

AGENDA
HIGHLAND CITY COUNCIL MEETING
August 5, 2014

7:00 p.m. Regular City Council Session
Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

7:00 P.M. REGULAR SESSION – CITY COUNCIL CHAMBERS

CALL TO ORDER – Mayor Mark Thompson
INVOCATION – Mayor Mark Thompson
PLEDGE OF ALLEGIANCE – Jessie Schoenfeld

APPEARANCES

- 1. Time has been set aside for the public to express their ideas, concerns, and comments.**
(Please limit your comments to three minutes each.)

PRESENTAION / DISCUSSION

- 2. Highland Urban Deer Program – Brian Cook**

CONSENT

- 3. MOTION: Approval of Meeting Minutes for City Council Regular Session – June 17, 2014**
- 4. MOTION: Approval of Meeting Minutes for City Council Regular Session – July 15, 2014**
- 5. MOTION: Approval of Meeting Minutes for City Council Tour – July 22, 2014**
- 6. MOTION: Pace Manor – Final Plat Approval**

ACTION ITEMS

- 7. PUBLIC HEARING / ORDINANCE: Amending the Highland City Development Code – Allowing Riding Arenas in the R-1-40 District**
- 8. ORDINANCE: Amending Engineering Designs and Construction Standards – Pressurized Irrigation Detail**

9. ORDINANCE: Adopting and Amending Municipal Code Chapter 13.12 – Sanitary Sewer Management Plan

MAYOR/ CITY COUNCIL & STAFF COMMUNICATION ITEMS

ADJOURN TO A CLOSED EXECUTIVE SESSION

- Pending reasonably imminent litigation
Pursuant to Section 52-4-205(1)(c) of the Utah State Code Annotated.

RECONVENE CITY COUNCIL MEETING

ADJOURNMENT

(These items are for information purposes only.)

| Description | Requested/Owner | Due Date | Status |
|--|------------------------------|-----------------|---------------|
| Funding plan for Capital Facilities Plan update and certified impact fee. | City Council Nathan Crane | Sept. 2014 | In Progress |
| Country Club Safety/Road Issues | City Council PW & PS | Sept. 2014 | |
| Parks Presentation | City Council Nathan Crane | Oct. 2014 | In Progress |
| 5 Year Road Maintenance Plan for FY 14-15 Budget for Maintenance Plan | City Council | | In Progress |
| Road Capital Improvement Plan for FY 15-16 <i>Prioritize and Communicate to Residents</i> | City Council | | |

CERTIFICATE OF POSTING

The undersigned duly appointed City Recorder does hereby certify that on this **31st day of July, 2014**, the above agenda was posted in three public places within Highland City limits. Agenda also posted on State (<http://pmn.utah.gov>) and City websites (www.highlandcity.org).

JOD'ANN BATES, City Recorder

- In accordance with the Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-772-4505, at least 3 days in advance to the meeting.
- The order of agenda items may change to accommodate the needs of the City Council, the staff and the public.
- This meeting may be held electronically via telephone to permit one or more of the council members to participate.

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS.

MINUTES
HIGHLAND CITY COUNCIL MEETING
Tuesday, June 17, 2014

Highland City Council Chambers, 5400 West Civic Center Drive, Highland, Utah 84003

PRESENT: Mayor Mark Thompson, Conducting
Councilmember Brian Braithwaite
Councilmember Rod Mann
Councilmember Tim Irwin
Councilmember Dennis LeBaron
Councilmember Jessie Schoenfeld

STAFF PRESENT: Aaron Palmer, City Administrator
JoD’Ann Bates, Executive Secretary/ Recorder
Nathan Crane, Community Development Director
Gary LeCheminant, Finance Director
Kasey Wright, City Attorney
Shannon Garlick, Secretary

OTHERS: Elissa Gricius, Kelsey Gricius, Dorthy Gricius, Bryan Gricius, Laura Gricius, Barbara Stevens, Janeen Ashcraft, Bethany Oporto, Jennifer Wilson, Tate Wilson, Melissa Brooks, Hannah Brooks, Cindy Barton, Jared Barton, Devin Ririe, Michelle Ririe, Laurie Robins, Scott Robins, Marci Whitworth, Jan Dowling, Tayton Godwin, Ed Dennis, Scott Smith, Wolfgang Muelleck, Julie Muelleck, Tim Heyrend, Laura Oscarson, Steve Oscarson, Blythe Shupe, Deborah Olsen, Tiffany Whiting, Nathan Whiting, Cindy Jonsson, Marlene Brooks, Michelle DeKover, Robert DeKorver, Kevin Fuller, Andrea Fuller, Catherine Peacock, Mandee Grant , Susie Schnell, Paula Forbes, Mark Forbes, Alison West, Steven West, Nancy Morrill, Chloe Morrill, Greg Morrill, Ethan Morrill, Jan Sterzer, Johnn Sterzer, Malinda Christensen, Sandra Howell, Kelly Sabotka, Andrea Sabotka, Carolyn Leifer, Norman Leifer, Wren Woodland, Kent Slade, Layne Jensen, Allyson Reynolds, William Reynolds, Sean Matern, Julie Matern, Bryon Tarbet, Anna Thacker, Will Thacker, Stephanie Thacker, Jacob Thacker, Lois Christensen, Wendy Bishop, Rick Nydegger, Denise Nydegger, Laird Sessions, Patricia Curtin, Heather Groom.

The meeting was called to order by Mayor Mark Thompson as a regular session at 7:04 p.m. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Dennis LeBaron and those assembled were led in the Pledge of Allegiance by Shaun Matern, a scout.

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APPEARANCES:

1
2
3 Blythe Shupe, Chair of the Library Board, stated the Board unanimously supports the dedicated
4 library tax. She stated it has been said that the dedicated tax is not right on principal, but it was
5 put in place to give the library support. She stated the library budget process is very rigorous and
6 is submitted to the Council for approval; so cuts could be made and have been made to the
7 budget. She stated they have built a small reserve, which is wise to have for future needs. She
8 explained they plan to grow the library through grants and fundraising, without asking for more
9 funding from the City. She stated at a recent council meeting 7 residents supported it and 1 did
10 not and at the open house 40 expressed their support and 7 did not on the comment cards. She
11 stated there are 700 card holders and it would appear the community is in favor of the dedicated
12 funding.

13
14 Scott Smith, representative of the Library Board, stated he looked through several library
15 budgets and the revenue from the City is listed on page one, the revenue from fees/grants on
16 page three, and expenditures on page eight. He stated it would be helpful to have a line summary
17 of the library budget. He stated there was a \$43,000 transfer to the Highland Foundation for
18 library reserves which was actually private donations. He stated the reserves are for updating the
19 computers, etc. and they would need to come to the Council for that, so there are not any hidden
20 surpluses. He stated there has to be a dedicated tax to preserve the library. He stated the library is
21 well used and the people support the library, so they need to keep the dedicated tax.

22
23 Sandy Howle, resident of Highland, stated she believes the City needs to keep the dedicated tax
24 for the library. She stated if the money is taken away, it will be easy to use it for other things.
25 She stated one of the reasons she chose to live in Highland rather than Alpine, is because they
26 have the library.

27
28 Melissa Brooks, resident of Highland, stated she is a mother of four kids and their weekly visit to
29 the library is one of the best parts of the week. She stated the library represents a vision of an
30 educated people and community. She explained the library needs to grow within the community,
31 removing the dedicated library stops that growth. She stated the citizens of Highland look
32 forward to what the library can become and a big portion of that is the dedicated tax.

33
34 Julie Muelleck, resident of Highland, stated she got involved with the library eight years ago
35 when she moved into Highland. She stated she continues to volunteer there today because she
36 understands the value of the library. She stated during the summer the children need to continue
37 to read and urged the Council to continue the library tax so it can continue to grow.

38
39 Jan Dowling, resident of Highland, stated she believes in the principal of the dedicated tax and
40 it's a way to safeguard things that are important to the community, provide transparency of what
41 is going on with the taxes, and helps maintain support for the library. She stated the library needs
42 to be protected, and the dedicated tax does just that.

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1 Steve Oscarson, resident of Highland, stated they should not only keep the dedicated tax, but
2 should increase it. He stated it raises their property values and is a wonderful asset to the
3 community.
4

5 Stephanie Thacker, resident of Highland, stated nine years ago she drove around looking for a
6 library and there was not one. She stated she discussed it with the Mayor and expressed she
7 would be willing to do anything to get a library and the Mayor appointed her and a couple others
8 to find library options; she stated they met with small and larger libraries throughout the
9 community and they realized the best thing for the City would be to move forward with a
10 Highland Library. She explained she was the Chairman of the Board and the Mountain Ridge
11 Library which did not succeed, and it was so sad to see thousands of volumes of books that were
12 not being used because they did not have the support, dedicated staff, or dedicated tax to run the
13 library. She stated it was basically a full time job to be the Chairman and she never got paid, but
14 the benefit of having the library now made it worth it. She stated herself and the kids love the
15 library and so much time and money has gone into it, and it would be in vain if the dedicated tax
16 does not continue. She explained libraries all start out small, but with the right support, it can
17 continue to grow. She stated she shops locally because it is close to the library when running
18 errands, so it helps increase the tax base. She urged the Council to support the dedicated tax.
19

20 Laura Oskerson, resident of Highland, stated Utah is known for having an educated population
21 and a family-friendly community. She stated the library supports both of those things and if the
22 Council would like the City to be known for those things they need to support the library. She
23 stated they would continue to fund the library in the general fund, but it could be cut as soon as
24 something else comes up. She explained being someone who has a salary, she knows the
25 importance of having a specific amount of funding to work with and to budget, and the dedicated
26 tax does that.
27

28 Nancy Morrill, resident of Highland, stated she has lived in Highland for ten years and her
29 daughter reads books from the library every two days. She stated she wishes the library was
30 bigger so she wouldn't have to buy books. She explained they need to keep the funding so it can
31 continue to grow and expand. She stated she is a Kindergartener Teacher and understands the
32 importance of reading. Kids in her class that are reading increase their reading level, if they take
33 away the ability of the children to be able to read throughout the summer and in their homes they
34 will lose the educational impact which will make a difference in not only their future but ours as
35 well.
36

37 Rick Nydegger, resident of Highland, stated they all believe reading and education is important
38 and the discussion is dancing around the elephant in the room. He stated they have a limited
39 amount of revenue and stated he is not certain of what the money would be used for if it's not
40 used for the library. He stated if keeping library funding means cutting emergency services, then
41 he may not be in favor of keeping the library funding. He stated he does not understand what the
42 funding would be used for and asked for other options.
43

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1 Laird Sessions, resident of Highland, stated he teaches fifth grade at Mountain Ridge, his father
2 was a librarian, and he was a librarian. He stated dollars that do not have names do not make it to
3 where they need to be. He expressed his concern that if they do not keep the dedicated tax the
4 money will be used for other things. He stated that they have to go to other cities for a lot of
5 other resources, like parks and recreation, but the City takes pride in having its own library. He
6 stated many students have to do book reports, and the library helps reduce the burden on parents.
7 He feels the library matches the values of the community.

8
9 Norman Leifer, resident of Highland, stated he went to the library all the time as a child, when he
10 did not have funds to buy books himself. He stated when they take away the library, they take
11 away opportunities for the children. He stated he supports the library tax and what the library
12 does for the community.

13
14 Bethany Oporto, resident of Highland, stated they come to the library all the time and it is a
15 service that is separate from other utilities. She stated that it is education for the community and
16 they need to have the dedicated funding.

17
18 Heather Groom, resident of Highland, stated she is a member of the State Board of Education
19 and she is a representative of this area. She stated they look at the cost to educate the children
20 and stated there is illiteracy everywhere, it costs \$1,400 to incarnate someone and a big portion
21 of that is based on a third grade education. She stated the money is well spent to make sure that
22 children are reading. She explained the library demonstrates the city supports education. She
23 explained the tax is in addition and earmarked for the library, and expressed her concern that if
24 the funding is added to the general fund it would be easy to remove when things come up. She
25 stated this in not just about fiscal policy, but about the welfare and future of the community.

26
27 Dennis LeBaron stated he will be voting to not keep the dedicated tax based on three principals.
28 One: his campaign promise. He stated he did not run to keep the library, but to control spending
29 and in order to do so they need to have control of the funding without having their hands tied,
30 and not following through with that promise would be a disservice to those who elected him.
31 Two: the library is not an essential service, so there should be no special funding for that service.
32 Three: the Council needs to be able to decide where the funding goes. He stated he supports the
33 library and does not believe it will close by removing the dedicated funding. He explained he
34 could see the same passion for roads and stated they need to fund the roads; and he is not asking
35 to remove all of the funding for the library, but they could take a couple dollars here or there to
36 fund the roads.

37
38 Tim Irwin stated the comments and emails he receives have been very good and stated they can
39 agree and disagree on certain issues. He stated this is an important decision and they need to not
40 move forward to hastily. He explained he does not want to be responsible for unintended
41 consequences. He stated they have a trust issue and often times they do not trust their politicians
42 to do what they have promised to do. He stated the general fund supports and subsidizes the
43 library in addition to the dedicated tax. He stated everyone in this room supports the library and

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1 stated Dennis LeBaron supports removing the library tax but he also suggested increasing the
2 library funding amount and does support the library. Based on some recent conversations Tim
3 asked the council to delay the decision.
4

5 Mayor Thompson stated that due to the input and comments made regarding this issues he would
6 at this time accept and entertain a motion on number 5 of the agenda, “A Resolution Eliminating
7 the Dedicated Library Tax Levy”.
8

9 **MOTION: Tim Irwin moved to continue the Resolution to a later date and include a**
10 **request for a work session with the Library Board and Administrator to discuss the goals**
11 **of the library, the future of libraries, how to coordinate with school libraries, the usage and**
12 **programs of the library, an expansion and possible partnerships with surrounding cities,**
13 **funding mechanisms and fiscal responsibilities.**
14

15 **Rod Mann seconded the motion.**
16

17 Rod Mann stated the question is not whether or not people use the library, but how it is funded.
18 He stated the dedicated tax eliminates the discussion they are having right now. He stated the
19 library has been very frugal, but the council does not have a discussion regarding the extra
20 money, because it is automatically dedicated to the library. He stated moving the library funding
21 to the General Fund would give the residents an opportunity to come discuss the library and
22 forces that discussion. He stated he understands if people are afraid of politicians, but now they
23 will be more active and involved. He stated the library has not raised as much money as they
24 have in the past and stated the library tax is supposed to be a fixed percentage of the property tax.
25 He stated many residents don't even know there is a dedicated library tax. He stated if the
26 property tax goes up, the dedicated tax should go up equally as well, but that's not always the
27 case. He stated at the end of last year they should have had \$149,000 in the library fund, but
28 there was \$38,000. He stated it would be beneficial to the library to have it rectified. He stated he
29 supports the motion to continue because there are accounting questions and if the City owes
30 library money, they should give the library that funding. He stated he researched the issue
31 because it came up in the campaign and would not have researched it otherwise. He stated
32 children usage has gone down and other usage remains the same.
33

34 Brian Braithwaite stated this is a community value and trust issue. He stated the residents do not
35 spend much time looking at the City budget, but elect people to look at the budget. He stated
36 they want to trust those they elect, but do not always do so. He stated having the dedicated tax
37 forces the issue to be discussed. He stated if there was not a dedicated tax the residents would not
38 be here. He stated the funding would be easy to push aside, and the councilmembers could
39 reduce the amount. He asked why they would need to remove the dedicated funding if they are
40 not planning to do something different with the funding. He stated if there comes a time that
41 something becomes more valuable than the library, then they have the ability to have the dialog
42 to remove the dedicated funding at that time. He explained it is a very small portion of the
43 property tax and the library staff has done a wonderful job being frugal. He stated if they remove

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1 the funding then the momentum they have to support the library would go away. He explained if
2 they slowly cut it each year, they lose the dedicated staff and volunteers and it will never grow
3 and expand. He stated if the residents have this passion, they need to help raise the funds, set
4 goals, and take the library to the next level. He stated \$300,000 was donated by the community
5 to get the library started and now the residents need to show their support for an expansion. He
6 stated the Council has control of all the funding, they have this dedicated tax, but they could
7 remove the funding at any time as long as they follow the right process.

8
9 Jessie Schoenfeld stated there is not that much surplus set aside that will make a huge difference
10 in other areas like the roads, but it does make a huge difference to the library. She explained
11 prior Council set aside the dedicated funding and did it for a reason, and the City needs to trust
12 that decision. She stated the Council needs to be careful about changing something that doesn't
13 need to be changed.

14
15 Dennis LeBaron stated they are increasing a lot of revenue and the budget has come up in a lot of
16 different categories. He stated if they had a tough year, they need to have the flexibility to trim
17 back in every area of the budget, including the library. He questioned why they need to postpone
18 the decision of the funding issue and it would just be kicking the can down the road.

19
20 Jessie Schoenfeld stated they have reserves so that way when there is a lean year they are able to
21 use those without cutting every other area.

22
23 Tim Irwin stated his motion leaves the dedicated funding for this year and allows them to have a
24 discussion with the Library Board and see the goals and find ways to support the library even
25 more. He stated funding is in the discussion, but there are a lot of other things that would be
26 included in the discussion and would help support the library. He stated they need to have a
27 discussion with the people they have appointed over the library.

28
29 **Those Voting Aye: Brian Braithwaite, Tim Irwin, Jessie Schoenfeld, Rod Mann**

30 **Those Voting Nye: Dennis LeBaron**

31 **Motion carried.**

32
33
34 **CONSENT:**

35
36 **MOTION:** Approval of Meeting Minutes for City Council Regular Session – May 20, 2014.

37
38 **MOTION:** Ratifying the Mayor's Appointment to the Highland City Economic Development
39 Committee – Jeffrey Clyde, Rob Clauson, John Allen, Robert Vukich, and Marshall
40 Meier.

41 *Pulled by Brian Braithwaite for further discussion*

42
43 **RESOLUTION:** Approval of the Final Budget – Highland City 2014-15 Fiscal Year.

DRAFT

1 *Pulled by Brian Braithwaite for further discussion*
2

3 **MOTION: Tim Irwin moved the City Council to approve the consent items on the agenda.**
4

5 **Rod Mann seconded the motion.**

6 **Unanimous vote, motion carried.**
7

8 MOTION: Ratifying the Mayor's Appointment to the Highland City Economic Development
9 Committee – Jeffrey Clyde, Rob Clauson, John Allen, Robert Vukich, and Marshall
10 Meier.

11 Pulled by Brian Braithwaite for further discussion
12

13 Brian Braithwaite questioned why Marshall Meier was being appointed to the Economic
14 Development Committee without being a resident of Highland.
15

16 Jessie Schoenfeld replied he owns property in Highland, Meier's Meats and Fine Foods and felt
17 he could contribute in a positive way.
18

19 Brian Braithwaite stated if that is the case and he is a property owner, he is okay having him on
20 it.
21

22 Mayor Thompson stated he would be okay with having anyone on the Committee that could help
23 better Highland and help them move forward.
24

25 Rod Mann questioned if that was all the applicants.
26

27 Mayor Thompson stated they are reviewing a couple others that they will add at a later date.
28

29 **MOTION: Jessie Schoenfeld moved the City Council ratify the Mayor's Appointment of**
30 **Jeffrey Clyde, Rob Clauson, John Allen, Robert Vukich, and Marshall Meier to the**
31 **Highland City Economic Development Committee.**
32

33 **Tim Irwin seconded the motion.**

34 **Unanimous vote, motion carried.**
35

36 RESOLUTION: Approval of the Final Budget – Highland City 2014-15 Fiscal Year.

37 Pulled by Brian Braithwaite for further discussion
38

39 Brian Braithwaite stated he wanted to make sure all of the Enterprise Funds were in the positive
40 and look at increasing some of the fees. He stated he believed it would be a discussion they
41 would have tonight.
42

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1 Tim Irwin stated that is something they would need to talk about, but they need to have the
2 appropriate information from staff to be able to appropriately discuss the funds. He stated there is
3 a number of ways to go and would like to discuss it, but would like the right information.
4

5 Brian Braithwaite clarified the Council can approve the budget tonight and then in the month of
6 July or August, they bring the issue back and have the dialog and have the fees adjusted. He
7 stated he does not believe they need to completely raise the fees this year, but a \$1-2 raise would
8 be a move in the right direction.
9

10 Tim Irwin stated the Council needs to do some education with the residents along with the
11 discussion, because if they see an increase they will be upset if they don't understand the reason
12 behind it.
13

14 Gary LeCheminant stated he did a rough estimate, but would not want the council to do a
15 judgment on it until he was able have a firmer estimate.
16

17 **MOTION: Brian Braithwaite moved the City Council approve the Final Budget for the**
18 **2014-15 Fiscal Year as received and directed staff to provide preliminary numbers for a**
19 **suggested pressurized irrigation fund rate by the first meeting in August.**
20

21 **Rod Mann seconded the motion.**
22

23 Rod Mann inquired if the sale of the homes goes into the road fund and if there were more than
24 \$200,000 it would go into the fund as an additional amount.
25

26 Gary LeCheminant stated they have \$514,000 right now and any additional would be able to be
27 used for the roads.
28

29 Discussion ensued.
30

31 **AMENDED MOTION: Dennis LeBaron moved the City Council amend the motion to**
32 **include directing staff to also bring information back to the Council regarding the surplus**
33 **of the other Enterprise Funds and their correlation.**
34

35 **Rod Mann seconded the amendment motion.**

36 **Unanimous vote, amended carried.**
37

38 **Original Motion:**

39 **Unanimous vote, motion carried.**
40
41

42 **ACTION ITEMS:**
43

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1 Aaron Palmer, City Administrator clarified that due to the continuation of the Resolution to
2 eliminate the Dedicated Library Tax, Adopting the Certified Tax Rate subject to a Truth and
3 Taxation Hearing is now not applicable. The Council will only need to approve the Certified
4 Tax Rate.

5
6 RESOLUTION: Adopting the Certified Tax Rate
7

8
9 **MOTION: Rod Mann moved the City Council adopt the Certificated Tax Rate as reflected**
10 **in the Resolution for Fiscal Year 2014-15.**

11
12 **Brian Braithwaite seconded the motion.**

13
14 Brian Braithwaite stated previously every year the value of the property went up or down, the
15 City received more or less. He stated now the City gets the same amount every year, so now they
16 have to vote for a certified tax rate each year to make sure the city gets the same amount.

17
18 Nathan Whiting, resident of Highland, questioned if since the certified tax rate has been set, have
19 they had to increase the City tax at all.

20
21 Brian Braithwaite replied when the prior council approved the library and the dedicated tax, they
22 did increase the tax rate that time but have not since.

23
24 Tim Irwin replied that about 4 years ago the Council lowered the tax rate. Which resulted in a
25 small decrease in the taxes for residents.

26
27 Discussion ensued regarding the process of the Certified Tax Rate.
28

29 **Unanimous vote, motion carried.**
30

31
32 *MOTION: Boundary Adjustment with American Fork – Request from Stephanie Anderson*
33 *located at 5901 West 9600 North.*
34 *Pulled by the Applicant*
35

36 ** Mayor Thompson called for a recess at 8:59 p.m. The meeting reconvened at 9:12 p.m. **
37

38 **MAYOR/CITY COUNCIL & STAFF COMMUNICATION ITEMS:**

39
40 Nathan Crane stated he wanted to verify council received three emails he had sent,
41 1) information regarding the real estate homes, 2) road plan 3) the impact fee status report.
42

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1 Rod Mann clarified Zion's Bank has a service that would be willing to do all of the certified
2 impact fees, or they could contract each one out separately, regardless they would need an RFP.
3 He stated the risk if they don't do it would mean they could face liability issues in the future.
4

5 Brian Braithwaite stated it is well worth having someone do a study. In working with the TSSD
6 Board, he has seen there are some well to do contractors/developers that are doing the right stuff
7 and then are some contractors/developers that are trying to beat the system. He stated Lehi has
8 been sued along with TSSD, and stated they need to do this process so they show they have done
9 their due diligence. He stated it is well worth it to get the impact fees done right. He stated they
10 are stating culinary water does not have an impact fee, and stated he does not understand why
11 exactly.
12

13 Nathan Crane stated the way the impact fee law reads it is because the water system was
14 acquired from the Water Company.
15

16 Mayor Thompson stated in the process of surrendering everything to the city, they did a Master
17 Plan Update and most of all the categories met the requirements for build out. What everyone is
18 paying now is their share of that improved system. What you can't do is receive something
19 without cost.
20

21 Discussion ensued regarding history of the culinary water system.
22

23 Mayor Thompson stated in regards to the Pressurized Irrigation he has a statement. The city had
24 purchased the saved water shares relevant to Provo Reservoir Water Users Company Stock and
25 the storage right of the Highland Conservation District in Deer Creek Reservoir. He explained
26 the reason for that purchase was due to the first right of refusal was to go to the people that own
27 the stock and ask if they wanted to participate in closing the canal. The city under the statute
28 can't relinquish water that we have even thought this is a new water right. Provo Reservoir
29 generated a new class of stock and said if you want it you can buy it at a specific rate or you can
30 put it up for sale. The city took on approximately \$355 thousand dollars in the PI budget for
31 assessments that is totally inaccurate based on the date he has collected. This water is an
32 additional water right and could have been sold off to someone else. We should declare that as
33 something that could be purchased by general fund money and made available for development
34 to buy. We should just remove that, throw it in the General Fund Budget, as we pay it off we
35 make it available for sale to developing properties and we get the revenue from that source rather
36 than taxing. The Water Board is looking at that issue and will come back with a
37 recommendation to the Council.
38

39 Brian Braithwaite stated the bottom line is they can either charge it as a rate or pay it as taxes,
40 but either way residents are paying for it. We should be applying to utilities what the true cost is
41 and any excess should go through the General Fund.
42

43 Discussion ensued.

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1 Mayor Thompson stated more information will be coming to the Council from the Water Board.

2
3 Brian Braithwaite stated the Fling is coming up and it has been discussed many time how they
4 can increase participation in recycling; so Republic Services has requested to have a booth at the
5 Fling. He explained it would be an Information Booth, a Sign up Area, as well as an incentives
6 for signing up at that time. He stated he would prefer to do that, rather than doing an opt-out.

7
8 Rod Mann questioned if Republic Services would do two months or one month off as an
9 incentive.

10
11 Brian Braithwaite stated he has not asked them about it, but even if not it would not cost the city
12 anything to have them with a booth.

13
14 Rod Mann suggested having a prize and each person who enters gets a chance to be in the
15 drawing.

16
17 JoD'Ann Bates requested Republic Services work with staff to make sure they are getting the
18 appropriate information when they sign up residents for their services.

19
20 Mayor Thompson stated he is okay to move forward, once they figure out what the City and
21 Republic Services are willing to do the Council can act on that.

22
23
24 **ADJOURNMENT**

25
26 **MOTION: Tim Irwin moved to adjourn.**

27
28 **Brian Braithwaite seconded the motion.**

29 **Unanimous vote, motion carried.**

30
31 Meeting adjourned at 9:45 p.m.

32
33
34
35 _____
36 JoD'Ann Bates, City Recorder

Date Approved: August 5, 2014

MINUTES
HIGHLAND CITY COUNCIL MEETING

Tuesday, July 15, 2014

Highland City Council Chambers, 5400 West Civic Center Drive, Highland, Utah 84003

PRESENT: Mayor Mark Thompson, Conducting
Councilmember Brian Braithwaite
Councilmember Rod Mann
Councilmember Tim Irwin
Councilmember Dennis LeBaron
Councilmember Jessie Schoenfeld

STAFF PRESENT: Aaron Palmer, City Administrator
JoD’Ann Bates, Executive Secretary/ Recorder
Nathan Crane, Community Development Director
Gary LeCheminant, Finance Director
Tim Merrill, City Attorney

OTHERS: Chris Dodson, Maxwell Hunter, Dale Wheeler, Brian Cook, Eric Jacobs, Linda Walton, Kent Mullington, Devirl Barfuss, Robert Uzelac, Rachel Springer.

The meeting was called to order by Mayor Mark Thompson as a regular session at 7:01 p.m. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Pastor Chris Dodson of the New Hope Bible Church and those assembled were led in the Pledge of Allegiance by Mayor Mark Thompson.

APPEARANCES:

Dale Wheeler, Highland resident stated he moved to Highland to have a large garden and fruit trees, but he has had problems with the deer ruining his garden. He used netting to try and stop them but was unsuccessful. Dale stated he planted a Fuji apple tree and the deer ate it right down to the ground. Last year he built a cage around it until it gets large enough to keep the deer away from it. He feels they need to continue with the urban deer program. It is his understanding that the meat from this program turned in to 33 thousand meals to needy people. He feels it is not only benefiting Highland it also benefits those in need of meals.

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1 Brian Cook, Highland resident and program coordinator wanted to make sure it was understood
2 this is a management program and not a hunting program. Those involved are specialists and
3 have been refined through a shooting program and are very highly skilled. Brian commented
4 that there were over 400 volunteer man hours spent in the program. Highland City by way of
5 those volunteers donated 5,550 pounds of ground venison, through the 3 mission centers in Salt
6 Lake, which fed 33 thousand meals to the homeless shelters for 83 days. Those specialist not
7 only donated their time but spend \$3,900 dollars out of their out pocket to take care of the deer
8 last year. They were not compensated or reimbursed, they donated their time and equipment so
9 that those deer didn't get unused. Not one arrow was lost, not one animal was unrecovered, there
10 were 74 animals removed out of the city that all went to the feeding of the hungry.

11
12 Linda Walton, resident of Highland and the Bull River subdivision, commented she feels that
13 illegal hunting with a bow or a gun is possibly giving this program a black eye. They had several
14 cases in their neighborhood where they had illegal hunters coming into their private property.
15 There is a concern of hunting does and fawns within city limits and feels it is dangerous.
16 Another concern is the hunting areas are unmarked, when she asked for map from city she was
17 told they would not disclose those areas due to hunters safety. There is a petition being
18 circulated against this program and the media has been contacted. She stated she in not against
19 hunting in fact she was taught by her father at a young age to shoot a gun, and participated in
20 archery shooting in high school. She is concerned about the safety of domestic animals and
21 children. Their neighborhood is recommending that people place fences around their gardens
22 and place orange vests on their children and domestic animals that are the size of a deer.

23
24 Brian Braithwaite suggested the residents take time to meet with the program facilitators and
25 discuss their concerns in a possible open house type of setting regarding the program. He feels
26 there is some miscommunication that could be discussed. This is a two year pilot program and
27 there are things that can be enhanced and discussed. He feels if they got accurate information
28 out it would be helpful to everyone.

29
30 Robert Uzelack, a resident in the Bull River subdivision stated he did not sign the petition
31 because he felt there was lot of error in it. He feels there are some larger concerns of cougars
32 being spotted in the Bull River area that residents need to be aware of.

33
34 Brian Cook stated he understands the concerns that Linda brought up. As a resident the reason he
35 got involved was because of the original proposal of what the program was going to be. His
36 concerns were the same as Linda's. Some of the fear and concerns voiced by Linda was due to
37 the media. The media actually showed hunters walking through the street with orange vests on
38 and rifles over their shoulders. There are designed areas and the reason they were left non-
39 disclosed is due to the loss of \$3000. worth of hunter's personal equipment because of those
40 areas being identified. Those areas are only in public parks and the stipulation was that if there
41 was anyone in the park, those specialists removed themselves from the park. There were two
42 private property owners that engaged the specialist and asked for help on their property. The
43 most efficient time that the specialists were engaged in the removal of the deer was in October

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1 and November when the parks were not being used due to the colder weather. The police
2 department, the Division of Wildlife Resources and the city had access to a file that knew where
3 the hunters were at any given time. There was some miscommunications and there were some
4 kinks, again this is a pilot program, but those specialist involved are the best of the best.
5 Removing the deer in the city is a lot more stressful than removing them in the wild. They were
6 watched for weeks, so they knew where the deer wanted to go, where they were coming from
7 and the specialist had to make sure the situations were perfect.
8
9

CONSENT:

10
11
12 MOTION: Approval of Meeting Minutes for City Council Work Session – June 3, 2014.
13
14

15 MOTION: Approval of Meeting Minutes for City Council Regular Session – June 3, 2014.
16
17

18 MOTION: Approval of Meeting Minutes for City Council Tour – June 12, 2014.
19

20 MOTION: Ratifying the Mayor’s Appointment to the Highland City Beautification
21 Committee – Laura Dawson, Ginger Ford, Mary Ann Jenkins, Judy Clayton and Denise
22 Nydegger.
23

24 MOTION: Ratifying the Mayor’s Appointment to the Highland City Economic Development
25 Committee – Roger Dixon, Jon McDaniel and Manuel Bueno.
26

27 MOTION: Final Plat Approval – Highland Fields
28

29 MOTION: Approval of the Amended Contract with Highland Town Plaza, LLC(WPI) – The
30 purchase of the 0.36 acres and a 0.178 acre easement known as the Highland Water Company
31 Building.
32

33 MOTION: Ratifying the Mayor’s Appointment to the Highland Library Board- Tim Irwin
34

35 **MOTION: Tim Irwin moved the City Council approve the consent items as presented.**
36

37 **Rod Mann seconded the motion.**
38 **Unanimous vote, motion carried.**
39
40

ACTION ITEMS:

41
42

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1 ORDINANCE: Amending Section 2.36.060 of the Highland City Municipal Code – Authority
2 of the Community Tree Commission.

3
4 Mayor Thompson stated that they are striking one line to clarifying where the authority rests and
5 the authority rests with the City Council and those that are designated under that commissions
6 guidelines from the City Council.

7
8 Brian Braithwaite indicated he would like to make an additional change. Under section “E” it
9 states the Tree Commission reports to the City Council once a year, he would like to add the
10 language that they report “on activities of the prior year and plans and goals for the coming
11 year”.

12
13 **Brian Braithwaite moved the City Council to approve the Ordinance amending Section**
14 **2.36.060 of the Highland City Municipal Code as presented, adding language to section “E”**
15 **to read to report “on activities of the prior year and plans and goals for the coming year”.**

16
17 **Tim Irwin seconded the motion.**

18 **Those Voting Aye: Brian Braithwaite, Dennis LeBaron, Tim Irwin, Jessie Schoenfeld and**
19 **Rod Mann.**

20 **Motion carried.**

21
22
23 RESOLUTION: Ratifying the Mayor’s Appointment as Alternate on the Lone Peak Safety
24 Board – Rod Mann.

25
26 Mayor Thompson stated the city wants full representation and there is a need to have an alternate
27 if other members are not able to attend.

28
29 **Tim Irwin moved the City Council approve the Resolution appointing Rod Mann as an**
30 **alternate to the Lone Peak Public Safety Board.**

31
32 **Brian Braithwaite seconded the motion.**

33 **Those Voting Aye: Brian Braithwaite, Dennis LeBaron, Tim Irwin, Jessie Schoenfeld and**
34 **Rod Mann.**

35 **Motion carried.**

36
37
38 MOTION: Bull River Trail Easement – Brian Kap Property.

39
40 Mayor Thompson stated this is a situation where the trail was place improperly by the developer
41 outside of what was a designated easement. There are a number of ways to possibly solve this
42 issues some of which are: 1) The trail be removed and terminated at the point where it has a path
43 to go in a different direction; 2) the city purchase the easement which would eliminate property

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1 owners potential exposure to a lawsuit; and 3) remove the trail and restore the condition of the
2 property.

3
4 Brian Braithwaite commented this area has a very steep drop off and the alignments were not
5 proper and the trail followed the edge of the hill which was out of the easement. The alignment
6 is in the middle of the steep hill and it would be extremely expensive to accommodate the trail in
7 the prescribed easement. This has been looked at and prior councils felt that placing the trial in
8 the easement where it was intended would not be possible. There is a current trail on private
9 property which has been blocked for use due to concerns of liability.

10
11 Discussion ensued regarding the location of the trail, possible options and what action is
12 possible.

13
14 Jessie Schoenfeld suggested the Council tour the trail and talk with property owners as to what
15 they would like to see done with the trail.

16
17 Nathan Crane stated this trail has been deemed as a neighborhood option trail, if the
18 neighborhood wants to petition to have it removed they have that option without having to go
19 through changing the general plan.

20
21 Mayor Thompson stated he would entertain a motion to table it for a later time or schedule a tour
22 of the trail.

23
24 **Brian Braithwaite moved the City Council continue this item until such they have an**
25 **opportunity to visit the site.**

26
27 **Tim Irwin seconded the motion.**
28 **Unanimous vote, motion carried.**

29
30 Discussion from council determined that a tour of the property would take place on July 22, 2014
31 at 7:00 pm. The Council will meet on site being the Kap property located at 6479 West Bull
32 River Road, Highland, Utah.

33 34 **MAYOR/CITY COUNCIL & STAFF COMMUNICATION ITEMS:**

35 36 **REPORT: Road Maintenance Plan Introduction and Distribution**

37
38 Marty Beaumont, JUB Engineers handed out the road maintenance plan. He indicated Mark
39 Christensen of JUB Engineers has helped with the plan and will be explaining some of the
40 concepts of road maintenance. (PowerPoint attached)

41
42 Mark Christensen stated Highland City designated 5 different categories of roads based on the
43 pavement condition index, and gave them grades from A-F.

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1 A) The road has no cracks and looks as if it was just build.

2 B) The road has a few cracks, looking very good.

3 C) The road starts to see more cracking and some settling.

4 D) There is alligator cracking letting water in and under the asphalt and on its way to
5 needing full reconstruction.

6 E) More alligator cracking, some asphalt flaking.

7 F) Full cracking and needing full reconstruction.

8 Mark continued by reviewing treatment types and the cost to maintain the road based on the
9 condition of the road. Mark discussed Pavement Management Philosophy and possible cost per
10 mile for that management.

11
12 General discussion and questions ensued.

13
14 Marty Beaumont stated after the last time they met, he felt there were 3 main ideas that the
15 council was wanting to see. 1) A 5 year maintenance plan utilizing a budget of approximately
16 \$500,000. Dollars; 2) determine what an adequate amount of funding would be to try to maintain
17 the roads in good condition and continue to maintain them over a long period of time; 3)
18 understand the value of putting those funds into the roads. Marty continued that this is still a
19 rough draft and is for council review, changes will continue to happen. Marty continued to
20 discuss a 5 year plan, current conditions, how to use their findings based on a budget and their
21 recommendations. There are specific plans for every year of what roads would be recommended
22 to do. The idea was to make this with the least amount of human intervention in making those
23 decisions. Those decision are purely made by a model that says we are trying to optimize the use
24 of this funding. The plan has maps that show what happens every year and the recommended
25 roads. There is also a list that states what roads are done and their estimated value of the
26 recommend treatment for that road and the end cost. The second issue they wanted to address
27 was to determine what level of pavement condition index is optimum to maintain the roads and
28 based on the funding what the PCI level would drop to. They looked at a 10 year horizon, and
29 found that the best value is to deal with the good roads first and then apply funding to some of
30 the lower roads. If you focus so much of your funds on the lower roads, you don't have any
31 funds left to put in to the good roads, losing value. Marty concluded by reviewing the
32 recommendations.

33
34 General discussion ensued.

35
36 Tim Irwin expressed his thanks to JUB and staff for the work and information and felt this is
37 what they had been looking for and feels they are on the right road.

38
39 **Mayor Thompson called for a recess at 8:55 pm

40 Mayor Thompson reconvened the meeting at 9:08 pm**

41
42 Mayor Thompson stated there were some residents that had some concerns with certain roads
43 they would like to address the Council and he would be allowing that at this time. .

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1 Devirl Barfuss, Highland resident commented on the condition of the Country Club road. He
2 indicated after the city approved a swimming pool at the Country Club they had a large amount
3 of large trucks driving over this road. The potholes have been packed numerous times, the road
4 is in the shade for the most part and water sits on the road which contributes to the deterioration
5 of the road. He would recommend when it is re-done there be some sloping for drainage of the
6 water off the road. Other reasons for the deterioration is they have 110 homes, an LDS meeting
7 house and the Alpine Country Club which has a swimming pool, reception and meeting areas
8 and they are open seven days a week. At one time there was a count done by UDOT that
9 accounted for 1,800 cars a day traveling on Country Club road. Devirl stated there had been
10 other roads done in the last year or so that were not as bad as Country Club road. There have
11 also been numerous accidents due to speed and blind corners. Devirl concluded that they are
12 requesting is two speed humps, one by the church and one by his home.

13
14 Dave Dorton a resident of Highland, had a concern with the speed of the traffic and members
15 coming out of the Country Club that are possibly impaired. Two years ago his daughter pulled
16 onto Castle Pine Dr., there was another kid coming from the golf course, it was estimated he was
17 traveling at a speed of about 50 mph and hit her broadside. There has been some confusion to
18 the road being a public road or a private road. Country Club road is definitely a public road and
19 feels the police should patrol it more and he is hopeful they can have some speed humps to help
20 slow the traffic down.

21
22 Lynn Bullock, lives on the east side, three house before the entrance of the Country Club. One
23 of the challenges they see are the members coming out of the Country Club being on their cell
24 phone or if they have been drinking they tend to pick up speed quickly. There is no speed limit
25 sign coming out of the Country Club and there is no control for those speeding. They have
26 discussed this issue previously with other Councils and have not been allowed speed humps for
27 various reasons. Now with the new swimming pool and increased traffic he feels it would be a
28 great opportunity to do something to take care of the safety issues.

29
30 Rachel Springer stated the south side of Country Club Dr. has no established sidewalks. There is
31 a sidewalk to the north, so those living on the south side have no type of safety buffer from the
32 road. She feels she represents the new families coming into the area with small children that are
33 concerned with the speed of the traffic that travels down those areas.

34
35 Brian Braithwaite realizes there are issues with clear views from bushes that need to be trimmed
36 per code for safety reasons. His concern with speed humps and speed bumps is with
37 snowplowing and the maintenance of those roads. He feels they need to look at all the
38 possibilities and involve multiple entities.

39
40 Tim Irwin stated they want to make sure they don't do something that has unintended
41 consequences. Maybe a neighborhood meeting could be conducted and discuss what are some of
42 the ways they can mitigate the issue. He feels there are some safety issues and they need to
43 address them to help residents feel and be safe.

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1 Dennis LeBaron inquired how they go about finding a solution. It has been an issue for many
2 years and they now need to take some action.

3
4 Tim Irwin feels the City Council does not have the answers, he feels it really needs to fall into
5 the neighborhood and where it is a public safety issue he would like to see some
6 recommendations form the Lone Peak department to how they can make it a safer issue.

7
8 Brian Braithwaite feels this is not just a public safety issue this is also a public works and staff
9 issue. We need representatives to take the lead to sit down and discuss some possible issues with
10 both the residents and the Country Club.

11
12 Mayor Thompson stated Lehi has installed permanent speed limit signs, which can be an option,
13 but agrees they need to have this looked at, determine the cost and move forward.

14 15 16 REPORT: Water Board

17
18 Mayor Thompson stated the Chairman asked that he report on things that were discussed at the
19 last Water Board Meeting. Water Conservation was the main issue, there are procedures that
20 have been adopted that don't produce water conservation. At some point they need to choose
21 what's more important. They also discussed a need for a change in the development standards
22 like the 4 foot median and the sidewalks repair due to trees. They also need to identify water that
23 is available to areas other than lots. They need to audit all public areas, and if there is water
24 being put on public areas that didn't have water contributed to them they need to look at how
25 they are going to supply the water to those areas. Water has become more scarce, and over the
26 years it has been over appropriated which is going to reduce the water supply.

27 28 DISCUSSION: Committee Assignments

29
30 Mayor Thompson commented his challenge to the council was to outline the committees and
31 areas they have interest in and those areas where they would be willing to serve. The committees
32 that they are assigned to need to keep better minutes and notification of the meetings, those are
33 areas that are required for availability to the public. He asked them to review the list and if they
34 have an interest in them, they need to let him know so he can make those assignments.

35 36 37 EXECUTIVE SESSION

38
39 **MOTION: Jessie moved to enter into Executive Session.**

40
41 **Rod seconded the motion.**

42 **Unanimous vote, motion carried.**

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1 Council Entered into Executive Session at 9:53 pm

2

3

4 **ADJOURNMENT**

5

6 **MOTION: Rod Mann moved to adjourn.**

7

8 **Tim Irwin seconded the motion.**

9 **Unanimous vote, motion carried**

10

11

12 Meeting adjourned at 10:04 p.m.

13

14

15

JoD'Ann Bates, City Recorder

16

17 Date Approved: August 5, 2014

MINUTES
HIGHLAND CITY COUNCIL TOUR
Thursday, July 22, 2014

Highland City Council Chambers, 5400 West Civic Center Drive, Highland, Utah 84003

PRESENT: Mayor Mark Thompson, Conducting
Councilmember Brian Braithwaite
Councilmember Dennis LeBaron
Councilmember Jessie Schoenfeld

STAFF PRESENT: Aaron Palmer, City Administrator
JoD’Ann Bates, Executive Secretary/ Recorder
Justin Parduhn, Public Works O&M Director

OTHERS: Braden Taylor, Curtis Smith, Jonathan Myres, Vickie Harris, Roger Hicks and Paula Lesueur.

Tour of Bull River Trail

The meeting was called to order by Mayor Mark Thompson as a tour at 7:01 p.m. at the tour site of 6479 West Bull River Road. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

Mayor Thompson stated the key points of the Bull River Trail is that there are portions of it that is not in the easement and the location of the easement would not allow for a trail due to the grade of the slope. There are other issues they will also be discussing as they walk the trail.

The Council proceeded behind the homes to the Bull River Trail.

Curtis Smith stated they feel there was no engineering done for this trail which has created more issues. He indicated that the trail is on his lot because of the grade of the hillside and therefore took away some buildable area. Those that live in that area own all the way down the hillside and into the conservation easement. When he bought his lot the plat did not show the trail easement and feels it was placed in the easiest place for the developer and not where it should be.

Braden Taylor stated that another issue is the subdivision CC&R’s state that they can landscape up to 10 feet before the easement and nothing more due to the trail and conservation easement although they own and pay taxes on the property all the way down the hill. After they purchased

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1 their lots the developer came back and graded the area for the trail taking away some of their
2 usable lot.

3
4 Curtis Smith stated a concern of those accessing the trail having the ability to go anywhere.
5 People leave the trail and go into the conservation easement area without realizing that they are
6 still on private property. They would like to have something that protects all of their property.

7
8 Discussion ensued regarding a section that was no longer asphalted between two trails and the
9 hazards it causes, the connection of the trails with a dirt trail in the area, the irrigation access
10 easements, areas of deterioration due to settling and maintenance.

11
12 Curtis Smith stated the trails are not taken care of and there is no postings that restricts 4-
13 wheelers and vehicles accessing the area.

14
15 Vickie Harris indicated that Ivory placed the trail on her property when the pins are clearly
16 marked to the west.

17
18 Dennis LeBaron stated he feels they need to lay out the comments, identify the problems and talk
19 about possible solutions.

20
21 Braden Taylor stated they have had problems with individuals on the trail at night, he has had to
22 call the police to have them removed. It is hard to monitor what they are doing and where they
23 are and feels that it is a great safety issue.

24
25 Discussion ensued regarding portions of the trail directly behind Brian Kap, Curtis Smith and
26 Roger Hicks homes being placed on their property and not in the easement.

27
28 Curtis Smith indicated in talking with Ivory, he was told the development was built 30 feet too
29 far to the south which is one of the main causes of the problems.

30
31 Dennis LeBaron inquired as to the amount of people that use the trail.

32
33 Braden Taylor indicated there are about 20 individuals a day and a few families on Sundays.

34
35 Dennis LeBaron stated they have some options and feel they need to hear from all the residents
36 as to what they would like done with the trail. After that they would bring it before the Council
37 for further discussion.

38
39 The residents thanked the Mayor and Council for taking time to walk the trail and discuss the
40 issues they are faced with.

41
42 Tour adjourned at 7:58 p.m.

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JoD'Ann Bates, City Recorder

Date Approved: August 5, 2014



CITY COUNCIL AGENDA REPORT

ITEM # 6

DATE: August 5, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Nathan Crane, AICP
Community Development Director

SUBJECT: MIKE CARLTON FOR PACE MANOR IS REQUESTING FINAL PLAT APPROVAL –
PACE MANOR (FP-14-08).

STAFF RECOMMENDATION:

The City Council review a request for final plat approval for Pace Manor, a four lot single family residential subdivision located south of the southeast corner of 4800 West and 11200 North.

BACKGROUND:

The property is 4.13 acres and is owned by Pace Manor, LLC.

The property is designated as Low Density Residential on the General Plan Land Use Map. The property is zoned R-1-40 (Single Family Residential). The R-1-40 District allows one home per 40,000 square feet. The minimum lot width is 130 feet.

Subdivision review and approval is an administrative process.

SUMMARY OF REQUEST:

1. The applicant is requesting approval of a 4 lot single family residential subdivision. The proposed density is 1.04 units per acre. Lot sizes are as follows:

| Lot | Square Footage |
|-----|----------------|
| 1 | 47,369 |
| 2 | 30,000 |
| 3 | 51,098 |
| 4 | 26,703 |

2. Access to the site will be from 4800 West.

CITIZEN PARTICIPATION:

Notice of the May 21, 2014 Development Review Committee meeting was mailed to all property owners within 500' of the proposed plat on May 1, 2014. Seven residents attended the meeting. Three

residents wanted to ensure access to the vacant property to the east. Two residents were concerned about potential cut through traffic. Two residents requested additional information.

Notice of the May 27, 2014 Planning Commission meeting was published in the Daily Herald on May 11, 2014. Notice of the meeting was also mailed to all property owners on May 13, 2014. No comments have been received.

Notification of the City Council meeting is not required.

ANALYSIS:

- The property is designated as low density residential on the General Plan Land Use Map. The Highland Fields subdivision is consistent with the General Plan.
- The property to the north, south and west is existing single family residential. The property to the east is vacant and zone R-1-40. The proposed subdivision is compatible with the surrounding land uses.
- Utilities will be extended from 4800 West. The existing water line in 4800 West will need to be upgraded to serve this development. All utilities will be stub to the east property line to facilitate development of the adjacent property.
- A preliminary drainage plan has been provided. The final design will be reviewed and approved with the civil drawings.
- The parkway detail will be installed as required along 4800 West.
- Water will be dedicated as required by the Development Code prior to final plat recordation.

FINDINGS:

The proposed plat meets the following findings with stipulations:

- It is in conformance with the General Plan, the R-1-40 District and the Highland City Development Code.

PLANNING COMMISSION ACTION:

The Planning Commission does not review final plats.

RECCOMENDATION AND PROPOSED MOTION:

The City Council hold a public meeting and **APPROVE** the final plat subject to the following stipulations:

1. The final plat shall be in substantial conformance with the preliminary plat date stamped April 24, 2014.
2. Final landscape plans shall be approved prior to recording the final plat. The parkway detail shall be installed on lot four.
3. All required public improvements shall be installed as required the City Engineer.
4. The civil construction plans shall meet all requirements as determined by the City Engineer.

I move that the City Council accept the findings and **APPROVE** case FP-14-08 a request for final plat approval subject to the four stipulations by staff.

ALTERNATIVE MOTION:

I move that the City Council deny the proposed final plat subject to the following findings: (The Council should draft appropriate findings).

FISCAL IMPACT:

Unknown

ATTACHMENTS:

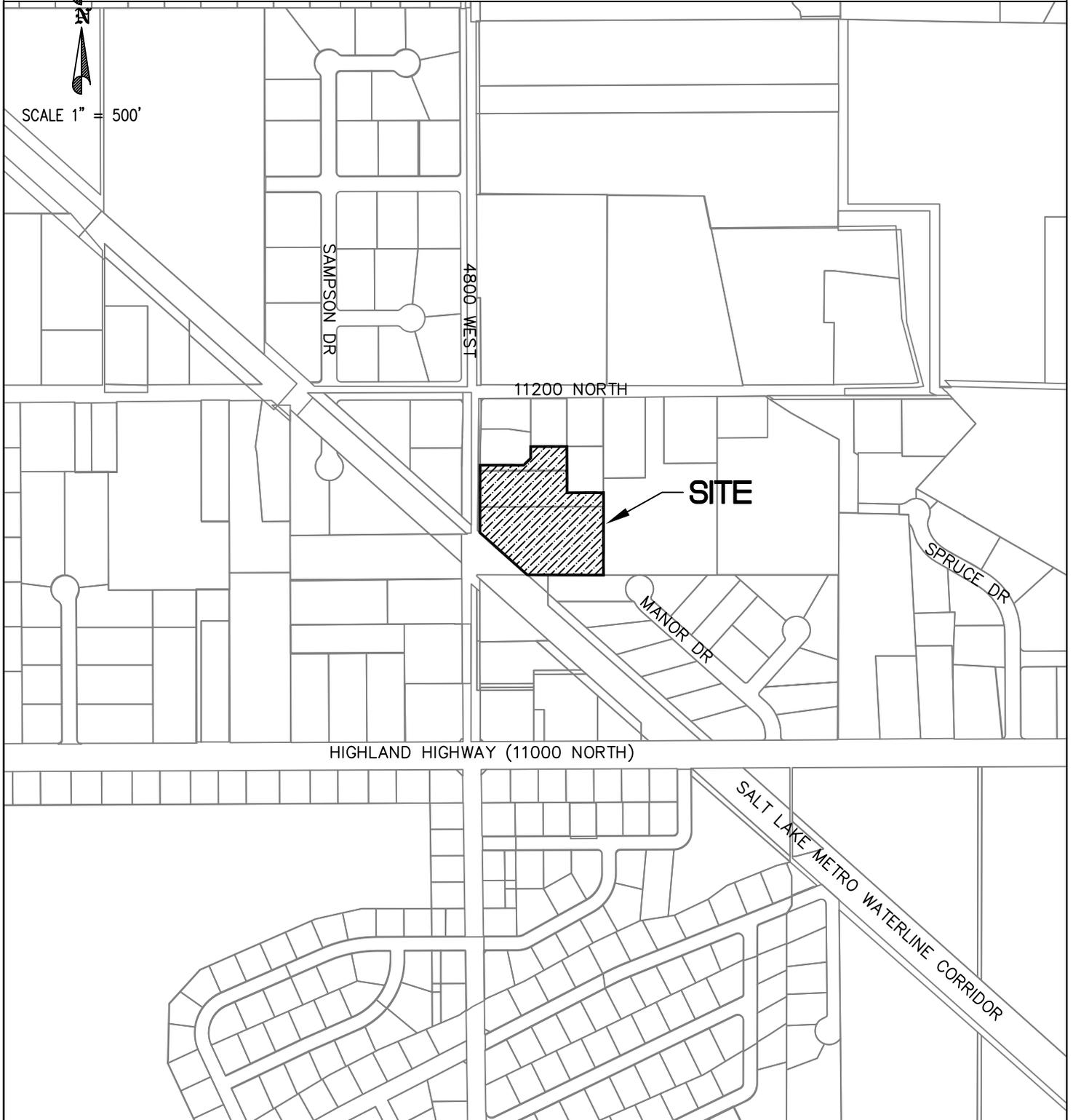
- Vicinity Map
- Proposed Final Plat date stamped July 30, 2014

PACE MANOR

VICINITY MAP



SCALE 1" = 500'



WILDING
ENGINEERING

14721 SOUTH HERITAGE CREST WAY
BLUFFDALE, UTAH 84065
801.553.8112
WWW.WILDINGENGINEERING.COM



CITY COUNCIL AGENDA REPORT

ITEM # 7

DATE: August 5, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Nathan Crane, AICP
Community Development Director

SUBJECT: PUBLIC HEARING AND ORDINANCE DEVELOPMENT CODE AMENDMENT TO ALLOW RIDING ARENAS IN THE R-1-40 DISTRICT (TA-14-04).

STAFF RECOMMENDATION:

The City Council review a request by the Planning Commission to amend the Development Code to allow indoor private riding arenas in the R-1-40 District.

BACKGROUND:

A development code amendment is a legislative process.

SUMMARY OF REQUEST:

1. The request is to amend the R-1-40 District by adding Section 3-4113 as follows:

Section 3-4113 Private Riding Arenas

Private riding arenas are permitted under the following conditions:

1. A riding arena is a post and beam structure without a floor or subfloor used for the riding of horses.
2. Riding arenas are only allowed on parcels greater than or equal to two (2) acres and are only allowed if there is a home on the property. If no home is on the property, a riding arena may be allowed by obtaining a conditional use permit.
3. The riding arena shall be for private purposes only. No public purposes, events or uses are permitted.
4. The maximum size of a riding arena shall not exceed ten (10) percent of the gross lot area.
5. No riding arena shall be greater than eighteen (18) feet in height at the side wall and twenty-five (25) feet in height at the peak.
6. Riding shall be placed in the rear yard and not located any closer than fifteen (15) feet from any property line or within seventy-five (75) feet of an adjacent existing home.
7. Outside lighting used on riding arenas should be fully shielded and directed down.

ANALYSIS:

- Currently, riding arenas are allowed under the accessory building regulations. Current regulations

limit accessory building to 5% of the total gross lot areas.

- Staff reviewed the regulations of Lehi, American Fork, Alpine, Lindon, Bluffdale, South Jordan, Payson, Provo, Eagle Mountain, Saratoga Springs, Pleasant Grove, and Springville and found:
 - Most cities address riding arenas as accessory buildings
 - The size of accessory building permitted by each city varies, however, the lots sizes in these cities is typically smaller than lots in Highland.
- Standard riding arenas range from are 66 feet by 132 feet (8,712 square feet) to 80' X 120' (9,600 square feet).

CITIZEN PARTICIPATION:

Notice of the July 8, 2014 Planning Commission meeting was published in the Daily Herald on June 22, 2014. No comments have been received.

Notice of the August 5, 2014 Planning Commission meeting was published in the Daily Herald on July 20, 2014. No comments have been received.

PLANNING COMMISSION ACTION:

The Planning Commission held a public hearing on July 8, 2014 and voted 6-0 to recommend approval of the amendment.

CONCLUSION:

Whether or not to allow riding arenas as separate use is a policy issue. The City Council should discuss the request and make determine if the amendment should be adopted. The following questions should be considered by the Council:

1. Whether a proposed text amendment is consistent with the purposes, goals, objectives, and policies of the city?
2. Is the proposed amendment needed to update the Development Code?
3. Are the proposed standards sufficient to address land use compatibility?
4. Are additional standards needed to address proposed use?

FISCAL IMPACT:

Unknown

ATTACHMENTS:

- Proposed Ordinance

ORDINANCE NO. 2014-**

AN ORDINANCE OF THE HIGHLAND CITY COUNCIL AMENDING HIGHLAND CITY DEVELOPMENT CODE by adding Section 3-4113 Private Riding Arenas AS SHOWN IN FILENAME TA-13-08.

WHEREAS, all due and proper notices of public hearings and public meetings on this Ordinance held before the Highland City Planning Commission (the "Commission") and the Highland City Council (the "City Council") were given in the time, form, substance and manner provided by Utah Code Section 10-9a-205; and

WHEREAS, the Commission held a public hearing on this Ordinance on July 8, 2014; and

WHEREAS, the City Council held a public hearing on this Ordinance on August 5, 2014.

NOW, THEREFORE, BE IT ORDAINED BY THE Highland City Council as follows:

SECTION 1. That the Highland City Development Code, is hereby amended by adding Section 3-4113 Private Riding Arenas as follows:

Section 3-4113 Private Riding Arenas

Private riding arenas are permitted under the following conditions:

1. A riding arena is a post and beam structure without a floor or subfloor used for the riding of horses.
2. Riding arenas are only allowed on parcels greater than or equal to two (2) acres and are only allowed if there is a home on the property. If no home is on the property, a riding arena may be allowed by obtaining a conditional use permit.
3. The riding arena shall be for private purposes only. No public purposes, events or uses are permitted.
4. The maximum size of a riding arena shall not exceed ten (10) percent of the gross lot area.
5. No riding arena shall be greater than eighteen (18) feet in height at the side wall and twenty-five (25) feet in height at the peak.
6. Riding shall be placed in the rear yard and not located any closer than fifteen (15) feet from any property line or within seventy-five (75) feet of an adjacent existing home.
7. Outside lighting used on riding arenas should be fully shielded and directed down.

SECTION 2. That the Mayor, the City Administrator, the City Recorder and the City Attorney are hereby authorized and directed to execute all documents and take all steps necessary to carry out the purpose of this Ordinance.

SECTION 3. This Ordinance shall take effect immediately upon its first posting or publication.

SECTION 4. If any provision of this Ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision or portion hereof shall be deemed separate, distinct, and independent of all other provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

PASSED AND ADOPTED by the Highland City Council, August 5, 2014.

HIGHLAND CITY, UTAH

Mark S.Thompson, Mayor

ATTEST:

JoD'Ann Bates, City Recorder

| COUNCILMEMBER | YES | NO |
|-------------------|--------------------------|--------------------------|
| Brian Braithwaite | <input type="checkbox"/> | <input type="checkbox"/> |
| Tim Irwin | <input type="checkbox"/> | <input type="checkbox"/> |
| Dennis LeBaron | <input type="checkbox"/> | <input type="checkbox"/> |
| Rod Mann | <input type="checkbox"/> | <input type="checkbox"/> |
| Jessie Schoenfeld | <input type="checkbox"/> | <input type="checkbox"/> |



CITY COUNCIL AGENDA REPORT

ITEM #8

DATE: August 5, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Aaron Palmer, City Administrator

BY: Nathan Crane, AICP
Community Development Director

SUBJECT: ORDINANCE AMENDING THE PRESSURIZED IRRIGATION DETAIL IN THE
ENGINEERING DESIGN AND CONSTRUCTION STANDARDS.

STAFF RECOMMENDATION:

Adopt the amended pressurized irrigation detail.

BACKGROUND:

The current pressurized irrigation detail does not include a location for an installation of a meter. The proposed detail provides a location for the future installation of a meter. By providing a location for a future meter, it will cost the City less to install meters in the future in labor and material.

Under our current detail, it will cost the City approximately \$300.00 in labor and materials to install a meter. Under the proposed detail the labor costs are reduced to \$25.00. There would be no other additional material costs besides the meter. It is estimated that the proposed detail will cost approximately an additional \$80.00 in materials to install. This cost is covered by the developer.

FISCAL IMPACT:

Cost saving if meters are installed.

ATTACHMENTS:

- Proposed Ordinance with Proposed Pressurized Irrigation Detail

ORDINANCE NO. 2014-**

AN ORDINANCE OF THE HIGHLAND CITY COUNCIL HIGHLAND CITY MANUAL OF ENGINEERING DESIGN AND CONSTRUCTION STANDARDS BY AMENDING THE PRESSURIZED IRRIGATION DETAIL.

WHEREAS, the Highland City Council has adopted Engineering Design and Construction Standards; and

WHEREAS, the Council has determined that it is in the best interest of the City and its residents to modify the pressurized irrigation detail to allow for the placement of a meter at a future date.

NOW, THEREFORE, BE IT ORDAINED BY the City Council of Highland City, Utah:

SECTION 1. That the Engineering Design and Construction Standards pressurized irrigation detail is hereby amended as shown on Exhibit A, attached and incorporated herein by reference. All new connections to the pressurized irrigation system shall comply with this detail effective from the date this ordinance is adopted.

SECTION 2. That the Mayor, the City Administrator, the City Recorder and the City Attorney are hereby authorized and directed to execute all documents and take all steps necessary to carry out the purpose of this Ordinance.

SECTION 3. This Ordinance shall take effect immediately upon its first posting or publication.

SECTION 4. If any provision of this Ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision or portion hereof shall be deemed separate, distinct, and independent of all other provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

PASSED AND ADOPTED by the Highland City Council, August 5, 2014.

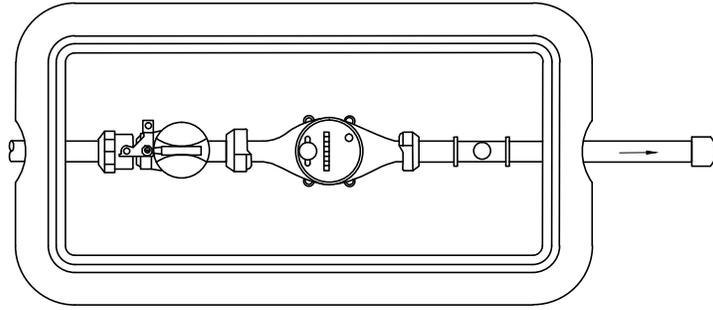
HIGHLAND CITY, UTAH

Mark Thompson, Mayor

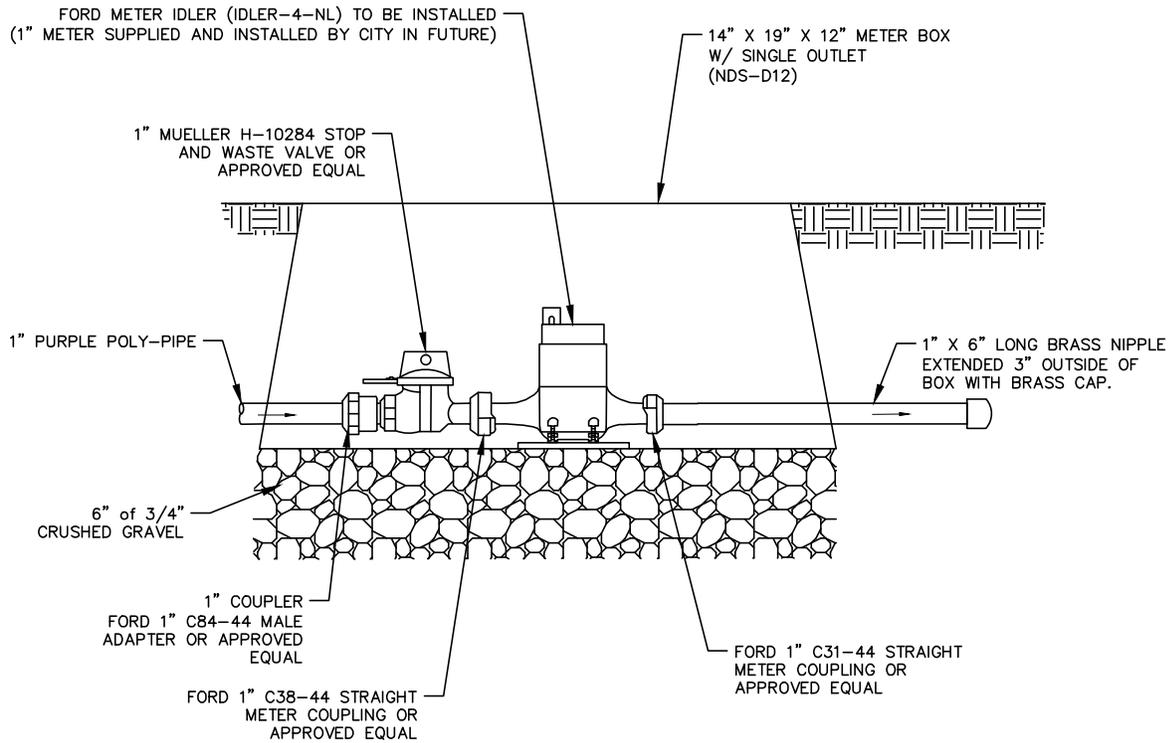
ATTEST:

Jody Bates, City Recorder

| COUNCILMEMBER | YES | NO |
|-------------------|--------------------------|--------------------------|
| Brian Braithwaite | <input type="checkbox"/> | <input type="checkbox"/> |
| Tim Irwin | <input type="checkbox"/> | <input type="checkbox"/> |
| Dennis LeBaron | <input type="checkbox"/> | <input type="checkbox"/> |
| Rodd Mann | <input type="checkbox"/> | <input type="checkbox"/> |
| Jessie Schoenfeld | <input type="checkbox"/> | <input type="checkbox"/> |



PLAN



SECTION

NOTES:

1. 1" METER PROVIDED BY CITY IN FUTURE
2. ALL PIPES SHALL BE BURIED WITH 14 GAUGE STRANDED THHN TRACE WIRE
3. PROPERTY OWNERS SHALL NOT REMOVE/MODIFY ANY PORTION OF THE METER BOX.

| | | |
|---|------------------------|---------------------------------|
| <h2 style="margin: 0;">HIGHLAND CITY</h2> | | PUBLIC WORKS AND ENGINEERING |
| TITLE: P.I. 1-INCH METER BOX DETAIL | | |
| DRAWN BY: | DATE: JULY 25, 2014 | |
| CHECKED BY: | APPROVED BY: | |



CITY COUNCIL AGENDA REPORT

ITEM #9

DATE: August 5, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Aaron Palmer, City Administrator

BY: Nathan Crane, AICP
Community Development Director

SUBJECT: ORDINANCE ADOPTING THE SANITARY SEWER MANAGEMENT PLAN AND AMENDING CHAPTER 13.12 SANITARY SEWERS, BUILDING SEWERS AND CONNECTIONS OF THE HIGHLAND CITY MUNICIPAL CODE.

STAFF RECOMMENDATION:

Adopt an ordinance adopting the sanitary sewer management plan and amending Chapter 13.12 Sanitary Sewers, Building Sewers and Connections of the Highland City Municipal Code.

BACKGROUND:

The State of Utah Department of Environmental Quality requires each city to adopt a sanitary sewer management plan (SSMP) under Utah Administrative Code R317-3. Primarily, the SSMP provides a plan for staff to follow during an emergency condition such as flooding or overflows and regulates unlawful discharges into the sanitary sewer system.

As part of this update, staff has identified several changes to the Municipal Code to comply the Utah Administrative Code R317-3. These changes address unlawful discharges, right of entry, obstructive materials, and penalties for violations.

The Sanitary Sewer Management Plan and Municipal Code Changes were prepared by Hansen Allen & Luce, Inc. and reviewed by staff.

FISCAL IMPACT:

Unknown

ATTACHMENTS:

- Proposed Ordinance
- Chapter 13.12 Sanitary Sewers, Building Sewers and Connections
- Sanitary Sewer Management Plan

ORDINANCE NO. 2014-**

AN ORDINANCE OF THE HIGHLAND CITY COUNCIL HIGHLAND CITY adopting the sanitary sewer management plan and AMENDING chapter 13.12 sanitary sewers, building sewers and connection of the Highland City Municipal code.

WHEREAS, the State of Utah Department of Environmental Quality requires each city to adopt a sanitary sewer management plan (SSMP) under Utah Administrative Code R317-3.

NOW, THEREFORE, BE IT ORDAINED BY the City Council of Highland City, Utah:

SECTION 1. That the Sanitary Sewer Management Plan is hereby adopted as shown on Exhibit A, attached and incorporated herein by reference.

Section 2. That Section 13.12 Sanitary Sewers, Building Sewers and Connections is hereby amended as follows:

...

13.12.060 Requirements for construction.

The size, slope, alignment, materials of construction of all sanitary sewers including LIFT STATIONS, building sewers, and the methods to be used in excavation, placing of the pipe, joining, testing, and backfilling the trench, shall all conform to the requirements of UTAH STATE CODE R317-3, the building and plumbing code or other applicable rules and regulations of the city. In the absence of suitable code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the A.S.T.M. and W.P.C.F. Manual of Practice No. 9 shall apply.

...

13.12.120 UNLAWFUL DISCHARGES

UNLAWFUL DISCHARGES: IT SHALL BE UNLAWFUL TO DISCHARGE ANY WATERS CONTAINING TOXIC OR POISONOUS SOLIDS, LIQUIDS OR GASES IN SUFFICIENT QUANTITY, EITHER SINGLY OR IN COMBINATION WITH OTHER WASTES, TO INJURE OR INTERFERE WITH ANY TREATMENT PROCESS, CONSTITUTE A HAZARD TO HUMANS OR ANIMALS, CREATE A PUBLIC NUISANCE OR PRODUCE INJURY TO COMPONENTS TO THE SYSTEM.

13.13.130 RIGHT OF ENTRY

THE PUBLIC SERVICES DIRECTOR OR DESIGNEE SHALL BE PERMITTED TO ENTER ON ALL PROPERTIES (RESIDENTIAL, COMMERCIAL, INDUSTRIAL, AND ETC.) FOR THE PURPOSES OF INSPECTION, OBSERVATION, REPAIR, MEASUREMENT, SAMPLING AND TESTING IN ACCORDANCE WITH THE PROVISIONS OF THIS CHAPTER.

13.13.140 OBSTRUCTIVE MATERIALS

DISCHARGE OF OBSTRUCTIVE MATERIALS PROHIBITED: IT SHALL BE UNLAWFUL FOR ANY PERSON TO DISCHARGE INTO THE PUBLIC SANITARY SEWER ANY GARBAGE, REFUSE OR OTHER SIMILAR MATTER OF SUBSTANCE LIKELY TO OBSTRUCT THE SEWER.

13.13.150 PENALTIES

ANY FIRM, CORPORATION, PERSON OR PERSONS, OR ANY ACTION ON BEHALF OF ANY PERSON, PERSONS, FIRM OR CORPORATION, VIOLATING ANY OF THE PROVISIONS OF THIS CHAPTER SHALL BE GUILTY OF A CLASS B MISDEMEANOR UP TO WHICH IS UP TO ONE THOUSAND DOLLARS FINE AND SIX MONTHS IN JAIL.

EACH PERSON, PERSONS, FIRM OR CORPORATION FOUND GUILTY OF A VIOLATION OF ANY PROVISION OF THIS CHAPTER SHALL BE DEEMED GUILTY OF A SEPARATE OFFENSE FOR EACH AND EVERY DAY DURING WHICH ANY VIOLATION OF ANY PROVISION OF THIS CHAPTER IS COMMITTED, CONTINUED, OR PERMITTED BY SUCH PERSON, PERSONS, FIRM OR CORPORATION, AND SHALL BE PUNISHABLE AS PROVIDED IN THIS CHAPTER.

SECTION 3. That the Mayor, the City Administrator, the City Recorder and the City Attorney are hereby authorized and directed to execute all documents and take all steps necessary to carry out the purpose of this Ordinance.

SECTION 4. This Ordinance shall take effect immediately upon its first posting or publication.

SECTION 5. If any provision of this Ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision or portion hereof shall be deemed separate, distinct, and independent of all other provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

PASSED AND ADOPTED by the Highland City Council, August 5, 2014.

HIGHLAND CITY, UTAH

Mark S. Thompson, Mayor

ATTEST:

JoD'Ann Bates, City Recorder

| COUNCILMEMBER | YES | NO |
|-------------------|--------------------------|--------------------------|
| Brian Braithwaite | <input type="checkbox"/> | <input type="checkbox"/> |
| Tim Irwin | <input type="checkbox"/> | <input type="checkbox"/> |
| Dennis LeBaron | <input type="checkbox"/> | <input type="checkbox"/> |
| Rod Mann | <input type="checkbox"/> | <input type="checkbox"/> |
| Jessie Schoenfeld | <input type="checkbox"/> | <input type="checkbox"/> |

Exhibit A

Sanitary Sewer Management Plan

The entirety of Chapter 13.12 has been included below. To show context the proposed amendments are shown in all caps and red lettering.

Chapter 13.12

SANITARY SEWERS, BUILDING SEWERS AND CONNECTIONS

Sections:

- 13.12.010 No opening of public sewer system.
- 13.12.020 Classes of permits-Application-Inspection.
- 13.20.030 Costs borne by owner.
- 13.20.040 Separate sewers required.
- 13.12.050 Use of existing sewers in new construction.
- 13.12.060 Requirements for construction.
- 13.12.070 Elevation.
- 13.12.080 No connection of surface water collection systems.
- 13.12.090 Construction requirements.
- 13.12.100 Inspection.
- 13.12.110 Safety, excavation on city property.

13.12.010 No opening of public sewer system.

No unauthorized persons shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the city sewer superintendent. (Ord. 1997-18 § 5.1)

13.12.020 Classes of permits-Application-Inspection.

There shall be two classes of building sewer permits: (a) for residential and commercial service, and (b) for service to establishments producing industrial wastes. In either case, the owner or his agent shall make application on a form furnished by the city and, in the case of establishments producing industrial wastes, also shall make application for a discharge permit to the district. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the city sewer superintendent. A permit and inspection fee of twenty-five dollars shall be paid to the city at the time the application is filed together with any permit and inspection fees required by the district. (Ord. 1997-18 § 5.2)

13.20.030 Costs borne by owner.

All cost and expense incidental to the installation and connection of the building sewer shall be borne by the owners. The owners shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer. (Ord. 1997-18 § 5.3)

13.20.040 Separate sewers required.

A separate and independent building sewer shall be provided for every building; except, where one building stands at the rear of another or an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway, the building sewer

from the front building may be extended to the rear building and the whole considered as one building sewer, but the city does not and will not assume any obligation or responsibility for damage caused by or resulting from any such single connection aforementioned. (Ord. 1997-18 § 5.4)

13.12.050 Use of existing sewers in new construction.

Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the city sewer superintendent, to meet all requirements of this title. (Ord. 1997-18 § 5.5)

13.12.060 Requirements for construction.

The size, slope, alignment, materials of construction of all sanitary sewers including **LIFT STATIONS**, building sewers, and the methods to be used in excavation, placing of the pipe, joining, testing, and backfilling the trench, shall all conform to the requirements of **UTAH STATE CODE R317-3**, the building and plumbing code or other applicable rules and regulations of the city. In the absence of suitable code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the A.S.T.M. and W.P.C.F. Manual of Practice No. 9 shall apply. (Ord. 1997-18 § 5.6)

13.12.070 Elevation.

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer. (Ord. 1997-18 § 5.7)

13.12.080 No connection of surface water collection systems.

No person shall make connection of roof down-spouts, foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer unless such connection is approved by the city sewer superintendent for purposes of disposal of polluted surface drainage. (Ord. 1997-18 § 5.8)

13.12.090 Construction requirements.

The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the city or the procedures set forth in appropriate specifications of the A.S.T.M. and the W.P.C.F. Manual of Practice No. 9. All such connections shall be made gastight and watertight and verified by proper testing. Any deviation from the prescribed procedures and materials must be approved by the city sewer superintendent before installation. (Ord. 1997-18 § 5.9)

13.12.100 Inspection.

The applicant for the building sewer permit shall notify the city sewer superintendent when the building sewer is ready for inspection and connection to the public sewer. The connection and testing shall be made under the supervision of the city sewer superintendent or his representative. (Ord. 1997-18 § 5.10)

13.12.110 Safety, excavation on city property.

All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the city. (Ord. 1997-18 § 5.11)

13.12.120 UNLAWFUL DISCHARGES

UNLAWFUL DISCHARGES: IT SHALL BE UNLAWFUL TO DISCHARGE ANY WATERS CONTAINING TOXIC OR POISONOUS SOLIDS, LIQUIDS OR GASES IN SUFFICIENT QUANTITY, EITHER SINGLY OR IN COMBINATION WITH OTHER WASTES, TO INJURE OR INTERFERE WITH ANY TREATMENT PROCESS, CONSTITUTE A HAZARD TO HUMANS OR ANIMALS, CREATE A PUBLIC NUISANCE OR PRODUCE INJURY TO COMPONENTS TO THE SYSTEM.

13.13.130 RIGHT OF ENTRY

THE PUBLIC SERVICES DIRECTOR OR DESIGNEE SHALL BE PERMITTED TO ENTER ON ALL PROPERTIES (RESIDENTIAL, COMMERCIAL, INDUSTRIAL, AND ETC.) FOR THE PURPOSES OF INSPECTION, OBSERVATION, REPAIR, MEASUREMENT, SAMPLING AND TESTING IN ACCORDANCE WITH THE PROVISIONS OF THIS CHAPTER.

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**Draft
2014**

Highland City Sanitary Sewer Management Plan



Highland City
Public Works Department
Draft 2014

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Chapter 1 General Information

I. Requirement

Highland City (City) has prepared this Sewer System Management Plan (SSMP) in compliance with the requirements of the Utah Division of Water Quality’s Utah Sewer Management Program (USMP). The program is authorized under State of Utah Administrative Code R317-801.

II. Adoption

This Sanitary Sewer Management Plan (SSMP) was adopted by the Highland City Council on xxx, 2013 at a regularly held City Council session located at 5600 West Civic Center Drive Suite One, Highland, Utah 84043.

III. Responsible Parties

The responsible representatives, position and phone number for the City with regard to this SSMP are:

- City Administrator or Designee:
- Justin Parduhn, Public Works Superintendent: 801-420-0547
- Steve Mower, Sanitary Sewer Manager: 801-420-5708
- Timpanogos Special Service District, Pretreatment Coord: 801-756-5231

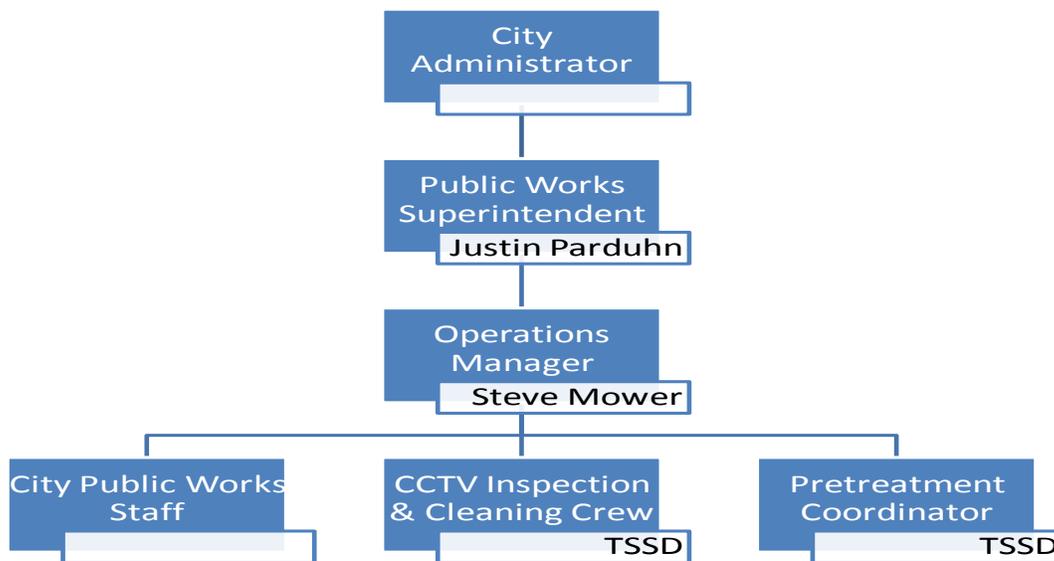
IV. Description of Roles and Responsibilities

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

- City Administrator or Designee: This individual is responsible for overall management of the sanitary sewer collection system. Responsibilities include working with governance to assure sufficient budget is allocated to implement the SSMP, maintenance of the SSMP documentation, development of a capital improvement program and general supervision of all staff.
- Public Works Superintendent: This individual is responsible for daily implementation of the SSMP. This includes maintenance activities, compliance with SORP requirements, and monitoring and measurement reporting requirements.
- City Engineer: This individual is responsible for the development and maintenance of collection system design standards, maintenance of collection system mapping and maintenance of the SECAP program.

- Sanitary Sewer Manager: This individual is responsible for the day to day maintenance and operation of the sanitary sewer collection system; maintenance of the sanitary sewer lift stations; and any emergency call outs for backups in the system.
- Pretreatment Coordinator: This individual is responsible for implementation of the pretreatment program including the fats, oil and grease program. The Timpanogos Special Service District that operates the treatment facility for Highland City’s sewage is responsible for pretreatment programs and inspections.

V. Organizational Chart



Chapter 2 Introduction & Overview

I. SSMP Introduction

Highland City is a municipality established in Utah under the Utah State Code. Highland City was established in 1977 and provides sewage collection to the residents of Highland, Utah. 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 Sanitary Sewer Overflows (SSO), as well as minimize impacts of any SSO that occur. The management for this City 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.

II. Annual Reporting

Per the Rule R317-801, the City shall submit to DWQ a USMP annual operating report covering information for the previous calendar year by April 15 of the following year.

III. 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:

- (a) BMP: Best Management Practices
- (b) CCTV: Closed Circuit Television
- (c) CIP: Capital Improvement Plan
- (d) UDWQ: Utah Division of Water Quality
- (e) FOG: Fats, Oils, and Grease
- (f) GOSI: Grease Oil and Sand Program
- (g) I/I: Infiltration and Inflow
- (h) Permittee: Federal or 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 or state agencies, municipality, county, district, and other political subdivision of the state are interconnected, each shall be considered a separate Permittee

- (i) SECAP: System Evaluation and Capacity Assurance Plan
- (j) Sewer Collection System: 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 storm water exclusively.
- (k) SORP: Sewer Overflow Response Plan
- (l) SSMP: Sewer System Management Plan
- (m) SSO: Sanitary Sewer Overflow; the escape of wastewater or pollutants from, or beyond the intended or designed containment of a sewer collection system.
- (n) Class 1 SSO: Significant Sanitary Sewer Overflow or backup that is not caused by a private lateral obstruction or problem that:
 - (i) Affects more than five private structures;
 - (ii) Affects one or more public, commercial or industrial structure(s);
 - (iii) May result in a public health risk to the general public;
 - (iv) Has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
 - (v) Discharges to Waters of the State of Utah.
- (o) Class 2 SSO: Non-Significant Sanitary Sewer Overflow; SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.
- (p) USMP: Utah Sewer Management Program.

IV. 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.

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.

V. *SSO Reporting Requirements*

Requirements R317-801 stipulates when and how SSO's are reported. Following are those reporting requirements as of 04/23/2012. SSOs shall be reported as follows:

- a) A Class 1 SSO shall be reported orally within 24 hours and with a written report submitted to the DWQ within five calendar days.
- b) Class 1 SSO's shall be included in the annual USMP report.
- c) Class 2 SSOs shall be reported on an annual basis in the USMP annual report.

VI. *Sewer Use Ordinance*

Highland City has a sewer use ordinance that has been adopted by the governing body. This ordinance contains the following items as stipulated by Utah State Code R317-801:

- a) Prohibition on unauthorized discharges,

- b) Requirement that sewers be constructed and maintained in accordance with R317-3,
- c) Ensures access or easements for maintenance, inspections and repairs,
- d) Has the ability to limit debris which obstruct or inhibit the flow in sewers such as foreign objects or grease and oil,
- e) Requires compliance with pretreatment program,
- f) Allows for the inspection of industrial users, and
- g) Provides for enforcement of for ordinance or rules violations.

VII. SSMP Elements

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
- Basement Backup Program
- No Fault Sewage Backup Claims Program

This program is intended to be a guidance document and is not intended to be part of a regulatory requirement. As such, failure to strictly comply with documentation requirements is, in and of themselves, not a failure of the program's effectiveness.

Documentation failures are intended to be identified during system self-audits and will be addressed as training opportunities. Significant system failures will be followed up with corrective action plans. This corrective action process will be implemented by all individuals involved in the SSMP program. Not all Highland City employees will necessarily be involved in the collection system operations. As such, not all employees will receive program training.

Finally, although not a part of this SSMP program, Highland 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. Highland 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.

Chapter 3 Operations and Maintenance Program

I. Operations and Maintenance Program

Highland 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 insures 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 CCTV Inspection
- Pump Station/Pressure Lines Inspection
- Manhole Inspection
- Defect Reporting
- Damage Assessment

II. System Mapping

An up to date map is essential for effective system operations. Highland City has assigned the mapping responsibility to the Public Works Director or his designee 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. Current mapping is available at the Highland City Offices.

Should any employee identify an error in the mapping, they should document the error on a defect report and give it to the Public Works Director.

III. System Cleaning

Highland City currently contracts with TSSD to flush and if necessary vacuum the sewer lines. Highland City has established a goal to clean the entire system every four (4) years. 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 Highland City will begin a list of identified hot spots which are maintained at a higher frequency.

Systems which may have roots are mechanically rodded or hydraulically cut out and areas where restaurants are close together are hydraulically flushed with a high pressure jet truck. The following methods are employed to provide system cleaning in the City as necessary:

- Hydraulic Cleaning
- Mechanical Rodding.
- Chemical Root Control
- Chemical FOG Control

Cleaning Records will be maintained at the office of the Public Works Office by the Operations Manager. Contractors are required to provide cleaning records associated with their work. Should the cleaning process identify a serious defect, the problem should be reported on a Defect Report Form. The Public Works Director 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. A summary of all cleaning activities and actions shall be prepared annually by the Operations Manager. This summary will be presented to the Public Works Director upon completion for review and comments.

IV. System CCTV Inspection

Closed Circuit TV 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 Highland City will conduct CCTV inspection through a contract with Timpanogos Special Service District. Inspections of the system will occur every 10 to 15 years. This inspection frequency is based on the pipe aging process.

As such, once the system has been inspected completely, change usually occurs gradually. 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 Public Works Director for possible repairs. Documentation of CCTV activities will be maintained at Highland City Offices and/or the Public Works Office.

When contractors are employed to inspect the sanitary sewer system they will be required to submit records for their work. The Operations Manager will prepare an annual summary of CCTV completed for that calendar year.

V. Pump Station/Pressure Line Inspection

Staff inspects each pump station at least weekly for correct operations. Included in this inspection is a visual observation of the pressure line alignment in order to insure there are no leaks. Pump stations are also monitored via remote monitoring from the SCADA System. Operators inspecting the pump stations will complete the City's inspection form. Should a problem be encountered that cannot be corrected during

the inspection, a Defect Report Form should be completed and the form given to the Public Works Director. If the defect has the potential to cause a sanitary sewer overflow, immediate action should be taken to insure no overflow occurs. During the inspection of the pressure sewer alignment, operators should be looking for unusual puddles. If a potential leak is identified a Defect Report should be completed and given to the Public Works Director for further action. An evaluation will be made to determine if there is an actual leak and appropriate action taken.

VI. *Manhole Inspection*

Highland City schedules annual inspection of the sanitary sewer manholes (M/H). The M/H inspection involves the identification of foreign objects and surcharging that may be present. Crews inspecting the manholes will be given maps by the Operations Manager 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 Public Works Director of the problem. A cleaning crew should be dispatched immediately to ensure correct system operations. All inspection records will be retained for documentation of work performed.

VII. *Defect Reporting*

Defect Reports generated through the cleaning, CCTV inspection, pump station inspection or manhole inspection programs will be prioritized for correction by the Public Works Director. Any defects which have the potential for catastrophic failure and thus create a SSO should be evaluated immediately and discussed with the Public Works Director 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 Operations Manager should include outstanding defects in the annual report.

VIII. *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.

IX. *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:

- Collections Maintenance Activities
- CCTV Inspection Activities
- 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:

- Contractor Notification of Damage
- Directional Drilling Notification of Damage
- 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. Damages which cause a basement backup should trigger the Basement Backup program. Damages which remain in the trench do not require more action than the repair of the damage.

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

X. *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.

a. 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 severely misaligned lateral connection where infiltration is occurring.

b. Unstable Damage

Unstable damage is damage which has a high likely hood 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.

c. 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 Highland 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.

Chapter 4 System Evaluation and Capacity Assurance Plan

Highland 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 Highland City SECAP program.

- a) Initial Capacity Modeling and Master Planning
- b) Flow Monitoring
- c) Surcharge Flow Analysis
- d) Re-evaluation Modeling and Analysis
- e) Flow Reduction Evaluation and Implementation
- f) 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.

I. Initial Capacity Evaluation:

Highland City has performed an analysis and modeling of each critical subsystem contained within its collection system. In 2007, Hansen Allen & Luce completed the City's Wastewater Collection Master Plan. The master planning included modeling of the entire system, flow monitoring, determination of an equivalent flow for residential unit, recommendations and a Capital Facility Plan. The Master Plan may be viewed at the Highland City Offices. The City plans to update the Master Plan with modeling as appropriate in compliance with the USMP requirements.

II. Flow Monitoring

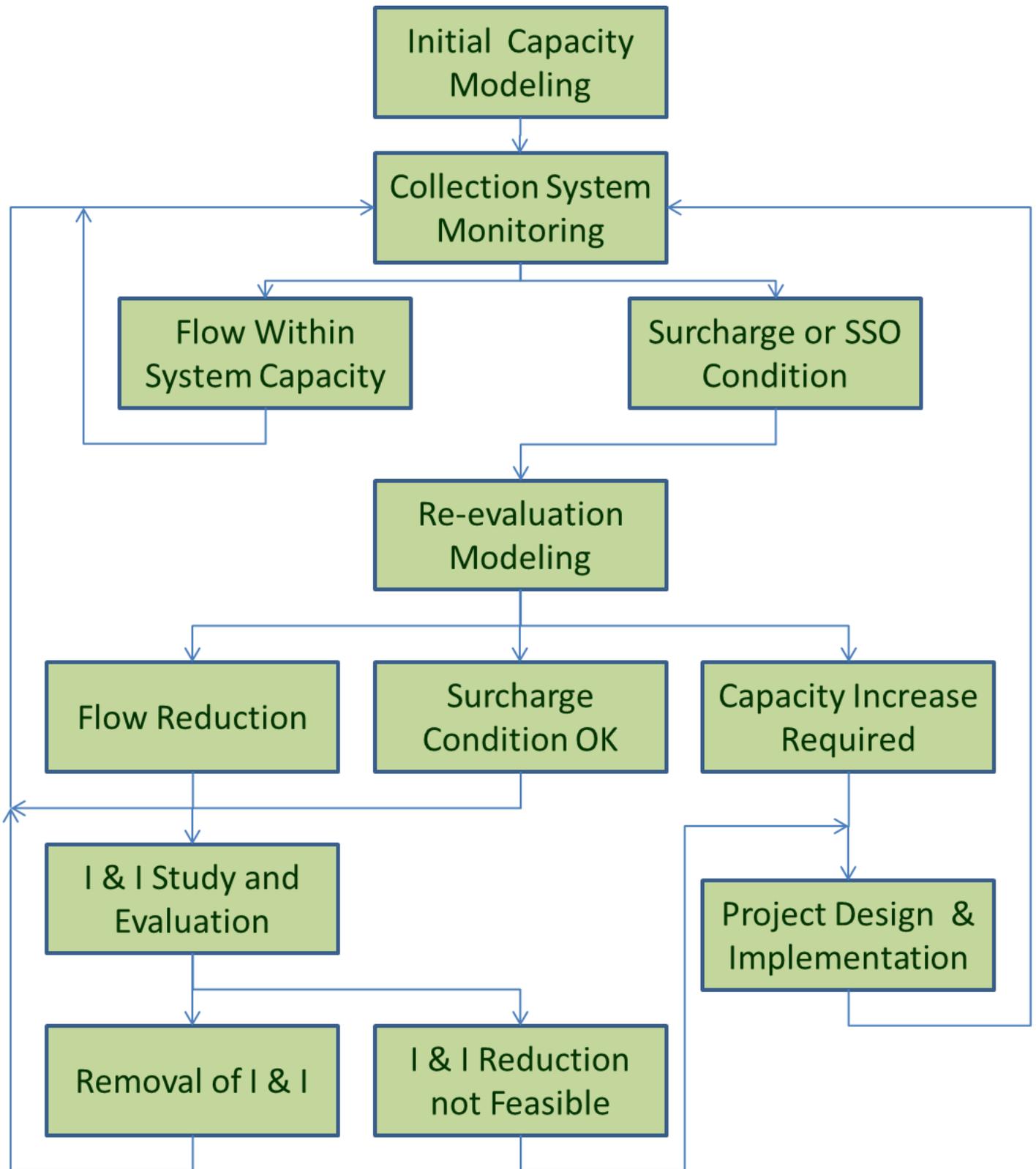
The City monitors flow predominantly through the master influent meters into the TSSD. TSSD reports monthly totals to the City. During the Master Planning process flow metering in City collection lines were provided. The flow monitoring of collection lines provides a basis for City flows.

III. 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:

- a) Sanitary Sewer Overflow to the Environment
- b) Sanitary Sewer Break Remaining in the Trench
- c) Basement Backup
- d) Observed Subsystem Surcharging.

SECAP Flow Chart



(Surcharge Flow Analysis – continued)

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 Public Works Director to determine correct future action.

a. 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.

b. 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.

c. 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.

d. 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.

IV. *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 should be done either by the City’s Consultant.

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).

V. *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.

VI. *System Improvement Prioritization*

The priority for improvement should follow the following general guidelines:

a. 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.

b. 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.

c. 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.

VII. *Capital Improvement Plan*

The CIP is part of the Highland 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.

Chapter 5 Sanitary Sewer Overflow Action Plan

Whenever sanitary sewage leave 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.

- a) Basement backups
- b) Sanitary sewer overflows
- c) Sanitary sewer breaks which remain in the trench
- d) 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 Highland City directions.

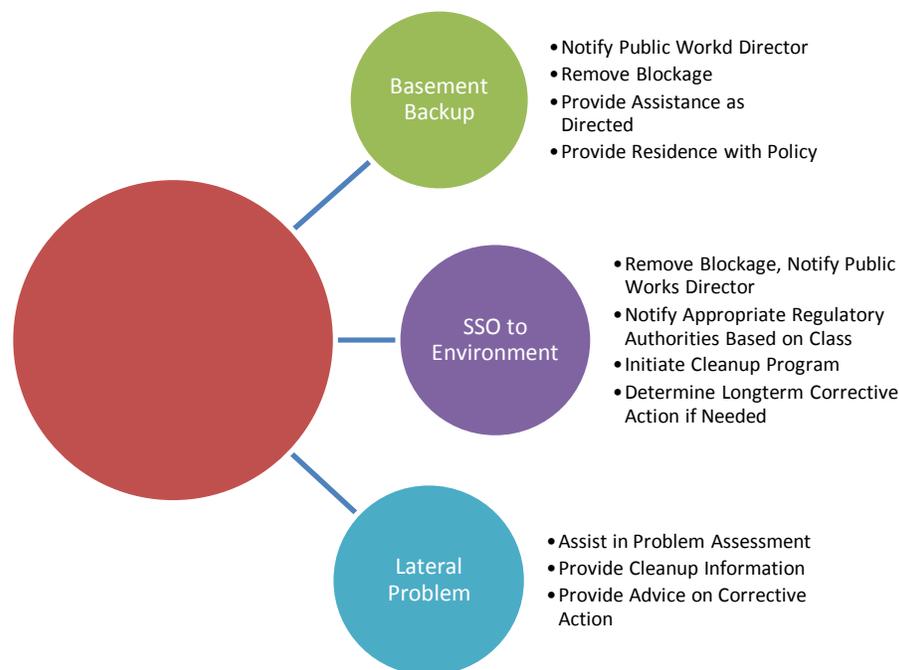
Items a & b above should be reported immediately based on whether they constitute a Class 1 or Class 2 SSO. As stated in the definition section of the SSMP, a Class 1 SSO is an overflow which affects more than five private structures; affects a public, commercial or industrial structure; results in a significant public health risk; has a spill volume more than 5,000 gallons; 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 c 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 Highland City, staff should try and comply. If, in the opinion of the responsible staff member, the health department or state request is unreasonable, the Public Works Director should be immediately notified. Care should always be taken to err on the side of protecting public health over financial considerations.

When a basement backup occurs, the staff member responding should follow the Basement Backup Program procedures. 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.

I. 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 the Highland City receives notice that a possible overflow has or is occurring.



General Notification Procedure

When a Class 1 SSO occurs specific notification requirement 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.

II. 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. A notification form is provided to document notification activities.

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.

III. 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 Highland 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.

IV. 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 Public Works Director should be contacted.

V. 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.

Chapter 6 Grease, Oil and Sand Management Program (GOSI)

The purpose of a GOSI program is to provide for the control and management of grease, oil and sand discharges to the collection system. Currently, TSSD has implemented a GOSI to quarterly inspect businesses in Highland that were found to require a sand and/or grease separator before discharging into the City's System. TSSD's current GOSI is administered by the Districts Pre-Treatment Manager.

When an infraction occurs or if the TSSD staff identify a problem they coordinate with the City Operations Manager. The City through CCTV inspection and cleaning will identify any 'Hot Spots' where FOG's may be a problem. These 'Hot Spots' will be monitored to ensure sufficient capacity in the collection system.

Chapter 7 Sewer Design Standards & Mapping

I. Design Criteria and Standards

Highland City's Sewer Design Criteria, Construction Standards and Specifications can be found on their website at <http://highlandcity.org/index.aspx?nid=145> .

These design standards are intended to be used in conjunction with Utah Administrative Code R317-3. Where a conflict exists between these two standards, the Administrative Code shall prevail.

II. System Mapping

The City currently maintains records on the Sewer System through the City GIS System and As-Built Drawings. As-Built drawings are prepared for each new development and Capital Facility Project. City GIS information is updated periodically.

Chapter 8 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.

I. Basement Backup Response

When the City is notified about a basement backup, staff will log the complaint in a complaint log. The person receiving the call may log the backup complaint or may ask administrative staff to document the complaint.

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, the City will follow the policy approved by its governing authority. A copy of this policy should be given to the home owner. It should be noted that all action the City takes are on a no-fault basis. The City does not accept liability nor does it waive its governmental immunity.

II. Backup Prevention Design Standard

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

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.

City Policy:

- The State of Utah has adopted the International Plumbing Code(IPC) as its plumbing building standard;
- 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, the City requires the installation of backwater valves as stipulated by the IPC already propagated for all new construction.