | Recording Fee                                    | \$30.00 per sheet + \$1.00 per lot   |                 |
| h. | Inspection Fees                                  | \$140.00 per lot + \$65.00 per visit for re-inspection                                   |                 |
| i. | Subdivision & Building Bonds                     |  |                 |
|    | (1) Performance and Guarantee                    | 120% escrow in bank  |                 |
|    | (2) Infrastructure Protection Bond               | \$2,500.00 cash bond   |                 |
|    |  | \$5,000.00 cash bond for corner lots or regular lots with more than 150 feet of frontage |                 |
|    | (3) Open Space Bond                              | Determined by City Engineer  |                 |
| 6. | Publications                                     | Electronic   | Hard Copy       |
| a. | General Plan                                     | \$15.00  | \$10.00         |
| b. | Subdivision Ordinance                            | \$15.00  | \$30.00         |
| c. | Zoning Ordinance                                 | \$15.00  | \$30.00         |



7. Site Plan Review Fee
  - a. Residential (not in approved subdivision) \$150.00 + actual cost of engineering review
  - b. Commercial \$250.00 + actual cost of engineering review
8. Lot Line Adjustment \$75.00
9. Annexation
  - a. Application Fee \$350.00
  - b. Plat Review Fee \$150.00
  - c. Annexation Study Fee Actual Cost
10. Sign Permits
  - a. Application Fee \$25.00
  - b. Inspection Fee Actual cost

Application fee shall not apply to temporary non-profit signs.
11. Utah County Surveyor Plat review fee \$125.00

**F. PUBLIC WORKS:**

1. Streets
  - a. Street Dedication or Vacation \$300.00
  - b. Street Name Change Application \$100.00
  - c. New Street Sign for Name Change Approval \$75.00 per sign
2. Concrete Inspection Permits:
  - a. Curb and Gutter \$35.00
  - b. Sidewalk \$35.00
3. Excavation Permits, Asphalt/Concrete Cuts/Unimproved Surface
  - a. Excavation bond \$4,000.00
  - b. Minimum fee for cuts in paved surfaces more than 3 years old \$300.00 + 1.50/sq. ft.
  - c. Minimum fee for cuts in paved surfaces 3 years old or less \$300.00 + 3.00/sq. ft.
  - d. Land Disturbance Permit \$300.00
4. Culinary Water Rates (Temporary disconnection is not permitted unless authorized by the Alpine City Administrator.):
  - a. Box Elder and those portions of Willow Canyon and any other areas of the City that cannot be served by pressurized irrigation:

Amount Used	Rate
0 to 8,000 gallons per month (base rate)	\$14.00
Each 1,000 gallons over 8,000 gallons to 60,000 gallons per month	\$0.90
Each 1,000 gallons over 60,000 gallons to 175,000 gallons per month	\$1.40
Each 1,000 gallons over 175,000 gallons per month	\$2.80

b. All other users:

<b>Amount Used</b>	<b>Rate</b>
0 to 8,000 gallons per month (base rate)	\$14.00
Each 1,000 gallons over 8,000 gallons to 10,000 gallons per month	\$2.00
Each 1,000 gallons over 10,000 gallons to 12,000 gallons per month	\$3.00
Each 1,000 gallons over 12,000 gallons per month	\$4.00

c. Other utility fees and rates

- (1) Deposit of \$100 refunded after one year of prompt payment
- (2) Transfer of service \$25.00
- (3) Utility service connection \$25.00
- (4) Delinquent & Disconnect/Reconnect
  - a. First time annually \$70.00 + 10% penalty (the \$70.00 + 10% penalty will be waived if the customer signs up for automatic bill pay by credit card through Xpress Bill Pay)
  - b. Subsequent times \$45.00 + 10% penalty
- (5) Utility tampering fee \$299.00

5. Culinary Water Meter Connection Fee (In Addition to Impact Fee)

<b>Minimum Lot Size Requirements</b>	<b>Meter Size</b>	<b>Fee</b>
N/A	¾"	\$150.00
One acre or larger or commercial use	1"	\$210.00
As justified by engineering requirements	1 ½"	\$375.00
As justified by engineering requirements	2"	\$1,750.00

6. Pressurized Irrigation Connection Fee (in addition to impact fee)

<b>Minimum Lot Size Requirements</b>	<b>Meter Size</b>	<b>Fee</b>
For connections installed as part of the original Pressurized Irrigation System	1"	\$550.00
For connections installed as part of the original Pressurized Irrigation System	1 ½"	\$800.00
As justified by engineering requirements	2"	\$850.00

7. Pressurized Irrigation Rates (Temporary disconnection is not permitted unless authorized by the Alpine City Administrator.):

Users	Rate
Residential Users	
(1) Non-shareholders in Alpine Irrigation Co.	\$0.001112 per square foot per month
(2) Shareholders in Alpine Irrigation Co.	\$0.000618 per square foot per month
Agricultural User	\$1.15 per share per month

8. Sewer Connection Fee \$125.00

9. Sewer Usage Rate

Amount Used	Rate
0 to 2,000 gallons per month	\$14.40
Each 1,000 gallons over 2,000 gallons per month	\$3.94

Sewer rates are based on average monthly water use from October 1 – March 30.

10. Storm Drain Usage Rate

Parcels	Rate
Residential (1 ERU)	\$5.00 per month
Commercial	The charge shall be based on the total square feet of the measured impervious surface divided by 4,200 square feet (or 1 ERU), and rounded to the nearest whole number. The actual total monthly service charge shall be computed by multiplying the ERU's for a parcel by the rate of \$5.00 per month. See Municipal Code 14-403.6 for available credits.
Undeveloped	No charge

11. Monthly Residential Waste
- a. Collection Fee (1<sup>st</sup> unit) \$11.50
  - b. Collection Fee each additional unit 6.00
  - c. Recycling (1<sup>st</sup> unit) 4.75
  - d. Recycling each additional unit 4.50
12. Transfer of Utility Service \$25.00

## G. PARKS

- 1. Resident General City Park Reservation \$25.00 use fee  
\$150 clean-up deposit
- 2. Non-resident General City Park Reservation (parks other than Creekside Park) \$75.00 use fee  
\$150 clean-up deposit

3. Non-resident Creekside Park Reservation \$100.00 use fee  
\$150 clean-up fee
4. Sports Use of City Parks  
Rugby, Soccer, Football, Baseball, etc. \$2 per player  
Outside Leagues \$10 per game
5. Mass Gathering Event \$150 use fee  
\$1,000 deposit
6. Lambert Park  
Event - Resident \$25 + \$150 deposit  
Event - Non-resident \$75 + \$150 deposit  
Races in Lambert Park \$500 + mass gathering fee  
and deposit
7. Rodeo Grounds  
Event - Resident \$25 + \$150 deposit  
Event - Non-resident \$75 + \$150 deposit
8. Moyle Park Wedding - 100 people or fewer \$100.00  
Moyle Park Wedding - 100+ people \$200.00

#### H. IMPACT FEES

1. Storm Drain \$800.00
2. Street \$1,183.32
3. Park/Trail \$2,688.00
4. Sewer \$492.66
5. Timpanogos Special Service District (fee passed through) \$2,475.00
6. Culinary Water with Pressurized Irrigation \$1,123.00
7. Culinary Water without Pressurized Irrigation \$6,738.00
8. Pressurized Irrigation \$0.095/square foot

#### I. CEMETERY

1. Above ground marker or monument (upright) \$75.00
2. Single Burial Lot or Space
  - a. Resident ~~\$800.00~~ \$985.00
  - b. ~~Ex-Resident~~ \$1,000.00
  - c. Non-Resident ~~\$1,300.00~~ \$1,500.00
3. Opening & Closing Graves\*

	Weekday	Saturday/ <del>Holiday</del>
Resident	<del>\$150.00</del> \$600	<del>\$375.00</del> \$850.00

<del>Ex-Resident</del>	<del>\$200.00</del>	<del>\$400.00</del>
Non-Resident	<del>\$250.00</del> \$1,000	<del>\$450.00</del> \$1,500.00
Resident Infant (under one year)	\$125.00	\$350.00
Non-Resident Infant (under one year)	\$175.00	\$400.00

4. Disinterment ~~\$400.00~~ \$1,500.00  
City will remove all earth and obstacles leaving vault exposed.

5. Cremation  
a. Burial of ashes – Resident ~~\$125.00~~ \$500.00  
b. ~~Burial of ashes – Ex-Resident~~ ~~\$150.00~~  
c. Burial of ashes – Non-Resident ~~\$175.00~~ \$500.00

6. Deed Work ~~\$10.00~~ \$50.00

7. \*No burials on New Years, Memorial Day, 4th of July, Labor Day, Thanksgiving, or Christmas.  
Other holiday burials may be arranged through the city office.

## II. Other Fees

It is not intended by this Resolution to repeal, abrogate, annul or in any way impair or interfere with the existing provisions of other resolutions, ordinances, or laws except to effect modification of the fees reflected above. The fees listed in the Consolidated Fee Schedule supersede present fees for services specified, but all fees not listed remain in effect. Where this Resolution imposes a higher fee than is imposed or required by existing provisions, resolution, ordinance, or law, the provisions of this Resolution shall control.

- III. This Resolution shall take effect on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Don Watkins  
Mayor, Alpine City

ATTEST:

\_\_\_\_\_  
Charmayne G. Warnock  
Alpine City Recorder

## RESOLUTION NO. R2015-13

### A RESOLUTION OF THE GOVERNING BODY OF ALPINE CITY ESTABLISHING A CONSOLIDATED FEE SCHEDULE

WHEREAS, the governing body of Alpine City pursuant to Utah Code Annotated, Section 10-3-717 is empowered by resolution to set fees; and

WHEREAS, the governing body of Alpine City wishes to establish an equitable system of fees to cover the cost of providing municipal services;

NOW, THEREFORE, BE IT RESOLVED by the governing body of Alpine City that:

I. The following fees are hereby imposed as set forth herein:

#### A. CITY RECORDER:

1. Compiling records in a form other than that maintained by the City. Actual cost and expense for employee time or time of any other person hired and supplies and equipment. Minimum charge of \$10 per request.
2. Copy of record \$0.50/printed page
3. Certification of record \$1.00/certification
4. Postage Actual cost to City
5. Other costs allowed by law Actual cost to City
6. Miscellaneous copying (per printed page):

	B/W	Color
8 ½ x 11	\$0.10	\$0.50
8 ½ x 14	\$0.15	\$0.70
11 x 17	\$0.20	\$0.90

7. Electronic copies of minutes of meetings Actual cost
8. Maps (color copies)

8 ½ x 11	\$2.50
11 x 17	\$5.00
24 x 36	\$18.00
34 x 44	\$30.00
9. Maps with aerial photos

8 ½ x 11	\$5.00
11 x 17	\$10.00
24 x 36	\$32.00

**B. BUILDING PERMITS AND INSPECTIONS:**

1. Applications:

New Homes/Commercial Buildings	\$500.00
Construction jobs exceeding a value of \$50,000	\$250.00
Fee for all other Building Permit Applications	\$25.00
2. Building Permit Fees will be based on the construction values in Exhibit A and in accordance with the Building Code formula in Exhibit B. Finished basements and decks shall fall under (U) Utility, miscellaneous in Exhibit A.

Refunds for permits issued will be limited to 80 percent of the permit costs, not later than 180 days after the date of fee payment. No refunds for plan review costs will be given if the plan review has been conducted.

A building permit extension fee shall be assessed when building permits for new homes have become null and void. A permit becomes null and void if work or construction is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. The cost of extending a permit after it has become null and void will be one-half the original building permit fee which consists of the construction fee, electrical fee, plumbing fee and heating fee. A current infrastructure protection bond will also be posted by the new owner/applicant. The original infrastructure bond will be applied to any damage that occurred after the original permit was issued.

3. Minimum fees for issuance of individual permits including, but not limited to, meter upgrades, A/C, furnace, water heaters, etc. Actual cost of inspection
4. One percent surcharge per building permit (Utah Code):
  - a. 80 percent submitted to Utah State Government,
  - b. 20 percent retained by City for administration of State collection.
5. Buildings of unusual design, excessive magnitude, or potentially hazardous exposures may, when deemed necessary by the Building Official, warrant an independent review by a design professional chosen by the Chief Building Official. The cost of this review may be assessed in addition to the building permit fee set forth in item #1 above.
6. Special Inspections Actual cost to City
7. Re-inspection Fee Actual cost to City
8. Retaining Wall Inspection Fee \$250

**C. BUSINESS LICENSES:**

1. Home Occupations \$50 + \$25.00 for one non-family employee
2. Commercial \$50.00 + \$25.00 for each employee  
(Maximum - \$400.00)
3. Late Charge after 3/01 of each year Double the base fee
4. Canvasser, Solicitors, and Other Itinerant Merchants Application Fee \$15.00
5. Accessory Apartment Permit \$50.00 registration and annual fee

**D. ORDINANCE ENFORCEMENT:**

- |    |  |  |
|----|--|--|
| 1. | Abatement of injurious and noxious real property and unsightly or deleterious objects or structures. | Actual cost of abatement plus 20% of actual cost |
|----|--|--|

**E. PLANNING AND ZONING:**

- |    |   |  |
|----|---|--|
| 1. | General Plan amendment                          | \$350.00   |
| 2. | Zone change                                     | \$350.00   |
| 3. | Appeal Authority                                | Cost of Service  |
| 4. | Conditional Use                                 | \$250.00   |
| 5. | Subdivisions                                    |  |
|    | a. Plat Amendment Fee                           | \$250.00   |
|    | b. Concept Plan Review Fee                      | \$100.00 + \$20.00 per lot + actual cost of City Engineer's review                       |
|    | c. Preliminary Plan Fee                         | \$100.00 + \$90.00 per lot + actual cost of City Engineer's review                       |
|    | d. Final Plat Fee                               | \$100.00 + \$90.00 per lot + actual cost of City Engineer's review                       |
|    | e. Preliminary Plan Reinstatement/Extension Fee | \$100.00   |
|    | f. Final Plat Reinstatement/Extension Fee       | \$100.00   |
|    | g. Recording Fee                                | \$30.00 per sheet + \$1.00 per lot   |
|    | h. Inspection Fees                              | \$140.00 per lot + \$65.00 per visit for re-inspection                                   |
|    | i. Subdivision & Building Bonds                 |  |
|    | (1) Performance and Guarantee                   | 120% escrow in bank  |
|    | (2) Infrastructure Protection Bond              | \$2,500.00 cash bond   |
|    |   | \$5,000.00 cash bond for corner lots or regular lots with more than 150 feet of frontage |
|    | (3) Open Space Bond                             | Determined by City Engineer  |
| 6. | Publications                                    | Electronic      Hard Copy  |
|    | a. General Plan                                 | \$15.00      \$10.00   |
|    | b. Subdivision Ordinance                        | \$15.00      \$30.00   |
|    | c. Zoning Ordinance                             | \$15.00      \$30.00   |



7. Site Plan Review Fee
  - a. Residential (not in approved subdivision) \$150.00 + actual cost of engineering review
  - b. Commercial \$250.00 + actual cost of engineering review
8. Lot Line Adjustment \$75.00
9. Annexation
  - a. Application Fee \$350.00
  - b. Plat Review Fee \$150.00
  - c. Annexation Study Fee Actual Cost
10. Sign Permits
  - a. Application Fee \$25.00
  - b. Inspection Fee Actual cost

Application fee shall not apply to temporary non-profit signs.
11. Utah County Surveyor Plat review fee \$125.00

**F. PUBLIC WORKS:**

1. Streets
  - a. Street Dedication or Vacation \$300.00
  - b. Street Name Change Application \$100.00
  - c. New Street Sign for Name Change Approval \$75.00 per sign
2. Concrete Inspection Permits:
  - a. Curb and Gutter \$35.00
  - b. Sidewalk \$35.00
3. Excavation Permits, Asphalt/Concrete Cuts/Unimproved Surface
  - a. Excavation bond \$4,000.00
  - b. Minimum fee for cuts in paved surfaces more than 3 years old \$300.00 + 1.50/sq. ft.
  - c. Minimum fee for cuts in paved surfaces 3 years old or less \$300.00 + 3.00/sq. ft.
  - d. Land Disturbance Permit \$300.00
4. Culinary Water Rates (Temporary disconnection is not permitted unless authorized by the Alpine City Administrator.):
  - a. Box Elder and those portions of Willow Canyon and any other areas of the City that cannot be served by pressurized irrigation:

Amount Used	Rate
0 to 8,000 gallons per month (base rate)	\$14.00
Each 1,000 gallons over 8,000 gallons to 60,000 gallons per month	\$0.90
Each 1,000 gallons over 60,000 gallons to 175,000 gallons per month	\$1.40
Each 1,000 gallons over 175,000 gallons per month	\$2.80

b. All other users:

Amount Used	Rate
0 to 8,000 gallons per month (base rate)	\$14.00
Each 1,000 gallons over 8,000 gallons to 10,000 gallons per month	\$2.00
Each 1,000 gallons over 10,000 gallons to 12,000 gallons per month	\$3.00
Each 1,000 gallons over 12,000 gallons per month	\$4.00

c. Other utility fees and rates

(1) Deposit of \$100 refunded after one year of prompt payment

(2) Transfer of service \$25.00

(3) Utility service connection \$25.00

(4) Delinquent & Disconnect/Reconnect

a. First time annually

\$70.00 + 10% penalty (the \$70.00 + 10% penalty will be waived if the customer signs up for automatic bill pay by credit card through Xpress Bill Pay)

b. Subsequent times

(5) Utility tampering fee

\$45.00 + 10% penalty  
\$299.00

5. Culinary Water Meter Connection Fee (In Addition to Impact Fee)

Minimum Lot Size Requirements	Meter Size	Fee
N/A	¾"	\$150.00
One acre or larger or commercial use	1"	\$210.00
As justified by engineering requirements	1 ½"	\$375.00
As justified by engineering requirements	2"	\$1,750.00

6. Pressurized Irrigation Connection Fee (in addition to impact fee)

Minimum Lot Size Requirements	Meter Size	Fee
For connections installed as part of the original Pressurized Irrigation System	1"	\$550.00
For connections installed as part of the original Pressurized Irrigation System	1 ½"	\$800.00
As justified by engineering requirements	2"	\$850.00

7. Pressurized Irrigation Rates (Temporary disconnection is not permitted unless authorized by the Alpine City Administrator.):

Users	Rate
Residential Users	
(1) Non-shareholders in Alpine Irrigation Co.	\$0.001112 per square foot per month
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Agricultural User	\$1.15 per share per month

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9. Sewer Usage Rate

Amount Used	Rate
0 to 2,000 gallons per month	\$14.40
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Sewer rates are based on average monthly water use from October 1 – March 30.

10. Storm Drain Usage Rate

Parcels	Rate
Residential (1 ERU)	\$5.00 per month
Commercial	The charge shall be based on the total square feet of the measured impervious surface divided by 4,200 square feet (or 1 ERU), and rounded to the nearest whole number. The actual total monthly service charge shall be computed by multiplying the ERU's for a parcel by the rate of \$5.00 per month. See Municipal Code 14-403.6 for available credits.
Undeveloped	No charge

11. Monthly Residential Waste
- a. Collection Fee (1<sup>st</sup> unit) \$11.50
  - b. Collection Fee each additional unit 6.00
  - c. Recycling (1<sup>st</sup> unit) 4.75
  - d. Recycling each additional unit 4.50
12. Transfer of Utility Service \$25.00

## G. PARKS

- 1. Resident General City Park Reservation \$25.00 use fee  
\$150 clean-up deposit
- 2. Non-resident General City Park Reservation (parks other than Creekside Park) \$75.00 use fee  
\$150 clean-up deposit

3. Non-resident Creekside Park Reservation \$100.00 use fee  
\$150 clean-up fee
4. Sports Use of City Parks  
Rugby, Soccer, Football, Baseball, etc. \$2 per player  
Outside Leagues \$10 per game
5. Mass Gathering Event \$150 use fee  
\$1,000 deposit
6. Lambert Park  
Event - Resident \$25 + \$150 deposit  
Event - Non-resident \$75 + \$150 deposit  
Races in Lambert Park \$500 + mass gathering fee  
and deposit
7. Rodeo Grounds  
Event - Resident \$25 + \$150 deposit  
Event - Non-resident \$75 + \$150 deposit
8. Moyle Park Wedding - 100 people or fewer \$100.00  
Moyle Park Wedding - 100+ people \$200.00

#### **H. IMPACT FEES**

1. Storm Drain \$800.00
2. Street \$1,183.32
3. Park/Trail \$2,688.00
4. Sewer \$492.66
5. Timpanogos Special Service District (fee passed through) \$2,475.00
6. Culinary Water with Pressurized Irrigation \$1,123.00
7. Culinary Water without Pressurized Irrigation \$6,738.00
8. Pressurized Irrigation \$0.095/square foot

#### **I. CEMETERY**

1. Above ground marker or monument (upright) \$75.00
2. Single Burial Lot or Space
  - a. Resident \$985.00
  - b. Non-Resident \$1,500.00
3. Opening & Closing Graves\*

	Weekday	Saturday
Resident	\$600.00	\$850.00

Non-Resident	\$1,000	\$1,500.00
Resident Infant (under one year)	\$125.00	\$350.00
Non-Resident Infant (under one year)	\$175.00	\$400.00

4. Disinterment \$1,500.00  
City will remove all earth and obstacles leaving vault exposed.
5. Cremation
  - a. Burial of ashes – Resident \$500.00
  - b. Burial of ashes – Non-Resident \$500.00
6. Deed Work \$50.00
7. \*No burials on New Years, Memorial Day, 4th of July, Labor Day, Thanksgiving, or Christmas.  
Other holiday burials may be arranged through the city office.

II. Other Fees

It is not intended by this Resolution to repeal, abrogate, annul or in any way impair or interfere with the existing provisions of other resolutions, ordinances, or laws except to effect modification of the fees reflected above. The fees listed in the Consolidated Fee Schedule supersede present fees for services specified, but all fees not listed remain in effect. Where this Resolution imposes a higher fee than is imposed or required by existing provisions, resolution, ordinance, or law, the provisions of this Resolution shall control.

III. This Resolution shall take effect on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Don Watkins  
Mayor, Alpine City

ATTEST:

\_\_\_\_\_  
Charmayne G. Warnock  
Alpine City Recorder

# Exhibit A

Square Foot Construction Costs<sup>a, b, c, d</sup>

Group	(2006 International Building Code)	Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with stage	207.99	201.27	196.59	188.35	177.31	172.08	182.33	161.78	155.82
	Assembly, theaters, without stage	188.37	181.65	176.97	168.72	157.73	152.50	162.70	142.19	136.23
A-2	Assembly, nightclubs	160.35	155.84	151.87	146.10	137.40	133.56	140.99	124.59	120.41
A-2	Assembly, restaurants, bars, banquet halls	159.35	154.84	149.87	145.10	135.40	132.56	139.99	122.59	119.41
A-3	Assembly, churches	191.73	185.01	180.33	172.08	161.06	155.82	166.06	145.52	139.56
A-3	Assembly, general, community halls, libraries, museums	162.11	155.39	149.71	142.46	129.82	126.20	136.44	114.89	109.93
A-4	Assembly, arenas	187.37	180.65	174.97	167.72	155.73	151.50	161.70	140.19	135.23
B	Business	161.10	155.30	150.33	143.24	130.34	125.39	137.63	114.22	109.47
E	Educational	176.25	170.31	165.47	158.26	148.32	140.74	153.03	130.54	125.61
F-1	Factory and industrial, moderate hazard	97.68	93.20	87.88	84.96	76.10	72.71	81.54	62.67	59.24
F-2	Factory and industrial, low hazard	96.68	92.20	87.88	83.96	76.10	71.71	80.54	62.67	58.24
H-1	High Hazard, explosives	91.50	87.02	82.70	78.78	71.10	66.71	75.36	57.67	N.P.
H234	High Hazard	91.50	87.02	82.70	78.78	71.10	66.71	75.36	57.67	N.P.
H-5	HPM	161.10	155.30	150.33	143.24	130.34	125.39	137.63	114.22	109.47
I-1	Institutional, supervised environment	161.32	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
I-2	Institutional, hospitals	271.13	265.33	260.35	253.27	239.63	N.P.	247.66	223.51	N.P.
I-2	Institutional, nursing homes	189.55	183.75	178.78	171.69	159.17	N.P.	166.08	143.05	N.P.
I-3	Institutional, restrained	185.16	179.37	174.39	167.30	155.66	149.72	161.69	139.55	132.80
I-4	Institutional, day care facilities	161.32	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
M	Mercantile	119.24	114.73	109.76	104.99	95.94	93.10	99.88	83.13	79.95
R-1	Residential, hotels	163.43	157.90	153.72	147.58	137.69	133.97	148.68	124.81	119.99
R-2	Residential, multiple family	136.97	131.44	127.26	121.11	111.95	107.63	122.34	98.47	93.65
R-3	Residential, one- and two-family	129.98	126.37	123.27	120.01	115.61	112.61	118.02	108.33	101.95
R-4	Residential, care/assisted living facilities	161.32	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
S-1	Storage, moderate hazard	90.50	86.02	80.70	77.78	69.10	65.71	74.36	55.67	52.24
S-2	Storage, low hazard	89.50	85.02	80.70	76.78	69.10	64.71	73.36	55.67	51.24
U	Utility, miscellaneous	69.10	65.33	61.44	58.37	52.71	49.14	55.08	41.61	39.61

a. Private Garages use Utility, miscellaneous

b. Unfinished basements (all use group) = \$15.00 per sq. ft.

c. For shell only buildings deduct 20 percent.

d. N.P. = not permitted

Electronic files of the latest Building Valuation Data can be downloaded from the Code Council website at [www.iccsafe.org/cs/techservices](http://www.iccsafe.org/cs/techservices)

# EXHIBIT B

## BUILDING PERMIT FEES (2009 IRC Appendix L)

Total Valuation		Fee
\$1 to \$500		\$24.00
Total value from \$501 to \$2,000		
First \$500		\$24.00
Plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000		
Total value	_____ = _____ - 5 = _____ x \$3 = _____	
100		
Building Permit Fee		
Total value from \$2,001 to \$40,000		
First \$2,000		\$69.00
plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000		
Total value	_____ = _____ - 2 = _____ x \$11 = _____	
1,000		
Building Permit Fee		
Total value from 40,001 to \$100,000		
First 40,000		\$487.00
plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000		
Total value	_____ = _____ - 40 = _____ x \$9 = _____	
1,000		
Building Permit Fee		
Total value from \$100,001 to \$500,000		
First \$100,000		\$1,027.00
plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000		
Total value	_____ = _____ - 100 = _____ x \$7 = _____	
1,000		
Building Permit Fee		
Total value from \$500,001 to \$1,000,000		
First \$500,000		\$3,827.00
plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000		
Total value	_____ = _____ - 500 = _____ x \$5 = _____	
1,000		
Building Permit Fee		
Total value from \$1,000,001 to \$5,000,000		
First \$1,000,000		\$6,327.00
plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000		
Total value	_____ = _____ - 1,000 = _____ x \$3 = _____	
1,000		
Building Permit Fee		
Total value from \$5,000,000 and over		
First \$5,000,000		\$18,327.00
plus \$1 for each additional \$1,000 or fraction thereof		
Total value	_____ = _____ - \$5,000 = _____ x \$1 = _____	
1,000		
Building Permit Fee		