

PUBLIC NOTICE is hereby given that pursuant to Utah Governor Gary R. Herbert's Executive Order 2020-1, the Cache County Planning Commission will hold an **ELECTRONIC PUBLIC MEETING on THURSDAY, DECEMBER 3, 2020** via **ZOOM** Webinar at the following link:
<https://us02web.zoom.us/j/87027420258?pwd=STdNa3JkQm1ITHI2UFFGN2pWQ3haQT09>

Instructions for downloading and using **ZOOM** can be found at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting> If you have downloaded ZOOM, you may join the meeting by using Webinar ID: **870 2742 0258**

5:30 p.m.

Call to order

Opening remarks/Pledge – Lane Parker

Review and approval of agenda

Review and approval of the minutes of the 5 November 2020 meeting

5:35 p.m.

Regular Action Items

1. **Public Hearing (5:35 PM):** Amendments to Title 17 regarding a new use type for a small-scale slaughter facility.
2. **Discussion: Cannabis Production Amendments to Title 17 of the County Code -** Amendments to the Land Use Code to address State requirements regarding cannabis production establishments. *Continued from 5 November 2020*
3. **Whisper Ridge Conditional Use Permit Revocation Review Update** – An update on the revocation review of the Whisper Ridge Conditional Use Permit (CUP) to determine if sufficient progress has been made to bring the existing CUP into compliance or if conditions exist to revoke the permit.
4. **Discussion:** A proposed Ordinance to Repeal Resolution 2015-20, Amend the County Manual of Roadway Design & Construction Standards, and to Amend Related Provisions of the County Code.
5. **Elections for Chair and Vice Chair**
6. **2021 Meeting Dates and Application Deadlines**

Board Member Reports

Staff reports

Adjourn

PUBLIC PARTICIPATION GUIDE: PLANNING COMMISSION

This document is intended to guide citizens who would like to participate in a public meeting by providing information about how to effectively express your opinion on a particular matter and the general powers and limitations of the Planning Commission.

WHEN SPEAKING ON AN AGENDA ITEM

Once the Commission opens the public hearing or invites the public to comment on a public meeting agenda item, approach the podium to comment. Comments are limited to 3 minutes per person, unless extended by the Chair of the Planning Commission.

When it is your turn to speak:

1. State your name and address and the organization you represent, if applicable.
 2. Indicate whether you are for or against the proposal.
 3. Make your statement.
 - a. Include all pertinent facts within your knowledge;
 - b. Avoid gossip, emotion, and repetition;
 - c. Comments should be addressed to the Commission and not to individuals in the audience; the Commission will not allow discussion of complaints directed at specific individuals;
 - d. A clear, concise argument should focus on those matters related to the proposal with the facts directly tied to the decision you wish the Commission to make without repeating yourself or others who have spoken prior to your statement.
-

LEGISLATIVE (PUBLIC HEARING) VS. ADMINISTRATIVE (PUBLIC MEETING) FUNCTIONS

The Planning Commission has two roles: as a recommending body for items that proceed to the County Council for final action (legislative) and as a land use authority for other items that do not proceed to the County Council (administrative).

When acting in their legislative capacity, the Planning Commission has broad discretion in what their recommendation to the County Council will be and conducts a public hearing to listen to the public's opinion on the request before forwarding the item to the County Council for the final decision. Applications in this category include: Rezones & Ordinance Amendments.

When acting in their administrative capacity, the Planning Commission has little discretion and must determine whether or not the landowner's application complies with the County Code. If the application complies with the Code, the Commission must approve it regardless of their personal opinions. The Commission considers these applications during a public meeting and can decide whether to invite comment from the public, but, since it is an administrative action not a legislative one, they are not required to open it to public comment. Applications in this category include: Conditional Use Permits, Subdivisions, & Subdivision Amendments.

LIMITS OF JURISDICTION

The Planning Commission reviews land use applications for compliance with the ordinances of the County Land Use Code. Issues related to water quality, air quality, and the like are within the jurisdiction of the State and Federal government. The Commission does not have authority to alter, change, or otherwise act on issues outside of the County Land Use Code.



Planning Commission Minutes

5 November 2020

Item

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Consent Items

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3. Richmond Valley Subdivision Extension Request..... 2

Regular Action Items

5. Public Hearing (5:35 PM): Willow Creek Rezone 2
6. Public Hearing (5:45 PM): Cannabis Production Amendments to Title 17 3

1 **Present:** Chris Harrild, Angie Zetterquist, Nolan Gunnell, Lane Parker, Chris Sands, Brandon Spackman,
2 Jason Watterson, Brady Christensen, Matt Phillips, John Luthy, Megan Izatt

3 *Meeting held on Zoom.*

4 **Start Time: 05:31:00**

5 **Gunnell** called the meeting to order and **Watterson** gave the opening remarks.

6 **05:33:00**

7 **Agenda**

8 Item #3 was removed from the agenda as an extension of the Land Use Authority's approval was no
9 longer needed.

10 **05:33:00**

11 **Minutes**

12 ***Parker** motioned to approve the minutes from October 1, 2020; **Christensen** seconded; **Passed 6, 0.***

13 **05:35:00**

14 **Consent Agenda**

15 **1. Souter Subdivision**

16 **2. Creekside Estates Subdivision 1st Amendment**

17 **Andy Rasmussen** commented on the road conditions maintenance along the river.

18 **Zetterquist** commented that the comments regarding the road are for the plat to make sure it's noted
19 correctly there.

20 **Mr. Rasmussen** asked about revising the plat.

21 **Zetterquist** stated revising the plat is done outside of Planning Commission with staff.

22 **Sands** disclosed that he pays Kent Souter to cut his pasture every year.

23 ***Sands** motioned to approve the two consent agenda items; **Watterson** seconded; **Passed 6, 0.***

24 **05:41:00**

25 **Regular Action Items**

26 **4. Public Hearing (5:35 PM): Willow Creek Rezone**

27 **Zetterquist** reviewed the staff report for the Willow Creek Rezone.

1 **5:49:00**

2 *Watterson* motioned to open the public hearing; *Sands* seconded; **Passed 6, 0.**

3 **Tyler Jacobsen** commented in opposition of the proposal.

4 **Gunnell** asked if this is where Mr. Jacobsen lived.

5 **Mr. Jacobsen** commented he does and doesn't feel like the area is suited to 12 homes due to flood plain
6 issues.

7 **Bruce Kidman** commented in opposition of the proposal based on the RU2 request not fitting the area,
8 water problems, and sewage concerns.

9 **05:33:00**

10 *Watterson* motioned to close the public hearing; *Spackman* seconded; **Passed 6, 0.**

11 **Commission** and **Staff** discussed the proximity of the subdivision to Mendon, the opposition of Mendon
12 City to the rezone request, possible annexation into Mendon, and if the RU2 Zone fits the area.

13 *Sands* motioned to recommend denial for the Willow Creek Rezone based on the findings of fact and the
14 three conclusions; *Watterson* seconded; **Passed 5, 1 (Spackman voted nay).**

15 **06:06:00**

16 **5. Public Hearing (5:45 OM): Cannabis Production Amendments to Title 17 of the County Code**

17 **Zetterquist** reviewed the Code amendments to Title 17 regarding Cannabis Production.

18 **Harrild** stated the first step is to amend the code and the second to rezone the properties shown on
19 the map.

20 **Staff** and **Commission** discussed how the overlay zone would work and why it is site specific and not
21 driven by application. How the product is cultivated, processed, tested and the different licensing
22 requirements between hemp and marijuana were discussed. The reason why parcels with wetlands were
23 removed was discussed. Concerns regarding regulating what crops farmers could produce were
24 discussed.

25 **06:35:00**

26 *Christensen* motioned to open the public hearing; *Parker* seconded; **Passed 6, 0.**

27 **Don Dente** commented he is a hemp farmer in Smithfield and stated everything is a controlled process
28 for processing and was hoping it wasn't hemp that was being restricted.

29 **Gunnell** asked if all of his 9 acres were planted in hemp.

1 **Mr. Dente** responded that all 9 acres are planted in hemp and it is a completely different crop than
2 cannabis.

3 **Zetterquist** informed the Commission that there is a state code limitation of 15 licenses for medical
4 cannabis with 8 currently licensed and that number will not be expanded until certain thresholds are met.

5 **Sands** asked if Mr. Dente knew how many industrial hemp growers were in the valley.

6 **Mr. Dente** responded 20-25 growers and that Cache Valley has a good climate for hemp production.

7 **Sands** asked if there are multiple harvests per year.

8 **Mr. Dente** stated no, the crop is similar to corn. If it is grown in a building then it can be grown year
9 round with specialized equipment.

10 **Sands** stated it is good to see hemp growers in the valley.

11 **Gunnell** asked about growing cannabis.

12 **Mr. Dente** responded there are only 8 state licenses being used and that the licenses are \$100,000 each
13 and that the state is pretty picky on who receives those licenses. It's all very small locations that are
14 growing and dispensing in the state. The license for hemp is \$500 and very different.

15 **6:44:00**

16 ***Sands** motioned to close the public hearing; **Parker** seconded; **Passed 6, 0.***

17 **Staff** and **Commission** discussed including the differentiation between hemp and cannabis in the code,
18 requiring cannabis to be grown indoor, if the use and requiring an structure conflicts with the agricultural
19 protection zone, and questions regarding the 10 acre requirement. The possibility of having more
20 restrictions on a growing and processing operation rather than just a growing operation was discussed.
21 Questions regarding using the industrial zone for cannabis production were discussed.

22 The **Commission** is going to work on educating themselves to make a more informed decision by the
23 next meeting. Don Dente also made his contact information available for anyone who would like to
24 discuss cannabis and hemp growing and production with him.

25 ***Sands** motioned to continue the Cannabis Production Amendments to Title 17 of the County Code for up
26 to 90 days; **Spackman** seconded; **Passed 6, 0.***

27 **07:03:00**

28 **Adjourned**

Small-Scale Slaughter Facility

Overview

Under the direction of the County Council, the planning staff has prepared information and draft code language to address the critical need for the small-scale slaughter and processing of livestock and poultry from local farms at a location not on the owner's property.

The current Land Use Code limits 2110 Agricultural Manufacturing to the processing of no more than 25% of off-site goods. The intent of this review is to consider a code amendment that allows for a land use with a level of operation that does not rise to the level of General Manufacturing, but allows for the small-scale slaughter and processing of goods from local farms beyond the 25% allowed under Agricultural Manufacturing.

Review of State Rule and Code Examples

The planning staff has reviewed and provided the applicable state rules and local government examples that appear to be the closest fit in order to assist in your review, and have also prepared a draft code amendment. This includes:

- State Rule R-58
- UCA 4-32-105 Definitions; Utah Meat and Poultry Products Inspection and Licensing Act
- Summit County
- Weber County
- Washington County
- Eagle Mountain City

State Rule R-58-11 Slaughter of Livestock and Poultry; Section 2 - Definitions

Definition #5

"Custom Slaughter-Release Permit" means a permit that will serve as a brand inspection certificate and will allow animal owners to have their animals farm custom slaughtered.

Definition #9

"Farm Custom Slaughtering" means the slaughtering, skinning and preparing of livestock and poultry by humane means for the purpose of human consumption which is done at a place other than a licensed slaughtering house by a person who is not the owner of the animal."

UCA 4-32-105 Definitions; Utah Meat and Poultry Products Inspection and Licensing Act

(10) "Custom exempt processing" means processing meat, wild game, amenable species, or nonamenable species as a service for the person who owns the meat, wild game, amenable species, or nonamenable species, if the person: (a) uses the meat, meat food products, slaughtered amenable species, wild game, or slaughtered nonamenable species for the person's own consumption, including consumption by immediate family members and nonpaying guests; or (b) offers the slaughtered nonamenable species for wholesale or retail sale.

(11) (a) "Custom exempt slaughter" means: (i) slaughtering an amenable species or nonamenable species as a service for the person who owns the amenable species or nonamenable species and uses the slaughtered amenable species or slaughtered nonamenable species for the person's own consumption, including consumption by immediate family members and nonpaying guests; or (ii) the slaughter of a nonamenable species intended for wholesale or retail sale. (b) "Custom exempt slaughter" includes farm custom slaughter.

(14) "Farm custom slaughter" means custom exempt slaughtering of an animal, amenable species, or nonamenable species for an owner without official inspection.

(15) "Farm custom slaughter license" means a license issued by the department to allow farm custom slaughter. (16) "Farm custom slaughter NOT

FOR SALE tag" means a tag issued by the department to the owner of the facility before the animal is slaughtered that specifies the animal's identification and certifies its ownership.

Summit County

- A commercial establishment for small-scale slaughtering and processing of animals, including the sale of meat and related products.
- Requires a CUP in all agricultural zones.
- Requires a minimum area of 5 acres.

Weber County

- Slaughtering, dressing and marketing on a commercial scale of chickens, turkeys or other fowl, rabbits, fish, frogs or beaver in conjunction with the hatching and raising of such animals on farms.
- Requires a CUP.
- Requires a minimum area of five acres.

Eagle Mountain City

- Conditional uses and such uses as the planning director and planning commission may recommend as similar and consistent with the scale, character and impact of the area will be considered - Limited processing of agricultural products.

- Requires a CUP.
- Requires a minimum area of five acres.

Review of Land Use Code and Possible Approaches

It appears that the most appropriate placement of this new definition is either under the use type section 2000 Manufacturing, or section 6000 Resource Production and Extraction.

- If considered as a more manufacturing type of use, it may be identified in Manufacturing in relation to:
 - 2110 Agricultural Manufacturing.
- If it is considered as a more agricultural type of use, it may be identified in Resource Production and Extraction in relation to multiple agricultural uses listed:
 - 6100 Agricultural Production
 - 6110 Concentrated Animal Feeding Operation (CAFO)
 - 6120 Livestock Auction Facility
 - 6130 Farmstand
 - 6140 Agritourism
 - 6200 Boarding Facility

The related code language from the Manufacturing section states:

2100 General Manufacturing

(Only allowed as a CUP in Commercial and Industrial Zones)

“The manufacture, processing, and assembling of products by mechanical or chemical processes. Typically includes the manufacturing of rock products (including concrete/asphalt plants); metal products; wood products (including saw mills and pulp factories); plastic components; and the commercial processing of animal products (meat, dairy, eggs, etc.).”

2110 Agricultural Manufacturing

(Only allowed as a CUP in the Agricultural, Commercial, and Industrial Zones)

“The processing of agriculturally based products where seventy-five percent (75%) or more of the goods are grown directly on the property or on adjacent property that is operated by the owner of the agricultural manufacturing business. Includes any value added agricultural processing including but not limited to: honey processing, juice production from orchards or berries, meat or fish processing (smoking, jerky, cured meats, etc.), processing of vegetables, etc.”

The related code language from the Resource Production and Extraction section states:

6100 AGRICULTURAL PRODUCTION

(Permitted in all zones)

The derivation of a product from agriculture. Also includes the following specific uses:

1. Horticultural Production: The use of land for the growing or production for income of fruits, vegetables, flowers, nursery stock, including ornamental plants and trees, and cultured sod.
2. Aquiculture: The commercial cultivation of aquatic life, such as fish, shellfish, and seaweed.
3. Agricultural Products Storage: The storage of raw agricultural products. This use does not include the commercial slaughtering, the processing and packaging of meat and poultry, or the processing of food stuffs.
4. Animal Husbandry: An agricultural operation or establishment which keeps, feeds, or raises livestock for commercial purposes and as a primary land use.
5. Grazing: The feeding of livestock where more than fifty percent (50%) of the feed is produced on the immediate parcel and available to the animals as in-place vegetation to sustain life.

6110 CONCENTRATED ANIMAL FEEDING OPERATION (CAFO):

(Only permitted as a CUP in the A10 Zone)

“A lot or facility as defined by the EPA as meeting or exceeding the standards of a large CAFO.”

6120 LIVESTOCK AUCTION FACILITY: A structure or structures with associated pens, yards, corrals, and loading and unloading facilities used for the sale of livestock.

6130 FARM STAND: A structure from which fruits, vegetables, flowers, herbs, plants, or other agriculture products are sold. This use may also include accessory sales of other unprocessed or home-processed foodstuffs such as canned goods, baked goods, and may also include homemade handicrafts. Additionally:

1. The structure must be located on a property that qualifies as land under agricultural use as defined by the Farmland Assessment Act, Utah Code Annotated 59-2-5.
2. The area of the structure devoted to the sales of accessory items shall not exceed fifty percent (50%) of the structure's total sales area.
3. The sale of commercially packaged handicrafts or commercially processed or packaged food stuffs not originating from land qualifying as land under agricultural use as defined by the Farmland Assessment Act, Utah Code Annotated 59-2-5, is not permitted.
4. Only one (1) such structure is allowed per legal lot or parcel.
5. The following are additional distinctions and requirements for the specific structure types:
 - a. A single, temporary structure that:

- i. Is in place for no more than one hundred eighty (180) calendar days, and;
 - ii. Consists of a two hundred (200) square-foot area or less, and;
 - iii. Must be located on the same property where the primary ingredients for all raw and home-processed food products were grown.
- b. A single, permanent structure that:
 - i. Is used for the sales of product, as identified above, for no more than one hundred eighty (180) calendar days, and;
 - ii. Is used for the sales of agriculture product, from any adjacent property as determined by the Land Use Authority, which also qualifies as land under agricultural use as defined by the Farmland Assessment Act, Utah Code Annotated 59-2-5, is also permitted in said structure.

6140 AGRITOURISM: A use or activity for the on-site recreation, retail purchase, education, or participation of the general public. Any such use/activity may include, but is not limited to a: farm tour; farm stay; educational class; corn maze; group event or competition; U-pick operation; farmers market; farm museum; cider mill; petting farm/zoo; retail sales facility (e.g., meat shop; dairy or creamery; nursery; gift shop; flower, herb, or spice store; bakery; restaurant; or cafe); small- scale food processing (e.g., process pumpkins grown on premises into pumpkin pies), and other similar uses/activities as determined by the Land Use Authority. Any such use or activity must meet the minimum requirements as follows:

1. Any such use/activity must be accessory to a primary agricultural production use. The primary and accessory uses must:
 - a. Be located on land that qualifies as land under agricultural use that is actively devoted to agriculture as defined by the Farmland Assessment Act, Utah Code Annotated 59-2-5;
 - b. Be located on a legal parcel, five (5) acres or larger in size; or on contiguous legal parcels that are a total of five (5) acres or larger in size; and
 - c. Consist of fifty one percent (51%) or more of products produced on site.
2. The use/activity occurs for more than twenty one (21) consecutive or non-consecutive days per year, and provides agriculturally related, and in some instances, non-agriculturally related products and events to the general public.
3. Must obtain Land Use Authority review and approval prior to operation.
4. Overnight accommodation is permitted as follows:
 - a. Guest rooms must be located within an owner occupied dwelling or seasonal cabin that meets the minimum Building and Fire Code

standards;

- b. No more than a total of four (4) guest rooms with a maximum occupancy of two (2) per room; not counting children fifteen (15) years of age and under.

6200 BOARDING FACILITY: A series of stables, barns, paddocks, and/or other shelters and exercise facilities in which livestock, including cattle, sheep, goats, swine, horses, mules, poultry, etc., are fed, exercised, and/or cared for on a short or long term basis for a fee.

In either case, the possible pieces for a use related definition include:

- Refer to State Code definition of Farm Custom Slaughtering
- Set a minimum acreage for the use. A minimum of 5 acres appears to be appropriate as it is consistent with the Farm Act and with language in the Land Use Code regarding agricultural uses in the A10 Zone.
- Setback distances increased beyond the distances imposed by the base zoning district.
- Removal of garbage and offal must occur each day of animal processing.

Staff Recommendation and Draft Code Language

Based on the included information, it appears that this use will be best applied as an agricultural use rather than a manufacturing use. The planning staff recommends that this potential use be identified under Resource Production and Extraction as 6150 Small-Scale Animal Processing, and that it only be allowed as a CUP in the A10 Zone.

The draft code language is as follows:

6150 Small-Scale Animal Processing

The slaughtering, skinning, and preparing of livestock and poultry by humane means for the purpose of human consumption which is done at a place other than a licensed slaughtering house by a person who is not the owner of the animal, with the intent to assist local farmers and ranchers in the processing of their animals. This use must also qualify as Farm Custom Slaughtering as identified by the state, and must meet any of the related state requirements that may apply prior to operation. The following also apply:

1. This use must be located on land that qualifies as land under agricultural use that is actively devoted to agriculture as defined by the Farmland Assessment Act, Utah Code Annotated 59-2-5; and
2. Must be located on a legal parcel, five (5) acres or larger in size; or on contiguous legal parcels that are a total of five (5) acres or larger in size; and

3. All processing activities and processing structures must be setback a minimum 50 feet from all property lines; and
4. Any garbage and offal must be removed within 24 hours of animal processing.

Add new use type & definitions

17.07.030 Use Related Definitions:

6150 Cannabis Production Establishment – A facility as defined by State Code, in conjunction with the Utah Medical Cannabis Program, and holds a valid state license in accordance with Title 4-41a, Utah Code Annotated. See County Code Section 17.10.050(E), Supplemental Standards for the Cannabis Production Establishment (CP) Overlay Zone for additional requirements. This definition does not include the industrial hemp/CBD program as regulated by the Utah Department of Agriculture and Food.

17.07.040 General Definitions

Cannabis - As defined under State Code.

Industrial Hemp – As defined under State Code.

Add new Overlay Zone & Purpose

17.08.040: Overlay Zoning Districts Established:

The following are the overlay zoning districts:

Mineral Extraction and Excavation Overlay (ME)

Public Infrastructure Overlay (PI)

Cannabis Production Establishment Overlay (CP)

17.08.050: Purpose of Overlay Zoning Districts

C. Cannabis Production Establishment Overlay (CP)

1. To allow cannabis operations as licensed and permitted by the State of Utah within enclosed structures with reasonable separation from residential and other incompatible land uses. This overlay creates supplemental standards for Cannabis Production Establishments, ensuring compatibility with surrounding land uses.
2. This overlay is only applicable to properties in the Agricultural and Industrial zones that meet the required spacing and buffering requirements as set forth by State Code for Cannabis Production Establishments, and the supplemental standards of this overlay zone under Section 17.10.050(E) of this code.
3. This overlay zone cannot abut or adjoin a primarily residential zoning district or a subdivision in the A10 Zone. This overlay zone may be applied to areas of the county where impacts due to the use may be mitigated. Preferred locations include those with existing agricultural or industrial type uses that include similar negative impacts such as odor, noise, and traffic.
4. The standards and processes of the base or underlying zone apply in addition to the overlay zone requirements unless the base zone standards are specifically superseded by the overlay zone standards.

Amendments to 17.09 Schedule of Zoning Uses

Add new Use Type and Overlay Zone

17.09.030 Schedule of Uses by Zoning District:

[illegible]

Add new Supplemental Standards

17.10.050: Supplemental Standards:

E. Supplemental development standards specific to the Cannabis Production Establishment (CP) Overlay Zoning District are as follows:

1. A Cannabis Production Establishment must be licensed and permitted by the State of Utah.
2. In a CP overlay zone with an Agricultural (A10) base zoning district, the following standards shall apply to the cannabis production establishment:
 - a. The minimum lot area required is 10 acres.
3. Cannabis Production Establishments must be located inside an enclosed permitted structure on a permanent foundation.
4. Enclosed structures must use an air filtration and ventilation system with odor mitigation technology (such as activated carbon filtration and electrostatic precipitation or negative ion generation) to prevent odors generated from the facility from escaping onto neighboring properties, such that the odor cannot be reasonably detected by a person of normal sensitivity at the property line.

Angie Zetterquist <angie.zetterquist@cachecounty.org>

FW: Whisper Ridge-Davenport Creek, Cache County UT (SPK 2020-00564)

dayson@whisperridgeutah.com <dayson@whisperridgeutah.com>
To: Angie Zetterquist <angie.zetterquist@cachecounty.org>

Fri, Nov 20, 2020 at 12:02 PM

Here is what we have. We are still working on getting the appropriate information for the small dam permit to the engineers office. We will be working with the Corp and their investigation at this point.

From: SPKRegulatoryMailbox <SPKRegulatoryMailbox@usace.army.mil>
Sent: Thursday, November 19, 2020 8:49 AM
To: dayson@whisperridgeutah.com
Cc: Thomas, Bob <bthomas@bio-west.com>; Pectol, Michael A CIV USARMY CESPK (USA) <Michael.A.Pectol@usace.army.mil>
Subject: RE: Whisper Ridge-Davenport Creek, Cache County UT (SPK 2020-00564)
Importance: High

Attached please find correspondence concerning a report of potential unauthorized activity located on Davenport Creek, approximately 11 miles southeast of Paradise in Cache County, Utah. Also enclosed are materials that may assist your response.

Per Corps policy, a printed copy of this material will be sent to the addressee via courier service, and the electronic transmission has been sent with a "READ RECEIPT" requested.

Please see the letter and attachment for specific information including any applicable deadlines. We appreciate your cooperation in this matter. Further correspondence should refer to identification number SPK-2020-00564.

This document was provided on behalf of Mr. Michael Pectol, Project Manager, Regulatory Division, Sacramento District, U.S. Army Corps of Engineers. If you have any questions, please contact Mike at the Bountiful Regulatory Office, [533 West 2600 South, Suite 150, Bountiful, Utah 84010](#), by email at Michael.A.Pectol@usace.army.mil, or telephone at (801) 295-8380 ext. 8315.

v/r,

Regulatory Division

US Army Corps of Engineers, Sacramento District

[1325 J Street, Room 1350, Sacramento, CA 95814-2922](#)

916-557-5250 FAX: 916-557-7803

SPKRegulatoryMailbox@usace.army.mil

All project related documents, please send to SPKRegulatoryMailbox@usace.army.mil

General questions and inquiries about the Regulatory Program or 408 Program, please send to CESPK-REGULATORY-INFO@usace.army.mil

Information on the Regulatory Program. <http://www.spk.usace.army.mil/Missions/Regulatory.aspx>

Regulatory Public Notices: <http://www.spk.usace.army.mil/Media/RegulatoryPublicNotices.aspx>



2020.11.19-ENF-Req for Info-202000564.pdf
927K



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, SACRAMENTO DISTRICT
1325 J STREET
SACRAMENTO CA 95814-2922

November 19, 2020

FEDERAL EXPRESS SERVICE – SIGNATURE REQUIRED

Regulatory Division (SPK-2020-00564)

Whisper Ridge
Attn: Mr. Dan Lockwood
4776 East 2600 North
Eden, Utah 84310
dayson@whisperridgeutah.com

Dear Mr. Lockwood:

The U.S. Army Corps of Engineers, Sacramento District (this office) has received a report concerning an activity that may have been conducted in waters of the United States without a Department of the Army (DA) permit. This letter is a request for information regarding the potential unauthorized activity located on Davenport Creek, approximately 11 miles southeast of Paradise, Latitude 41.4204°, Longitude -111.746°, Cache County, Utah (enclosure 1).

Section 404 of the Clean Water Act requires a Department of the Army (DA) permit prior to the discharge of dredged or fill material into waters of the United States, including wetlands, except where specifically exempted (enclosure 2). This office has the responsibility for reviewing and issuing DA permits and investigating potential unauthorized activities within this area.

This office has opened an investigation in order to determine whether the activity performed at the subject site is regulated under Section 404 of the Clean Water Act (CWA) and occurred without a DA permit. We appreciate your cooperation in this investigation, including your initial July 25, 2020 impact report submittal from BIO-WEST. Based on our initial investigation and the information already provided, it appears the work conducted within waters of the U.S. may not be exempt from CWA regulation.

To assist us, please provide any other information you believe would be pertinent to our investigation of this matter. The information you provide will become part of the public record. It may be presented in any enforcement action that results from this investigation and will be retained in this office's administrative records. All additional information you wish to provide should be submitted to this office within 30 days of the date of this letter.

Thank you in advance for your cooperation on this matter. Please refer to identification number SPK-2020-00564 in correspondence concerning this investigation.

If you have any questions, please contact Mike Pectol at the Bountiful Regulatory Office, 533 West 2600 South, Suite 150, Bountiful, Utah 84010, by email at Michael.A.Pectol@usace.army.mil, or telephone at (801) 295-8380 ext. 8315. For more information regarding our program, please visit our website at the following link: www.spk.usace.army.mil/Missions/Regulatory.aspx.

Sincerely,

Michael Pectol
Project Manager
Regulatory Division

Enclosures

cc:
Bob Thomas, BIO-WEST (bthomas@bio-west.com)



1063 West 1400 North
Logan, Utah
84321-2291
Ph: 435.752.4202
Fx: 435.752.0507
www.bio-west.com

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Vegetation Resources

Watershed Sciences

Wetland Resources

Wildlife Resources

November 24, 2020

Whisper Ridge Mountain Holdings, LLC
Attention: Mr. Dayson Johnson
4776 East 2600 North
Eden, UT 84310

Subject: Davenport Creek Constructed Pond Area

Dear Mr. Johnson:

This file letter was prepared as a follow up to our phone call earlier today. In regards to the constructed pond on Davenport Creek and the U.S. Clean Water Act and the State of Utah Stream Alteration permitting, I am actively coordinating and discussing your project with both the State of Utah Division of Water Rights- Stream Alteration Program, and the U.S. Army Corps of Engineers.

There is currently a pending stream alteration permit application being processed by the State Stream Alteration Specialist, Mr. Daren Rasmussen. The Stream Alteration Permit Number is 20-25-0012. The permit status is pending.

The U.S. Army Corps of Engineers sent Whisper Ridge a letter on November 19, 2020, in which the Corps indicated they have an open investigation into this project for purposes of Section 404 of the Clean Water Act compliance. The project number is SPK-2020-00564. The Corps letter further stated that Whisper Ridge could submit additional project information to the Corps up until December 19, 2020.

I am coordinating with Mr. Mike Pectol, the U.S. Army Corps of Engineers Project Manager, regarding this project. I will work with Mr. Pectol and coordinate with you to determine a reasonable path forward, that is satisfactory to all parties involved. I will be in touch with you again next week (11-30 through 12-4-2020).

Sincerely,

Robert Thomas
Professional Wetland Scientist
bthomas@bio-west.com
(435) 890-9311

November 30, 2020

Dayson Johnson
Whisper Ridge Mountain Holdings, LLC
dayson@whisperridgeutah.com

Via Electronic Mail

Re: Permitting of Pond Along Davenport Creek

Dear Dayson:

As requested, I write this letter for you to submit to the Cache County Planning Commission to provide a summary of the work Whisper Ridge Mountain Holdings, LLC (“**Whisper Ridge**”) has done to permit the pond along Davenport Creek in Cache County, Utah. Prior to the summer of 2019, a complex of beaver ponds occupied the site in question. When these ponds failed from time to time, they would wash out the access road below the ponds. The property has for more than a century been used for a ranching operation. Whisper Ridge has continued this operation and owns approved water rights for stock watering along Davenport Creek. A pond was constructed during the summer of 2019 to replace the beaver ponds and protect the downstream access road. The pond facilitates continued stock watering in the area.

When Whisper Ridge learned that permitting may have been required for construction of the pond, it retained Robert Thomas of Bio-West to assist in that process. On June 25, 2020, Mr. Thomas prepared a letter outlining potential agricultural and other exemptions related to the pond construction, and on July 16, 2020, Mr. Thomas provided this letter to the Division of Water Rights and the Army Corps of Engineers for their review. In August 2020, Whisper Ridge officials joined the Utah Division of Water Rights and the Utah Division of Wildlife Resources at the site of the pond to discuss the path forward from a state permitting perspective. During that meeting, Whisper Ridge expressed willingness to submit a stream alteration permit application, a dam safety permit application, and any necessary water right applications related to the pond. This letter briefly outlines the status of each of these permit tracks.

On October 21, 2020, Whisper Ridge submitted a Joint Permit Application Form to the Division of Water Rights with the assistance of Bio-West. The comment period for the application has now passed. There was a standard comment about floodplain administration, and Bio-West has confirmed that there are no floodplain requirements at this location. The U.S. Army Corps of Engineers has determined to address any federal permit requirements separately for the pond. Whisper Ridge is in contact with the Army Corps and will diligently pursue completion of any necessary permits from that agency.

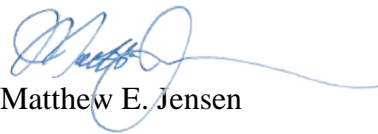
The Division of Water Rights is awaiting more detailed plans, dam safety approval, and water rights approval before further processing the stream alteration permit. With respect to water rights to support the pond, Whisper Ridge has been in contact with the regional engineer, Will Atkin, about the necessary change application to support the pond. Whisper Ridge owns water

right numbers 25-1684 and 25-8600 for stock watering from Davenport Creek. Additionally, Whisper Ridge also leases water right number 25-8602 from T.K. Swan Land LLC and will receive title to this right upon satisfaction of certain conditions. Whisper Ridge plans to file a change application on water right number 25-8602 to support the pond. To facilitate that filing, title to the water right needs to be updated to the name of T.K. Swan Land LLC, and Whisper Ridge needs to determine the evaporative losses expected from the pond. T.K. Swan is contractually required to update title to this right, and Whisper Ridge is working with the Swans to complete that requirement. Furthermore, Whisper Ridge retained Dr. Robert Hill to determine the evaporative losses from the pond. Mr. Hill has, unfortunately, been sick over the past few weeks, which has delayed this determination. Whisper Ridge expects that title will be updated and the evaporative losses analysis will be complete within the next couple of weeks, and it will quickly file the necessary change application shortly thereafter. The dam safety permit has been prepared with all necessary plans and drawings, and it will be submitted in connection with the change application. These same dam safety drawings are expected to satisfy the request for more detailed plans in the stream alteration permit review.

As discussed above, Whisper Ridge is diligently seeking all necessary approvals to support the pond along Davenport Creek. The process has not proceeded as quickly as hoped, but all necessary stakeholders have been notified, and I am optimistic that all permits will ultimately be approved. Let me know if you have any further questions on this front.

Sincerely,

PARR BROWN GEE & LOVELESS



Matthew E. Jensen



CACHE COUNTY, UTAH
MANUAL OF ROADWAY DESIGN
& CONSTRUCTION
STANDARDS



1 DECEMBER 2020~~22 OCTOBER 2013~~

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1.1 **IntroductionScope of Work.**

This Manual of Roadway Design & Construction Standards ("Manual") provides standards for construction and maintenance of new and existing roads and appurtenant structures and utilities within County-owned rights-of-way. ~~section definesestablishes the general requirements for roadway related improvements in the unincorporated areas of Cache County and for roadways owned by Cache County that are located within incorporated municipalities~~ designed and constructed as public infrastructure.

The improvements ~~to which this Manual applies shall~~ include all ~~public~~ utilities (i.e.e.g., sanitary sewer and culinary water ~~facilities that lie in or cross County rights-of-wayas~~ ~~pertains to roadway crossings~~, storm sewer ~~facilities~~, and drainage facilities), grading, surfacing, erosion control, traffic signing, traffic control, and roadway improvements (collectively, "Improvements"). ~~Roadway related i~~Improvements must be installed so as to facilitate provide for future extension beyond the proposed development to which they directly apply and must be compatible with the contour of the ground for proper drainage and for servicing future development.

Developers are responsible for all up-front costs associated with the design and construction of Improvements made necessary by their proposed developments and for all up-front costs associated with the acquisition of necessary rights-of-way. Developers ~~shall be required to~~must make ~~i~~Improvements ~~to roadways~~in accordance with the County's adopted design standards. ~~The d~~Developers ~~areis~~ encouraged to work with owners of adjacent propertiesy owners that will benefit from ~~said the roadway i~~Improvements ~~for the purpose of mutual participation.~~ ~~The developer is responsible for all up-front costs associated with the design, acquisition of rights-of-way, and construction of the proposed improvements.~~

1.2 **Definitions**

Wherever used in this Manual, the each of the following terms has the meaning indicated, which meaning is applicable to both the singular and plural form of the word defined. Any terms or words not specifically defined herein shall be terms as defined in the common English language.

A. Developing Parcel – aA parcel or lot being developed through the process of a subdivision, conditional use permit, building permit for a single family home, or

commercial business.

~~A.B. Driveway – A privately owned and maintained access road connecting not more than two legal lots or parcels to a public or private roadway.~~

~~B.C. Substandard Roadway – Any roadway that does not meet the standards as established withinby this document Manual based on the existing classification of the roadway or, when development is proposed, on the classification that would apply to the roadway upon completion of the proposed development and the existing conditions of the roadway.~~

~~C. Private Road – A privately owned and maintained access road serving three or more legal lots or parcels constructed and maintained by private individual(s) or private entity(s).~~

D. Average Daily Traffic – A measure of the amount of annual average traffic on a roadway per day. A single family home is designated as impacting a roadway with ten (10) average trips per day. Business uses will vary in their impact. Abbreviated as ADT.

1.3 Electronic Deliverable Requirements

Prior to final acceptance of improvements, surveys in electronic format shall be submitted and accepted by Cache County.

The electronic drawings shall be in either Computer Aided Drafting (CAD) or Geographic Information Systems (GIS) file format. File formats shall be approved by the County Engineer.

All CAD and GIS files shall be registered to the North American Datum 83 (NAD 83) Utah State Plane North Zone coordinate system (grid) with ties to two public monuments. Information on monuments is available through the Cache County Surveyor.

1.4 Licensed Professional Seal Requirements

Complete and detailed construction plans and drawings of all improvements shall be submitted to the Cache County Public Works Department~~Development Services~~ for review and approval prior to issuance of a permit(s). The plans containing the appropriate approval signatures and the current adopted specifications shall be the only valid documents from which the contractor shall construct the permitted improvements. The contractor shall have a copy of the approved plans and permit available at the construction site and shall make them available to the County's representative upon request.

Any final infrastructure improvement plan or report shall bear the seal of a professional licensed to prepare such plans in Utah. Additionally the signature of the individual named on the seal and the date shall appear across the face of each original seal.

1.5 Inspection

All construction work involving the installation or repair of public improvements shall be subject to inspection by the County. It shall be the responsibility of the person responsible for construction to ensure that inspections take place where and when

required as indicated in the specifications, on the permit, and as determined by the County. Certain types of construction will require continuous inspection while others will only require periodic inspections. The type and amount of inspection performed shall be determined by the County.

Continuous inspection may be required on the following types of work:

- A. Placement of road surfacing
- B. Placing of concrete
- C. Laying of drainage pipe
- D. Testing and backfilling as per approved specifications
- E. Roadway grading and gravel base placement and compaction

For construction requiring continuous or periodic inspection, no work shall start until an inspection request has been made to the County by the person responsible for the construction and the required submittals received and approved by the County. Notice of the initiation of work and requests for inspection shall be made at least two (2) working days prior to the commencing of the work. Construction completed without a required inspection will be required to be removed and reinstalled at the Contractor's expense.

Work performed by the Contractor which requires periodic or continuous inspection beyond the normal working hours of Cache County, on weekends, or on County holidays shall require payment of current County overtime rates by the contractor.

1.6 Guarantee of Work

For all private and public roadway improvements required as part of a project approval, the contractor shall provide a performance bond or other approved financial surety in the amount of 110% of the value of the proposed work naming Cache County as owner for a term covering the project construction up to final acceptance by the County. If out of specification work is not corrected by the contractor then the value of the work necessary to correct it will be applied against the performance bond. Following final project acceptance by the County, the performance bond shall continue to extend for a one (1) year period of time or as otherwise allowed by Utah Code §17-27a-604.5 (1953 as amended). Roadway improvement financial sureties may be incorporated into development agreements that also cover additional development needs (utilities, etc.).

The contractor will be required to correct any work of the initial construction that fails as determined by the County Engineer, within the time frame of the bond. If the contractor does not respond in a timely manner County forces (or a designated contractor) will complete the work with costs being applied against the performance bond.

The developer/contractor will be responsible to see that the excavation, backfilling, and compaction are properly and adequately completed and that all necessary permitting is obtained. Settlement of trenches within a period of one (1) year after final acceptance of the project shall be considered incontrovertible evidence of inadequate compaction, and the developer/contractor shall be responsible for correcting the condition in accordance with the provisions of these standards and specifications.

1.7 Other Standards Adopted

In addition to the standards set forth in this Manual~~adopted Cache County standards~~, the County adopts the following as standards for all issues related to the design, construction, and maintenance, ~~and other related road, utility, and infrastructure of it~~ Improvements not specifically covered by this Manual~~within this document~~:

- A. American Public Works Association Manual of Standard Specifications (current edition)
- B. American Public Works Association Manual of Standard Plans (current edition)
- C. AASHTO (American Association of State Highway and Transportation Officials): A Policy on Geometric Design of Streets and Highways (current edition)
- D. AASHTO: Standard Specifications for Transportation Materials and Methods of Sampling and Testing (current edition)
- E. UDOT Roadway Drainage Manual of Instruction (current edition)
- F. AASHTO: Roadway Design Guide (current edition)
- G. Manual of Uniform Traffic Control Devices (MUTCD) (current edition)
- G.H. AASHTO: Guidelines for Geometric Design of Low Volume Roads

As to any particular issue, if a conflict exists between any of the foregoing standards, the higher standard as determined by the Director or the Director's designee applies.

1.8 Authority and Design Exceptions

The Director of Public Works Development Services ~~(herein referred to as the "Director")~~ shall have or the Director's designee has the authority to enforce the provisions of this Manual~~policy~~. ~~Requests for Design exceptions to the requirements of this Manual~~ Standard will be considered and evaluated on an individual basis by the Director, or the Director's designee. A request for a design exception must include a written statement explaining ~~Full justification and documentation must be provided explaining~~ the reasoning as to why the applicable roadway~~standards~~ cannot be met, and why an alternative design or construction method can meet~~meets~~ the intent of the roadway standards. When considering a request for a design exception, the Director may request documentation or other information relevant to the request, and including any other relevant information.

A. In considering any request for a design exception, the Director may consult with the following individuals based on the needs of the project or infrastructure in question:

- 1. Cache County Executive
- 2. Cache County Road Superintendent
- 3. Cache County Engineer
- 4. Cache County Fire Chief
- 5. Cache County Director of Development Services
- 4.6. Cache County Attorney

B. The Director has final authority to ~~shall evaluate requests for design exceptions to the requirements set forth in this Manual to the standards as set forth in this policy and to~~ approve, deny, or modify the requested exception. ~~An Appeals of the Director's~~

decision on a request for a design exception to the requirements set forth in this Manual ~~may shall~~ be made to the County Council.

~~B. For design exceptions on land use issues heard by the County Planning Commission or County Council, a further review and recommendation on the infrastructure improvements may be forwarded from the Commission to the County Council. The County Council shall have the final authority to provide an exception to this standard.~~

1.9 Traffic Impact Studies

The Director may require that a Traffic Impact Study (TIS) be completed for any project where it is deemed necessary.

A. The purposes of the TIS are as follows:

1. Document whether or not the access request or roadway can meet the standards and requirements of this Standard and other applicable County ordinances and policies.
2. Analyze appropriate location, spacing, and design of access connection(s) necessary to mitigate traffic impacts.
3. Analyze operational impacts on the roadway in accordance with this Standard and any other applicable County ordinances and policies.
4. Recommend the need for any improvements to the adjacent and nearby roadway system to maintain a satisfactory level of service and safety and to protect the function of the road system while providing appropriate and necessary access to the proposed development.
5. Assure that the internal traffic circulation of the proposed development is designed to provide safe and efficient access to and from the adjacent and nearby roadway system consistent with this standard.

B. Traffic Impact Study Requirements

The traffic study shall, at a minimum, incorporate traffic engineering principles and standards as presented in national practices. Additional requirements and investigation may be imposed upon the applicant as necessary.

The County shall determine the need and requirements for a traffic impact study. The requirements of the TIS may be expanded, reduced, or altered by the County based on the proposed project being analyzed.

1. Study Area - Defined by the County.

The study area, depending on the size and intensity of the development and surrounding development, may be identified by parcel boundary, area of immediate influence, or reasonable travel time boundary.

2. Design Year - Opening day of project.

3. Analysis Period - Identify site and adjacent road traffic for weekday A.M. and P.M. peak hours.

4. Data Collection

Identify site and adjacent road roadway and intersection geometries.

Identify adjacent road(s) traffic volume and characteristics.

5. Conflict / Capacity Analysis

Diagram flow of traffic at access point(s) for site and adjacent development.

Perform capacity analysis as determined by the County.

6. Right-of-Way Access

Identify right-of-way, geometric boundaries, and physical conflicts.

Investigate existence of private, city, federal, state, or no access/limited access control lines.

7. Design and Mitigation

Determine and document safe and efficient operational design needs based on site and study area data. Identify operational concerns and mitigation measures to ensure safe and efficient operation pursuant to appropriate County Roadway Functional Classifications (See Section 2.1).

C. Study Report and Format

Traffic impact studies shall be prepared by a firm or individual approved by the County as capable of performing a traffic analysis and when necessary, include engineered drawings based on County standards drawings and specifications. The traffic impact study should follow the recommended format below.

1. Introduction and Summary
2. Proposed Project
3. Study Area Conditions
4. Analysis of Existing Conditions
5. Projected Traffic
6. Traffic Analysis
7. Conclusions
8. Recommendations
9. Appendices

Traffic Counts

Traffic Capacity Analysis

Accident Summary

Request for change of access (if applicable)

10. Figures and tables

- a. Site location – showing area roadways
- b. Site Plan
 - i. Identify geometric / physical concerns relating to area, site, and specific access points. Include adjacent road and access points.
- c. Existing roadway and traffic control features (number of lanes, lane widths, alignment, location of traffic signals, signs). Include off-system features as related to site plan and access point(s).
- d. Existing daily volumes (directional if possible) and peak hour turning volumes. Discuss traffic characteristics (vehicle mix, % make-up, and any special vehicle requirements).
- e. Collision diagram summary.
- f. Site generated trip summary. Discuss trip/vehicle make-up and any special vehicle requirements. Discuss trip reduction strategies, if applicable.
- g. Directional distribution of site generated traffic.
- h. Assignment of non-site related traffic (existing, background, and future). Document both existing and committed development, and

when appropriate other background planned development traffic.
Assignment of total future non-site traffic for design year.

- i. Assignment of Site Traffic
- j. Traffic Capacity Analysis
 - i. Projected levels of service without the project – coincide with development phase years.
 - ii. Projected levels of service with the project (by development phase years)
 - iii. Recommended mitigation / improvement

Scaled schematic drawings illustrating alignment, number of lanes, lane widths, signing, and pavement markings. If traffic signal modifications are proposed, signal phasing, signal head locations, and lane marking shall be shown.

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2.0 Roadway Design Introduction

The whole of Cache County, including its cities and unincorporated communities, was developed with the road grid as the basic building block of settlement. The grid provides multiple options for travel direction which reduces traffic congestion; provides for a clear, consistent, and understandable method for the arrangement of housing and business; and provides for interconnectivity within the transportation network.

Continued emphasis should be placed on maintaining the gridded network of public roads. New development shall be required to follow the grid pattern in all new roads being constructed wherever practical. Connections to existing and future planned roads shall also be required as development progresses. New roads proposed by county, city, state, and federal governments shall closely follow the established road grid where possible. All roads shall be located on the grid, and rights-of-way should vary based on roadway functional classification.

2.1 Roadway Functional Classification

A. Current Roadway Classification

~~Cache County has a tiered classification system for all roadways that are under the jurisdiction and maintenance of the County (See Table 2.1). Appendix E—Current Road Conditions Classification provides for a graphical reference to the County's roadways and their classification.~~

The concept of functional classification of roadways is fundamental to establishing criteria to be used in the geometric design of highways and streets. The functional classification of a roadway identifies the relative importance of the mobility and access functions for that roadway.

The Director of the Public Works Department is authorized to determine the classification of each County-owned roadway and each privately owned roadway in the unincorporated area of the County. A roadway classification determination by the Director may be appealed to the County Council.

Table 2.1 identifies the roadway classifications used by Cache County along with their abbreviations. These classifications are based on guidance from AASHTO.

Table 2.1
Roadway Functional Classifications

<u>Category Assignment Abbreviations</u>	<u>County Designation Level-of-importance Roadway Categories</u>
A	Arterial
C	Collector
L	Local
R	Rural
P	Private
M	Mountain
U	Unimproved

Table 2.1
Roadway Functional Classifications

<u>Category Assignment</u>	<u>County Designation</u>
A	Minor Arterial
MC	Major Collector
C	Minor Collector
ML	Major Local
L	Minor Local
MP	Major Private
P	Minor Private
SR	Seasonal/Recreation
U	Unimproved

1. Arterial (A) This category is appropriate for use on roadways that have the capacity for moderate speed (generally 45 mph or higher) and moderate to high traffic volumes. There is a reasonable ability for direct access, but the priority is for safety, through transit, and mobility needs within this category. These facilities move traffic across multiple communities or jurisdictions, typically connecting facilities of system importance and through urban areas that have significant potential for development or redevelopment of adjacent land to the highest and best use.
2. Collector (C) This category is appropriate for use on roadways that have the capacity for moderate to low speeds (generally to a speed range of 40 mph or less) and moderate to high traffic volumes. While this category provides service to through traffic movements, it allows more direct access to occur. These facilities move traffic across multiple communities or jurisdictions, typically connecting facilities of system importance, but through urban areas that are significantly developed to the point where function (travel speed and capacity) has eroded.

3. Local (L) — This category is appropriate for use on roadways that have the capacity for moderate to low speeds and moderate volumes. This category provides a balance between through traffic movements and direct access. These facilities move both regional and local rural traffic with emphasis on local movements.
4. Rural (R) — This category is appropriate for use on roadways that have the capacity for moderate to low speeds and low volumes. This category provides access to farms, other agricultural uses, and dispersed rural residences. Gravel or chip & seal road surfacing is typically acceptable.
5. Private — This category is appropriate for use on roadways that have the capacity for moderate to low speeds and low volumes. This category provides access to farms, other agricultural uses, and dispersed rural residences. These roads are not typically through roads providing public access to points beyond the areas the road is intended to serve. Gravel or chip & seal road surfacing is typically acceptable.
6. Mountain — This category is appropriate for use on forest access roads, mountain roads, back roads, and other special use facilities. Gravel roads are most typical, but some roads have limited improvements or are “two-track” in nature.
7. Unimproved — This category is appropriate for roadways that are within a designated County right-of-way, but are not improved for most passenger vehicles. Access may be limited to OHV, horses, hiking or bicycling, or access may be restricted.

B. Planned Roadway Classification

— Given the existing roadway conditions and the current classification of County roads, *Appendix F—Planned Road Conditions Classification* provides for a graphical reference to the County’s planned roadway classifications.

The following is a brief description of each classification.

Minor Arterial (A) – Minor arterial roads link cities, larger towns, and other large traffic generators and are capable of facilitating travel over long distances. These routes have relatively high travel speeds and minimal interferences to the through movement of traffic.

Major Collector (MC) – Major collector roads serve larger towns and other traffic generators of equivalent inter-county importance, such as schools, shipping points, and county parks, which are not directly served by minor arterial roads.

Minor Collector (C) – Minor collector roads provide service to smaller communities and link important traffic generators with the rural hinterland. These routes should be spaced at intervals consistent with population density in order to accumulate traffic from local roads and bring traffic from all developed areas within a reasonable distance of collector roads.

Local Roads – Local roads are roads whose primary function is to provide access to residences, farms, businesses, or other properties that abut the road, rather than to serve

through traffic. Although some through traffic may occasionally use a local road, through traffic service is not the primary purpose of local roads. For purposes of design and construction standards, local roads are subdivided into Major Local (ML) and Minor Local (L) roads.

Major Local (ML) – Major local roads serve a dual function of providing access to properties that abut the road as well as providing through or connection service between higher road classification facilities. Major local roads may have significant local continuity and may operate at relatively high speeds. Because of the possibility of through traffic, a meaningful segment of traffic on major local roads may include drivers who are unfamiliar with the roads. Traffic on major local roads is largely composed of passenger vehicles or other smaller vehicle types. Where a significant proportion of traffic is trucks or other heavy vehicles, additional design considerations will be required.

Minor Local (L) – Minor local roads serve almost exclusively to provide access to properties adjacent to the road. Minor local roads generally serve residential or other non-commercial land uses. Many minor local roads are cul-de-sacs or loop roads with no through continuity. The length of minor local roads is typically short. Because the sole function of local roads is to provide local access, such roads are used predominantly by drivers who are familiar with them.

Private Roads – Private roads are not intended for use by the public. These roads are privately owned, provide access to two or more legal lots or parcels, and are not maintained by the County. Geometric and structural design standards for private roads are the same as those used for public roads. For purposes of design and construction standards, private roads are subdivided into Major Private (PM) roads and Minor Private (P) roads.

Major Private (PM) – Major private roads are private roads with an expected ADT of 50-200. Where it is determined that ADT will exceed 200, the Director of Public Works may require that the road be dedicated to the County and improved to public road standards.

Minor Private (P) – Minor private roads are private roads with an expected ADT of 0-50.

Seasonal/Recreation – Seasonal/Recreation roads are found primarily in rural areas and serve lands that are subject to specialized uses, including parks, tourist attractions, cabins, forest access, parcels used exclusively for agriculture, and recreational facilities, such as campsites, boat-launch ramps, and trailheads. These routes are typically open to the general public and are more likely than other functional classes of roads to be used by drivers who are unfamiliar them. In many cases these roads are used only seasonally, they accommodate a wide range of speeds, and they may be relatively long.

Unimproved – Unimproved roads are roadways that are within a County right-of-way but which are not improved for some or all passenger vehicles. Access to unimproved

roads may be limited to OHV's, horses, and/or hiking or bicycling, and access to these routes may be restricted.

2.2 County Roads ~~In~~ and Adjacent to Municipalities

A. Municipal County Roads

1. County roadways within municipalities ~~boundaries shall will~~ be designated with a roadway classification as designated within Table 2.1; but also identified with a – MC.
2. County roadways within municipalities ~~shall must~~ meet the minimum standards of Cache County; but may, through agreement with the affected municipality, be required to meet the road standards and requirements of ~~said that~~ municipality.
3. ~~In order for a County road to be used to service a development within a municipality, County approval must be obtained before the municipality issues for the development a building permit, encroachment permit, or permit or license for a change in land use. Any development being serviced by County roads within a municipality shall require the approval of the County prior to the issuance of a building permit, encroachment permit, or change in land use requiring a permit or license from the municipality.~~

B. Municipal Annexation Areas

1. County roads that are adjacent to municipalities, within the declared annexation area of a municipality, and designated by the County Council as a municipal annexation road (–MA) may have their *Planned Road Conditions Classification* designated by a municipality by the agreement and consent of the County.
2. ~~Any When~~ planned development activities related to ~~the roadway on~~ a municipal annexation road, ~~the County will provide the relevant municipality an opportunity to shall be reviewed by the affected municipality the planned development and provide comments and requests to the County regarding the classification of the road and the design standards to be applied to the road. -The County shall will~~ review any comments or requests made by ~~an the~~ affected municipality.

2.3 Roadway Sections

- ~~A. Roadway Typical Sections: All Cache County roadways shall comply with the design elements shown on the roadway typical section in Table 2.2. Traveled way width, shoulder width, and clear zone dimensions shall be based on the design speed, design year traffic volumes, and guidance found in the Appendix.~~

Table 2.2 – Roadway Typical Sections

		PUBLIC ROADWAYS					
Planned	Design Limits – Approximate ADT	Private ⁶	Mountain Road ^{1,2,6}	Rural ⁶	Local	Collector	Arterial
		Up to 30	Up to 30	Up to 30	40-1500	1600-5000	Over 5000
ft	Travel Lane ³	10	12	10	10	11	12

Right-of-Way	33	66	66	66	80	100
Median/Turn Lane ⁴	-	-	-	12	12	14
Shoulder (each side)	0	0	2	2	6	8
Paved Shoulder	0	0	0	1	3	3
Clear Zone ⁷	0	5	7	7	10	10
Road Surface Material ⁵	Gravel (A)	Gravel (A)	Gravel (A)	Paved (B)	Paved (B)	Paved (C)

¹ Single lane roads may be permitted for Mountain roadways.

² Single lane roads do not provide adequate levels of service to development and may be required to meet the Rural road standard, provide pullouts, or other improvements as deemed necessary to provide adequate service provision in compliance with this standard, the County Code, and the latest edition of the International Fire Code.

³ Minimum roadway is 2 lanes of traffic unless otherwise specified.

⁴ Provided only where needed as determined by the County or a Traffic Impact Study

⁵ Refer to Appendix Table A-8 Typical Cross Section Structural Values

⁶ No commercial or industrial development shall be permitted.

⁷ See Section 6.4

B.A. Roadway standard structural cross sections shall must comply with the standards sections as shown in Table AB-8 in the Appendix. -The applicable structural section may be amended based on a review of the roadway by the Director. -Consideration will be given to traffic volumes and general knowledge of site conditions. -As an alternative, the proposed roadway structural section thickness design may be based on subsurface soil conditions and design year traffic volumes. Structural section thickness shall be determined by a licensed geotechnical engineer and approved by the County. -A soils investigation shall must be submitted that includes but is not necessarily limited to:

1. Soil borings along roadway centerline and other areas as needed.
2. Analysis on the overall bearing capacity of the soil.
3. Recommendation for structural road cross section.
4. Recommendation as to the requirements for land drains to adequately collect groundwater that may adversely affect development.
5. Cut and fill slope requirements.
6. Compaction requirements.

2.4 Improvements to County Roadways

A. Any and all improvements made to County roads or within County rights-of-way or roadway easements shall must meet the minimum standards as adopted within this Manual. ~~County Manual of Roadway Design and Construction Standards.~~

1. Basic Improvement Requirements
 - a. ~~All public roadways shall be identified and mapped (Appendix E) by roadway functional classification (Section 2.1).~~ Improvements made to roadways through the County's Capital Improvement Plan or by any other interested parties shall comply with the requirements established within this standard based on the functional classification for the roadway.
 - b. A primary access point for all development shall be identified based on

current conditions and projected travel demand for the proposed development. A development may be required to provide multiple access points if it is deemed necessary for health, safety and welfare reasons.

- c. No development shall be approved on inadequate roadways, public or private.
 - i. Roads along the identified access to proposed development shall be required to meet the minimum roadway standards as outlined herein.
 - ii. Development that is serviced by multiple substandard roads shall be reviewed on the ability of the entire road network providing service to said development. Substandard roadways that are not directly adjacent to a proposed development, but that still provide service to the development, shall be required to meet the minimum standards outlined in this section for development to be approved.
 - iii. ~~Unmanned utility facilities and agricultural structures are exempt from meeting the roadway standards. The facilities must provide appropriate access including easement/rights-of-way as needed.~~
- d. Developer controlled property shall provide all necessary rights-of-way dedication along the frontage of any roadway.
- e. Roadways shall be constructed across the entire frontage of the proposed development.

2. County Implemented Roadway Improvements

- a. All County roadway improvements shall be designated on the County's Capital Improvements Plan. ~~Repair and emergency maintenance of roadways shall be completed at the discretion of the Director.~~ ~~Road Superintendent.~~ The County shall not maintain, improve, or cause any public funding to be expended on private roads within the County.

3. Improvements Required for Development:

~~a. Private and Mountain Roads~~

- ~~i. A roadway section, in conformance with Table 2.2, shall be required on all roads of the identified access that provide service to a proposed development.~~

~~ii.~~ Any substandard roads that provide the identified access to a development shall be fully improved to the minimum roadway standard.

~~b. Rural, Local, Collector, and Arterial Roads~~

~~ii.~~ Roadway travel lanes, in conformance with Table ~~B-62.2~~, shall be required on all roads of the identified access that provide service to a proposed development.

~~iii.~~ Full shoulder and clear zone improvements shall be made for the immediate frontage of any developing parcel as determined by the County.

~~iii.~~ ~~iv.~~ At the discretion of the County and based on traffic volume and site/safety considerations, shoulder improvements and clear zone issues may be required to be addressed and completed on both sides of any affected roadway.

~~iv.~~ ~~v.~~ With the approval of ~~Cache County~~ the Director the developer may offer alternative roadway improvements to the road network servicing a development. ~~The County Director~~ may accept alternative roadway improvements if they are deemed to create a safer operational system,

improve the access situation for the development and the general public, and meet the general intent of this Standard Manual.

4. Requests for Permits on Existing Roadways

- a. The granting of the following requests ~~shall must~~ be conditioned on the requirement that the requesting party required to meet the standards set forth and adopted in this Manual:
 - i. Subdivisions and subdivision amendments that create ~~one (1)~~ or more new building lots, including ~~one lot (1) lot~~ subdivisions
 - ii. Conditional use permits
 - ~~iii. Boundary line adjustments~~
 - ~~iv. iii.~~ Zoning clearances for commercial structures
 - ~~v. iv.~~ Zoning clearances for residential structures on:
 - ~~I. 1970/1978/2000 Legal Parcels~~
 - ~~II. I. Other~~ Legal Lots where no specific approval has been issued for said parcel
 - ~~III. II.~~ Legal Lots with a legal Accessory/Agricultural Structures
- b. Residential building permit requests on the following types of lots are considered to be excepted from the standards adopted in this Manual; grandfathered, however, the Director shall review the proposed development through the Design Exception process and apply minimum safety standards to the roadway access: (i) lots created by a previously approved subdivision or for which a conditional use permit was previously granted; (ii) lots that have been modified by a subdivision amendment where no new lot was created; and (iii) legal lots with a pre-existing, legal residential structure. A building permit may still be denied for such lots if the access roadway cannot meet minimum health and safety requirements.
 - ~~i. Lots created by an approved subdivision or conditional use permit~~
 - ~~ii. Subdivision amendments where no new lots are created~~
 - ~~iii. Legal Lots with a legal Residential Structure~~

~~Permits may still be denied if roadways cannot meet the minimum health and safety requirements. At a minimum, a full improvement of the parcel frontage is required.~~
- c. The minimum standard for Non-Commercial Accessory/Agricultural Structures or Utility Facilities/Structures is a 12 foot all weather surface roadway or as otherwise approved through a design exception and by the Fire District.
 - ~~i. The minimum standard shall be a 12 foot all weather surface roadway or as otherwise approved through a Design Exception and by the Fire District.~~

2.5 Roadway Layout

- A. The arrangement, character, extent, width, grade, and location of all roadways shall be in conformity with the official Cache County Comprehensive Plan, regulations, this document, and any further plans adopted by the County and any applicable State and Federal laws. If geographical/geological conditions prevent this from being observed, any deviations must first be approved through the design exception process.

- B. Where appropriate to the design and terrain, proposed roads shall be continuous and in alignment with existing planned or platted roads with which they are to connect and based on the grid system common to Cache County. Proposed new roadways shall be located appropriately to be placed and numbered on the historic block system grid, avoiding mid-block numbering where possible.
- C. Provision for the continuation of existing roadways to adjoining areas (or their proper protection where adjoining land is not subdivided, insofar as such may be deemed necessary for public use by Director) shall be made in the arrangement of roadways in new developments. Where cul-de-sacs are proposed, the road and/or a road right-of-way shall be extended to the edge of the property to provide road connectivity and access alternatives for current, proposed, and future development.
- D. The creation of looped through roads within the established roadway grid system will be encouraged wherever Director finds that such type of development will not interfere with normal traffic circulation in the area.
- E. In order to promote road connectivity and mobility options, dead end roadways shall not be allowed except for cul-de-sac roads not exceeding 500 feet in length, and situations where the Director determines that topographic constraints will not allow through roads. Roads that are temporarily terminated in a cul-de-sac but are planned as through roads may be allowed under section 2.5(F). Reconfiguration of the proposed road layout may be required by the Director to provide through roads. Dead end roads, when approved, shall meet the following requirements:
 - 1. Length: Terminal roads shall not be longer than 500 feet from the centerline of the adjoining road to the center of the cul-de-sac.
 - 2. Cul-de-sac: A dead end road shall terminate in a circular turnaround or cul-de-sac consisting of a 48 foot radius paved surface and a right-of-way radius which allows for the shoulder improvements of the corresponding road section.
 - 3. Corner Radii: The corners at the entrances to the cul-de-sac shall have a radius of not fewer than 15' at the edge of the asphalt.
 - 4. Drainage Facilities: If surface water drains into the dead end road due to the grade of the road, then necessary catch basins, drainage systems and easements shall be provided.
 - 5. Utility & Pedestrian Easement: The County may require the reservation of up to a thirty-three foot (33') wide easement to provide for continuation of pedestrian traffic and utilities to nearby roads.
- F. Temporary Dead End Roads: Temporary turnarounds shall be required on all roads which will be extended in the future and which exceed 300 feet or one lot in depth from the centerline intersections of the closest intersecting road.
 - 1. Temporary turnarounds shall consist of a forty-eight (48) foot radius all weather graded or paved surface.
 - 2. Additional rights-of-way or easements necessary to construct and maintain the temporary turnaround are also required.
 - 3. At such time that the temporary turnaround is removed due to adjacent improvements, a typical road section shall be constructed.
 - 4. Temporary dead end roads shall have right-of-way sufficient to allow a planned continuation of the roadway and shall be required to extend a fully improved roadway section to the terminal end of the project site.

- G. Service Roads: Roadways that are constructed to provide alternative access to high level roadway facilities or adjacent to difficult to cross areas (rivers, railroads, or other natural features) with the primary intent being to provide an adequate and safe method of providing access to properties that may otherwise have limited access options.
1. Where a development borders on or contains a railroad right-of-way or limited access highway right-of-way, existing or planned, Cache County may require a road approximately parallel to and on each side of such right-of-way, at a distance suitable for the appropriate use of the intervening land.
 2. When a development abuts or contains an existing or proposed collector, or arterial roadway, Cache County may require provisions for adequate protection of residential properties or to separate through and local traffic. These provisions may include:
 - a. Limited access roads
 - b. Reverse frontage with screen planting contained in a non-access reservation along the rear property line
 - c. Deep lots with rear service alleys
 - d. Other treatment as may be necessary
- H. Intersection Sight Distance: Intersection sight distance shall conform to the guidance in the latest edition of the AASHTO publication of A Policy on the Geometric Design of Streets and Roads.

2.6 Right-of-Way Encroachment Permits

- A. A right-of-way encroachment permit issued by the Development Services Department is required for any person desiring to perform work in a County right-of-way or on County owned property. The base requirement for each permit is established in Table 2.3 Encroachment Permit Requirements. The decision by the County to issue a permit shall be based on, among other factors determined by the County, the following:
1. The capacity of the public right-of-way to accommodate the facilities or structures proposed to be installed in the public right-of-way.
 2. The capacity of the public right-of-way to accommodate multiple utilities, such as electrical, telephone, gas, sewer, water, or other conduits or pipes.
 3. The potential for damage or disruption, if any, of public or private facilities, improvements, or landscaping previously existing in the public right-of-way.
 4. The public interest in minimizing the cost, and disruption of construction from numerous excavations in the public right-of-way.
 5. Compliance with the County Roadway Standard.
 6. Signing, flagging, detouring, traffic control, roadway surface impact and restoration, cleanup following construction, clear zone requirements, construction duration, contractor performance bonding, utility installation by use of tunneling, implementation of best management practices during construction, assumption of liability by licensee, and other site specific factors.
 7. Any other restrictions or requirements as established by current Cache County ordinance(s) or any other considerations.
- B. The permit holder shall assume liability and maintenance of utilities placed in the

public right-of-way, including relocation or removal as may be determined by the County.

- C. The permit holder shall forfeit the encroachment permit upon failure to comply with the conditions and stipulations of the encroachment permit. The County may require that the contractor's bond or other financial surety be utilized to finish the project, correct deficiencies created by the contractor, or to return the infrastructure to its pre-construction status.
- D. Any person maintaining facilities within County rights-of-way may proceed with emergency work on said facilities if the circumstances demand the work be done immediately; provided that a permit cannot be reasonably and practicably obtained prior to commencing the work. Any emergency work shall conform to these Standards, and the person(s) doing the work shall immediately contact the County Road Superintendent or the County.
- E. Inspection of Construction: The County shall cause the inspection of roadway, access, utility, or other development to be inspected as deemed necessary. Any costs associated with the inspection process shall be paid by the developer of the improvements. The County has the right to require the correction of construction deficiencies that fail to meet this standard or generally accepted construction standards. The County may refuse to accept any infrastructure improvements that fail to meet this standard and can cause the correction or reconstruction of said infrastructure.
- F. Licensed and Bonded Contractor Required:
 - 1. The contractor performing the proposed work shall be licensed and bonded to perform the type of work proposed. A performance bond for a one year term in the amount equivalent to the value of the proposed work shall be posted naming the County as owner.
 - 2. If corrective action pertaining to permitted work is necessary, the County shall request the contractor to perform such work at no cost to the County. If a favorable response is not received in a reasonable time frame the County will call upon the bond to complete the work.
 - 3. The County may inspect and approve project components as deemed necessary.
 - 4. The County may waive this requirement if it is deemed to not be necessary.

Table 2.3 - Encroachment Permit Requirements

Read/Work Type	Permit Required	Traffic Control	Inspection	L/B Contractor Required
Mountain Road				
Minor Work	Yes	TBD	TBD	TBD
Major Work	Yes	Yes	Yes	Yes
Rural Road				
Minor Work	Yes	TBD	TBD	TBD
Major Work	Yes	Yes	Yes	Yes
Local, Collector, or Arterial				
Minor Work	Yes	TBD	TBD	TBD
Major Work	Yes	Yes	Yes	Yes

Minor Work	Agricultural Access, Driveway Access, placement of mailboxes/fences etc., other work that does not impact the traveled way.
Major Work	Any work that disrupts the roadway surface or structure including but not limited to road rebuild/widening/resurfacing/excavation, shoulder or drainage work, installation of utilities, or other items as determined by the permit authority.
TBD	The County shall provide a determination as to the need for various portions of the permit based on the work being performed.

2.7 Right-of-Way Encroachments

Third party obstructions that currently exist within the County's right-of-way that do not comply with this standard shall be allowed to remain unless it is determined by the County that said obstruction creates an unreasonable safety hazard to the traveling public or infringes substantially on the ability of the County to safely utilize its right-of-way. The County does not assume liability for obstructions that are built or placed within the County's right-of-way or easement that are not in compliance with this standard. All new right-of-way encroachments shall comply with the following standards:

- A. Mailboxes: Standard USPS approved type mail boxes may be located within the public road right-of-way providing that:
 1. The preferred mounting post shall be a standard 4" x 4" wood post.
 2. A decorative mounting post may be used that is not considered a hazard to the traveling public as determined by the County, and will have similar break away characteristics of a 4" x 4" wood post when struck by a passenger vehicle.
 3. The County shall not be liable for damage to mailboxes created by snowplowing or other maintenance operations.
- B. Fences: Fences separating the public roadway from adjoining properties are subject to the following:
 1. Fences shall be owned and maintained by the adjoining property owner.
 2. Fences shall be located on the right-of-way line except when:
 - a. It is determined to be in the County's interest to locate the fence within the public right-of-way, or
 - b. It is determined that the adjoining property owner may effectively utilize the public right-of-way without creating a hazard to the traveling public. At no time shall the fence be located within the clear zone of the roadway as determined by the County.
 - c. The fence being proposed is constructed in a manner as to make it temporary or easily moved. The preferred fence shall be four strand standard barb wire fence. Decorative fences are not permitted to be constructed within County rights-of-way.
 3. The County shall not be liable for damage to fences created by snowplowing or other maintenance operations.

4. The property owner is responsible to relocate the fence when requested by the County. The County may replace or relocate barbed wire fences.
- C. Street Trees or Shrubs: Trees and shrubs to be planted on the public right-of-way (area between property line and the road) will be determined on a case-by-case basis. Factors to be considered will include, but not be limited to, interference with or impact upon sub-surface infrastructure, overhead utilities, visibility, and subsequent maintenance. Allowed plants, trees, and shrubs will become the property of the County at the expiration of twelve months from planting; however, the adjacent property owner is required to maintain the flora.
- D. Waste Container Pads – Along county roads where insufficient space is present to safely locate waste containers outside of the travel lanes, gravel pads shall be required for each single family home or business. A standard pad size for residential waste containers shall be four (4) feet deep by eight (8) feet long, measured a minimum of one (1) foot from the travel lane, constructed to the minimum standards of the roadway shoulder. In situations where dumpsters or joint access locations are proposed, the pad size and construction shall be approved by the Director with input from Service Area 1.

2.8 Road Naming Conventions & Addressing Standards

- A. Newly built roads which follow the grid system shall be assigned the numeric value of the address gridline with which they most closely align. Newly constructed roads shall be located on either a full '100' block designation or an inter-block '50' designation.
- B. Newly built roads that do not conform with the grid system, e.g. a diagonal road or a road which winds or changes direction without intersection, shall not be assigned a grid value, but shall be named. Addresses on that named road should be numbered sequentially from one end to the other without particular regard for their approximate grid location.
- C. Addressing of subdivision lots and homes shall be completed by the Cache County Development Services Office.
 1. Addressing shall be assigned to all new construction at the point of issuance of a building permit, with the address being assigned at the center point of the driveway connection to the road.
 2. For subdivision lots, addressing shall be assigned to the middle of the road-facing side of the lot. Where a lot is greater than one (1) acre or where multiple frontages may be used for access, addressing will not be assigned at the point of subdivision, but will be issued at the time of building permit issuance.
 3. Addressing shall be assigned based on an overlay grid rule of eight (8) blocks to a section, with every block containing 100 numbers. The address number is determined by measuring from the nearest grid lines, using the addressing rule of a number change for every 6.6 feet. The standard rule of addressing with even and odd numbering is as follows:
 - a. Even Numbers:
Structures on east side of the road, facing west
Structures on south side the road, facing north
 - b. Odd Numbers:

Structures on the west side of the road, facing east

Structures on the north side of the road, facing south

D. Non-Conforming Roads and Addresses

Where conditions exist that do not meet the standards set forth herein, or where roads or structures have been incorrectly assigned an incorrect numerical address, the Development Services Department will attempt to issue a correct address for new roads/lots, but will not rename/renumber historically inaccurate roadways unless it is practical or necessary to do so.

2.9 Miscellaneous

- A. Survey Monuments: Permanent survey monuments shall be accurately set and established at the intersections of centerlines of roads within the development and intersections with centerlines of existing roads and the beginning and ends of curves on centerlines or points of intersections or tangents. All permanent survey monuments shall remain in place, or be reset at the developer's expense when approved by the County, after the roadway pavement and related improvements are installed. All development plans shall be tied to a section corner or monument of record, as established by the Cache County Surveyor.
- B. Bridges & Culverts: Design and construction of new bridges, box culverts, or other spanning structures shall be approved in advance by the County. For bridges identified as essential structures to the County, the County may participate financially, and in the case of a bridge required to serve only a development, the developer shall pay the total cost of construction. The developer shall comply with all the conditions imposed by the County relative to the bridge location, design & construction. All bridge design shall be according to the American Association of State Highway and Transportation Officials (AASHTO) design guidelines and performed by a professional engineer as per applicable state laws.
- C. Environmental Permits: Any permits or clearances required for the proposed development shall be the responsibility of the developer. Permits may include, but not be limited to, the following:
 - 1. Stream Alteration Permit issued by the State Engineer's Office for stream alterations, or encroachments.
 - 2. Individual or Nationwide Permit for Waters of the US issued by the US Army Corps of Engineers for impacts to wetlands and navigable waterways.
 - 3. Utah Pollutant Discharge Elimination System issued by the State Department of Environmental Quality for construction activities disturbing more than one acre. In addition the developer shall comply with the Utah Noxious Weed Act and the Cache County Noxious Weed Policy.

3.1 General Roadway Functional Classification.....1819**3.1 General**

- A. All design and construction must comply with the requirements and standards of the applicable irrigation company and Cache County.
- B. Relocation or modification of irrigation facilities shall be approved by the affected irrigation company. The County shall require that a letter of approval, signed by an authorized agent, be provided by the irrigation company.
- C. Existing irrigation ditches or canals may be required to either be piped or fenced on both sides when adjacent to or contained within property to be developed.
- D. Rights-of-way and/or easements for irrigation company owned facilities on developer's property shall be provided by the developer. Right-of-way/easement width must meet irrigation company requirements.
- E. Minimum horizontal clearance between an open irrigation line and other utilities shall be at least sixteen and one-half (16.5) feet. Closer tolerances require piping of the irrigation system or other design alternative, and require approval from the affected irrigation company.
- F. Co-location of utilities with an irrigation company facility shall have irrigation and utility company concurrence.

4.1	General.....	1921
4.2	Road Drainage.....	2019
4.3	Storm Sewers.....	2019
4.4	Subsurface Drainage and Drainage Swales.....	2120
4.5	Channels and Culverts	2220
4.6	Detention / Retention Facilities.....	2221

4.1 General

- A. Post-development peak runoff rates, including sheet flow, shall not exceed pre-development peak rates. County approved storm drainage and detention facilities will be required to meet this Standard.
- B. No drainage facility may be directed to or flow into County rights-of-way, easements, or property.
- C. All storm water facilities must adequately handle run-off from the site development, as well as all upstream contributing flows for specified storm events.
- D. A drainage system shall be designed to:
 1. Accept all natural drainage patterns and channels and create no adverse impact on downstream properties.
 2. Accommodate all off-site storm water flows that enter the development site under the influence of natural drainage patterns.
 3. Convey discharge surface waters to the flow line of an existing watercourse or an adequate existing underground or above-ground conveyance system with appropriate permits as required
 4. If an existing irrigation system is used as part of a storm water collection system or outfall system, obtain permission and concurrence from the irrigation system operators/owners for such use.
 5. Control storm water discharge rates not to exceed the pre-development flow rate.
 6. Accommodate the design flows created by a 10-year return intensity storm event.
 7. Base storm water flows on the appropriate small area or larger area run-off calculation technology.
 8. Comply with the County Storm Water Management Program as applicable.
 9. Comply with Clean Water Act requirements for allowable pollutant levels in discharge flows.
 10. Comply with the Cache County Water Master Plan.
- E. Storm drainage design shall consider the provision of drainage easements for off-site contributory run-off through the site, and allow future improvements of adjacent developments.
- F. A new discharge of concentrated storm water from a pipe, culvert, channel, or other drainage structure shall not be created through lands of another property without first obtaining a permanent storm drainage easement and constructing a channel to guarantee continuity of an outfall from the point of discharge to the nearest natural or man-made watercourse with appropriate permits as required.
- G. If off-site downstream construction and easements are required to construct an adequate channel outfall, no plans shall be approved until such storm drainage

easements have been obtained and recorded. Conditional approval may be granted upon review of the plans prior to the securing the easements or rights-of-way.

- H. If the installation of a storm water system requires publicly owned easements, the developer shall convey such easements by deed to Cache County.
- I. Storm water design and construction methods must adequately address potential problems which may arise during construction or by design so as not to pollute, erode, or deposit sediment or cause any other degradation to existing natural conditions. Oil and grease separation devices shall be used in conformance with requirements of the Clean Water Act. A feasible plan for device maintenance shall be provided.

4.2 Road Drainage

- A. Roads shall be designed for a minimum storm frequency of a ten (10) year return period.
- B. The design spread for a ten (10) year event shall be limited so that all traffic lanes in each travel direction shall be kept free of flooding.
- C. No concentrated flow greater than one (1) cubic foot per second shall cross a pedestrian pathway or sidewalk.
- D. Roadway facilities that cross streams or other flowing water shall be designed to handle a storm frequency of a one-hundred (100) year return period within the road right-of-way or easement to reduce flooding of adjacent properties and to maintain channel integrity on either side of the roadway.

4.3 Storm Sewers

- A. Storm sewer trunk lines and laterals shall be designed to adequately handle run-off from a ten (10) year storm.
- B. The hydraulic gradient of storm sewers for the post-development shall be lower than the grate inlet top elevation at all points.
- C. If easements are necessary for the installation and maintenance of public storm sewer systems such easements shall be a minimum of 20 feet in width with the storm sewer line centered within the easement. No buildings, utilities or structures shall be erected or constructed within such easements as to interfere with the activities necessary to properly access and maintain or replace such lines or storm sewer structures.
- D. Allowable storm sewer pipe material is as follows:
 - 1. Concrete (reinforced or non-reinforced)
 - 2. High Density Poly Ethylene (HDPE)
 - 3. Corrugated Metal Pipe (CMP)
- E. Storm water inlets shall be industry standard approved.
- F. Pipe size shall be determined by required capacity but in no instance shall the minimum mainline size be less than 15" diameter.
- G. Cover over storm drain facilities shall be sufficient to adequately protect such facilities from potential loadings either during construction or final finished surface.
- H. Minimum clearance between storm drain facilities and other buried utilities shall be at least 18 inches.
- I. Test pits will be required and shall be shown on the plans for all storm drain crossings

which involve gas lines, water mains 12 inches in diameter and larger, sanitary sewer crossings, and all fiber optic telephone service lines.

- J. Storm drain lines shall be installed with no horizontal or vertical deflection, unless authorized by the County.
- K. Storm Sewer manhole spacing shall be 350 feet maximum.
- L. Storm Sewer manholes shall be four (4) feet in diameter for in-line manholes where grade changes occur. Five (5) foot diameter manholes are required when deflection angle is greater than or equal to 45 degrees, when the manhole is a junction manhole of three or more lines, for sewers whose inside diameter is 15" or greater, or when the cover above invert elevations is 14 feet or greater. All manholes shall be constructed with steps for maintenance access.
- M. All storm sewer taps, either public or private, into existing storm sewer piping shall be limited to 4" and 6" and shall be constructed by the contractor and inspected by the County. All connections greater than 6" shall require a storm drain manhole to be constructed.

4.4 Subsurface Drainage and Drainage Swales

- A. When connected to the storm sewer allowable Sub-Drain pipe materials are as follows:
 - 1. Concrete (reinforced or non-reinforced)
 - 2. HDPE (High Density Polyethylene) for service laterals only
 - 3. Corrugated Metal Pipe (CMP)
- B. When connected to the storm sewer install magnetic locator tape 12 inches below finished grade centered along the subsurface drainage pipe alignment.
- C. If drains are used around building foundations, a typical section and layout of the peripheral drain shall be shown on the development plan and on individual grading plans. The upper end invert shall be a minimum of six inches (6") below the finished grade of the basement floor and laid at a minimum grade of two percent (2%).
- D. Subsurface drainage lateral material shall be HDPE and shall be clearly marked with identifiable tape or other approved methods in order to avoid confusion with other drainage systems. Connections to the mainline shall be accomplished via adapters provided by the manufacturer.
- E. Subsurface drainage manholes shall be 4' diameter for in-line manholes where grade changes occur. Five foot (5') diameter manholes are required when deflection angle is greater than or equal to 45 degrees, when the manhole is a junction manhole of three or more lines, for sewers whose inside diameter is 18 inches or greater, or when the cover above invert elevations is 14 feet or greater. All manholes shall be constructed with steps for maintenance access.
- F. Sumps and drainage swales designed as part of the development's detention systems shall only be allowed when approved by the County and only when no available outlet exists and the soil conditions are such that they will adequately permit the water to infiltrate properly. In areas within a well or spring protection zone, sumps and drainage swales will be allowed only when found to be acceptable under the current Drinking Water Source Protection Plan, or the owner of the water source being protected agrees that the storm water disposal facilities can be accommodated in the next updating of the Drinking Water Source Protection Plan.

- G. The capacity of sumps and drainage swales can only include the cross sectional area in calculating the required storage volume available. Percolation tests submitted by the developer must demonstrate that sumps and drainage swales can adequately dissipate the generated storm run-off in a reasonable time period.
- H. Drainage swales may be utilized on County roadways. Drainage swales shall meet the following guidelines:
 - 1. Meet the same design criteria as retention basins
 - 2. Side slopes do not exceed 3:1 in steepness
 - 3. Swales do not exceed 18" in total depth
 - 4. Swales do not extend below the natural water table
 - 5. Swales will not support wetland vegetation under normal conditions
 - 6. Vegetation in the swale shall be maintained by the adjacent property owner.

4.5 Channels and Culverts

- A. Channels and culverts shall be designed to adequately handle run-off from a 50-year storm.
- B. Culverts and Channels shall be designed in accordance with the UDOT Roadway Drainage Manual of Instruction.
- C. The sides of all conveyance channels shall be extended until a minimum of six inches of free board (distance from water surface to top of bank) is provided above the 50-year event water surface elevation within the conveyance channel.
- D. Conveyance channels with side slopes steeper than 3:1 (Horizontal/Vertical) shall be stabilized by paving, riprap, gabions, or other approved measures.
- E. The minimum conduit diameter for culverts shall be 18 inches.
- F. Culverts shall be designed and installed to account for ultimate right-of-way and road widths.
- G. Culvert design calculations shall include exit velocities.
- H. Culvert exit velocity shall be consistent with the maximum velocity in the natural channel or shall be mitigated by using energy dissipation devices and / or channel stabilization in accordance with the UDOT Roadway Drainage Manual of Instruction.
- I. Flared end sections shall be installed at the open ends of all drainage pipes.

4.6 Detention / Retention Facilities

- A. Detention basins shall be designed to detain post development condition run-off to precondition run-off during a 10-year storm and to safely pass a 100-year storm while maintaining at least one foot (1') of freeboard.
- B. Basin outflow shall be limited to the maximum rate which maintains the adequacy of the channel and shall not exceed the pre-development rate of flow to the specific point of concentrated discharge, not the pre-developed flow from the entire drainage area. Under no circumstances shall an outlet flow exceed 0.2 cfs/acre for a 10-year storm event. If a channel does not exist at the point of discharge, then a channel shall be constructed to convey the drainage to a stable outlet.
- C. Detention and Retention basins shall be designed with an emergency overflow for events greater than the 100-year storm event that safely conveys flood waters to an acceptable facility.
- D. Hand or computer generated routing calculations are required along with inflow and

outflow hydrographs.

- E. The use of pumps to drain detention facilities shall not be allowed.
- F. Minimum conduit diameter for basin outlets shall be 18 inches. Lesser orifice sizes for flow control shall be provided with a manhole or other acceptable structure fitted with the required orifice.
- G. Safety measures shall be incorporated into the design of all storm water detention facilities. These may include, but are not limited to safety ledges, fencing, warning signs, anti vortex devices, stadia rod indicating depth at the lowest point, and outlet structures designed to limit public access.
- H. All detention facilities must comply with current Clean Water Act requirements.
- I. Detention basins may be designed to provide the following:
 - 1. Side slopes of 3:1 maximum.
 - 2. All weather vehicular maintenance access around the entire basin (min. ten foot (10') widths).
 - 3. Lot shall provide normal frontage requirements.
 - 4. Flow through design which eliminates "wet basin".
 - 5. Cross slope within basin shall provide adequate drainage. Under no circumstances shall the slope be less than 1% across any portion of the basin.
 - 6. All detention lots or easements shall be properly surveyed and corners permanently marked prior to acceptance of improvements.
- J. Detention facilities shall be constructed on a parcel that will not be maintained by Cache County. Easements and provisions allowing access to the inlet and outlet structures by the County shall be required. The decision to accept a detention lot as County property shall be made by the County Council.
- K. Retention (infiltration) systems will be considered for review only if a Soils and Geo-Technical Report is provided which discusses soil permeability, potential effects on ground water, and potential effects on underlying geologic strata. A percolation test will be required to determine the capacity of retention basins. Basin capacity must be based on the infiltration rate, drainage area, and a 50 year storm event. In areas within a well or spring protection zone, sumps, and drainage swales will be allowed only when found to be acceptable under the current Drinking Water Source Protection Plan or the owner of the water source being protected agrees that the storm water disposal facilities can be accommodated in the next updating of the Drinking Water Source Protection Plan.

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5.1 General

Access to County roadways from adjoining properties is managed according to the following regulations to maintain the safety and operational characteristics of the County roadway system. ~~Each County roadway is assigned an access category and category assignments are shown in Appendix E.~~

5.2 Minimum Access Spacing

To maintain safe and effective transportation corridors, Cache County limits the access of roads (private or public), homes, and businesses to all roadways. Table 5.1 designates the spacing requirements for all County roads. Road Access refers to any public or private road, either a full or partial movement intersection. Commercial Access is access to any commercial or industrial business, excluding a home based business as defined in Title 17 of the Cache County Code. Residential/Farm Access refers to any home, farm structure, cabin, or other accessory structure. Minimum spacing includes all access points and road intersections on both sides of the roadway.

Table 5.1 - Cache County Access Management Standards

Level of importance <u>Roadway Categories</u>		Minimum Spacing Standard (Feet) ¹		
		Road Access	Commercial Access	Residential/Farm Access
A	Arterial	660	350	350
C	Collectors	350	200	200
L	<u>Major Local</u>	300	150	10 ¹
R	<u>Minor Local</u> Rural	300	Not Permitted	10 ¹
M	<u>Seasonal/Recreation</u> Mountain Road	300	Not Permitted	10 ¹

¹ Minimum spacing from an intersection shall be 80 feet.

5.3 Criteria for Granting Access

A. The number and location/spacing of access points allowed is based on the Category of Roadway, the minimum spacing standards as set forth in Table 5.1 ~~Cache County Access Management Standards~~, and the following:

1. Unless otherwise approved by the Director, access shall be limited to one driveway for each legal lot/parcel.

- 1.2. When application is made, access to a roadway may be granted if reasonable access cannot be obtained from the lower classification roadway.
 - 2.3. A determination of reasonable access from a local road or road should include consideration of the road function, purpose, capacity, operational and safety conditions, and opportunities to improve the road.
 - 3.4. Direct access to a higher functional roadway classification will be approved if the alternative access will create a significant operational or safety problem at the alternative location and the direct access to the roadway will not cause a significant problem.
 - 4.5. Cache County may limit access points beyond that which is allowed in Table 5.1 if the County establishes that the access will create a significant safety or operational problem or the access does not meet acceptable design standards including spacing.
- B. The minimum spacing of all intersecting public ways and other significant accesses that will be full movement intersections is 660 feet. Where it is not feasible to meet 660 feet of spacing a design exception and traffic study will be required. Spacing to nearby intersections must be sufficient to accommodate the future year left turn and through vehicle storage queues for both turning movements. The access location shall also meet other access spacing, design, and need requirements.

5.4 Driveways

Table 5.2 - Cache County Driveway Standards

Dimension within ROW	Access Width	Residential	Commercial / Industrial ¹
	Minimum	10' ²	24'
	Maximum	24'	36'
	Surfacing Material Minimum Depths		
	Granular Borrow (Pit run)	8"	8"
	Untreated Base Course (Road base)	4"	N/A
	Paved (Bituminous)	3"	6"
	Road with Concrete Curb and Gutter	6" Concrete	8" Concrete

¹ Does not include home based businesses as defined by Title 17 of the County Code.

² Minimum may be increased by international fire code requirements.

- A. All driveway standards herein are for the portion of the driveway within the County right-of-way only. These standards do not impose requirements on driveways connecting to private roads or for the portions of driveways not within County right-of-way. All driveways shall meet the requirements of the most current and adopted International Fire Code.
- B. Driveway Location: Driveways for all uses except single-family homes shall not be closer than eight (8) feet to an adjacent interior property line. Accesses for single family homes may be granted within two (2) feet of the property line. All driveways

shall be set back a minimum of eighty feet (80') from any intersection.

- C. Common Driveways: Driveways along the property lines may be installed for common use of both adjacent properties only upon approval by the Director and guaranteed by a recorded access agreement.
- D. Driveway Access Design
 - 1. Driveways that access a County road shall be reviewed by the Director to determine the need, sizing, and placement of a culvert.
 - 2. Driveways that access a County road that have concrete curb and gutter shall not use a bridge to span the gutter, but rather shall complete the access using a curb cut.

5.5 Access to State Roads

Any new access, existing access that is being altered, change in land use that utilizes an existing access, or any work within the right-of-way of a State facility is required to obtain the appropriate permits from the Utah Department of Transportation (UDOT) – Region 1. Cache County requires that the applicant for a UDOT permit attend a pre-coordination meeting, referred to as the Cache Access Management Program (CAMP), between the Cache Metropolitan Planning Organization (CMPO), UDOT Region 1, and Cache County.

5.6 Access Requirements for Multi-Jurisdictional Development

- A. County Developments Accessing City Roadways: No development within the unincorporated County shall be permitted to utilize a roadway for direct access that is under the jurisdiction of a municipality without express written approval from the affected municipality. Unincorporated development shall be required to meet all standards and requirements as established by the municipality as part of the conditions for development. Direct access shall constitute driveway or private road access from a public roadway.
- B. Municipal Development Accessing County Roadways: No municipal development shall be permitted to access a County roadway without the express written approval from the Cache County Council. It is the policy of Cache County that no service shall be provided to municipal developments from County roadways unless extreme circumstances provide no alternative and annexation or acceptance of ownership of the roadway by the municipality is not possible.

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6.1 General

The purpose of this policy is to establish and maintain uniform procedures and practices concerning sign maintenance and traffic operations on county roadways. The county will provide such control in a safe and cost-effective manner, balancing the needs of safety for roadway users with county personnel, budget, and social/environmental concerns.

6.2 Procedures

The Road Department will make decisions concerning scheduling and the procedures to be followed for daily traffic sign maintenance needs and subsequent yearly detailed condition inspections. Scheduling and the procedures to be followed will be based upon consideration of the following factors: significance of the traffic device to driver safety; condition and effectiveness of the devices; standards compliance; and whether damage or condition of device creates an immediate safety hazard.

In every instance, the onsite county personnel must assess the conditions of the traffic control device and rely on judgment and experience to determine the appropriate action to correct or maintain the device. Factors that may delay completion of traffic sign maintenance include but are not limited to other repair needs, utility locates, fabrication of necessary material, weather conditions, limited visibility; and other staff and field condition issues.

6.3 Sign Maintenance

- A. General: All county signs shall be entered into a database for tracking. Signs shall have the following information collected/assigned: sign number for all regulatory and warning signs, photograph of the sign, direction of the sign face(s), date of installation, type of post, type of sign material, a record of maintenance, and a GPS coordinate. All regulatory and warning signs shall be identified by a sign sticker placed on the back of the sign. Any signs removed shall be indicated as such within the database.
- B. Installation: All signs shall be installed in compliance with the most recent edition of the MUTCD, Title 12 of the county code, and this policy. The county may deviate from typical sign installations, at their discretion, due to conflicts with utilities, narrow rights-of-way, sight distance issues, or other road side or environmental factors.
 1. County signs are typically installed on telpar type posts.
 2. Road name/address signs are typically collocated with stop/yield signs at intersections and placed above the regulatory sign.
 3. All sign requests shall be made on a sign request form, which shall then be reviewed in compliance with this policy.

- C. Sign Retro-reflectivity: It shall be the intent of the county to conduct a retro-reflectivity evaluation of all signs at least once a year via a visual nighttime inspection as authorized by the MUTCD. Signs that do not meet the retro-reflectivity standard shall be replaced to ensure compliance with the MUTCD and this policy.
- D. Maintenance: The County shall perform a visual inspection of all signs once a quarter. This inspection shall ensure and record the condition/effectiveness of the sign, update the sign inventory, and make any minor repairs as required. After the initial placement of signs, the county shall, as budgetary factors allow, replace signs as they reach the end of the latter of their (a) warranty period, (b) expected life expectancy for the facing material used on the sign, or (c) expected life as determined by an authorized engineering study. Damaged, stolen, or missing signs shall be replaced as needed.
 - 1. Sign maintenance personnel shall use the necessary equipment and traffic controls, as directed by proper county sign maintenance practices and the Field Manual of Temporary Traffic Control Zone Layouts when performing sign maintenance activities along county roadways.
 - 2. All signs (regulatory, warning, or informational) that are replaced for any reason shall be replaced with a retro-reflectivity compliant sign consistent with the MUTCD.
- E. Maintenance Responsibility
 - 1. The county is responsible for all signs located on county roadways, including those on county roadways within municipal limits and those designated for county maintenance by UDOT within R918-6, with the following exceptions:
 - a. Municipalities may request to place additional or specialized signs along county roadways including street markers, community directional or welcome signage, electronic pedestrian crossing signs, etc. All requests shall obtain the appropriate approval for the sign type as per this policy and Title 12 of the county code. The requesting municipality shall be responsible for the installation and maintenance of the signage unless specific agreements are otherwise made with the county.
 - b. Signs on private roads that enter onto county roadways shall be required to conform to the MUTCD, this policy, and Title 12 of the county code.
 - i. The placement of signs or need thereof on private roads shall be reviewed at the time of development.
 - ii. To ensure for the health and safety of the traveling public, the county may place and/or maintain signage at private/County roadway intersections. At the county's option, the owner(s) of the private road may be billed the full cost of the signage improvements.
 - c. Other organizations may request to locate signs along county roadways that serve to benefit the traveling public. In no instance shall commercial or advertising signs be located within the county right of way or roadway. All such signs shall be approved in conformance with this policy.
- F. Removal of Signage:
 - 1. The county shall remove all unauthorized signage from county right of ways and roadways.
 - 2. As excess road signs reduce the effectiveness of signage and impose an

unnecessary financial burden on the county, signs determined to be unnecessary for safety purposes and which are not otherwise required to comply with an applicable state or federal statute or regulation shall be removed. The removal of signs shall follow the same process and approval requirements as the placement of a sign.

- G. Temporary Signage: All temporary signage shall be approved by the county.
 - 1. Special event signage shall be approved through the special event permit process as established in Title 8.40 of the county code. All traffic control devices shall conform to the requirements of this policy and the MUTCD. Markings on the roadway shall be made with temporary marking paint.
 - 2. Construction signage shall comply with all encroachment permitting requirements as outlined in Section 2.6 of this policy.
- H. Response to Incident Report for Sign Repair Needs: Sign maintenance staff will respond after receiving notice of an incident that damages a sign and will determine the appropriate action. Repair of signs shall be made using the following priorities:
 - 1. All Regulatory Signs: As soon as practical but no later than one (1) hour from the time of notification. A temporary sign may be placed in this time period, prior to permanent repairs being made.
 - 2. Warning Signs (e.g. Stop ahead, Curve, etc.): Within two scheduled working days.
 - 3. All other signs: When time and manpower allow.

6.4 Road Side Hazards

- A. Clear Zone Requirements: The *AASHTO Roadside Design Guide* defines a clear zone as the total roadside border area, starting at the edge of the traveled way, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, and a non-recoverable slope.
 - 1. Shoulder – minimum shoulder shall be provided in compliance with Table [2.2B-6](#)
 - 2. Recoverable slope – flatter than 1V:4H
 - 3. Non-recoverable slope – between 1V:3H and 1V:4H if they are smooth and free of fixed objects
- B. Vegetation
 - 1. The county shall maintain regular vegetation control programs to prevent growth of trees, shrubs, and other vegetation by the roadside that can become a safety hazard.
 - a. Trees that are within the clear zone should be removed. Trees with branches that infringe on the clear zone should be trimmed.
 - b. Grass and brush should be mowed within the clear zone.
- C. Utilities and Canals/Ditches
 - 1. Newly located utilities (above or below ground) shall be placed outside of the clear zone to reduce the potential for conflict with vehicles. On narrow roadways, additional distance between the roadway and utility placement may be required to accommodate widening of the roadway over time.
 - 2. Canals/Ditches shall be, where practical, located (relocated when possible) outside of the clear zone.

D. Objects in the Clear Zone

1. Placement of hazards within a county right-of-way or within the clear zone of any county roadway constitutes unauthorized work within the right-of-way. The landowner or person responsible for the hazard will be notified in writing and requested to remove or correct the hazardous condition.
2. If, after a reasonable amount of time, the landowner refuses or has not corrected or removed the hazard, the county will correct or remove the hazard at the landowner's expense. If there appears to be a significant hazard to the traveling public or maintenance equipment, the county may immediately remove the hazard at the landowner expense.

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The following instructions are for the purpose of standardizing the preparation of drawings to obtain uniformity in appearance, clarity, size, and style. These plans and designs shall meet the standards defined in the specifications and drawings herein outlined unless approved otherwise. The minimum information required on drawings for improvements are as follows:

- A. All drawings and/or prints shall be clear and legible and conform to good engineering and drafting practice, on ~~24" X 36"~~ 11" X 17" sheets or as approved by the County Engineer.
- B. In general, the following shall be included on all drawings:
 1. North arrow (plan)
 2. Scale, written and graphic: 1" = 40' horizontal, 1" = 4' vertical (other appropriate scales as approved by the County)
 3. Elevations referenced to the NAD 83
 4. Stationing and elevations for profiles
 5. Location map
 6. Index map
 7. General and Construction notes
 8. Title block, located in lower right corner of sheet to include:
 - a. Name of County
 - b. Project title (subdivision, etc.)
 - c. Specific type and location of work
 - d. Signature block for approval signature of County and date
 - e. Name, address, phone number, etc. of engineer or firm preparing drawings with license number, stamp, and signature
 9. Details at 1" = 10' or other appropriate scale to adequately provide required information
- C. Roadway surfacing drawings, and pedestrian paths or sidewalks shall show:
 1. Plan and profile views must be shown for centerline of road.
 2. Cross sections at 50-foot intervals showing existing ground, proposed roadway template, cut/fill slope catch points, and right-of-way
 3. All existing elevations shall be shown in parentheses
 4. Include stationing, centerline elevations, and curve data
 5. Flow direction and type of drainage structures with adequate flow line elevations
 6. Typical cross section for all roadways and variations
 7. 100' minimum of existing plan and profile design when connecting to existing improvements
 8. 300' minimum of future plan and profile design when roadway is to be extended (must also include 300' of existing profile along future rights-of-way lines)
 9. Soil Boring Log along roadway centerline if required by County
- D. Storm drainage drawings shall show:
 1. Minimum scale: 1" = 40' horizontal, 1" = 4' vertical
 2. Location, size and slope of mains, and lateral connections
 3. Location, size and details of inlets, junction boxes, etc.
 4. Stationing of manhole center lines, lateral connections, and crossings
 5. Manhole size, location and flow line elevation, lid elevations
 6. Design flow rate (10 yr. storm), hydraulic grade line and velocity (all indicated in profile for each pipe section)
 7. Type of mainline pipe

8. Outfall or receiving waters identification.
- E. Roadway, Drainage, and Grading Plans
 1. Plans showing site general layout and drainage patterns
 2. Roadway plan drawings shall show cut/fill catch points
 3. Cut and fill lines shall be labeled accordingly
 4. Spot elevations of final grades
 5. Finished grade contours at one foot intervals
 6. Detention facility details including: inlets, outlets, and piping facilities with final elevations
 7. Calculations to substantiate design (include in submittal but not to be included on plans)
- F. Erosion Control Plans
 1. Plans showing site general layout and drainage patterns and outlets for water exiting construction site
 2. De-silting basin details including inlets, outlets, and piping facilities
 3. Calculations to substantiate design (include in submittal but not to be included on plans)
 4. Erosion control construction notes
 5. Plan shall include an emergency phone number and name of the developer's responsible person who will be available 24 hours a day if an emergency situation arises
 6. Re-vegetation plans of disturbed soils
 7. Notes indicating compliance with Storm Water Pollution Prevent Plan and noxious weed control regulations

- A. Design Traffic Volume: Roads shall be designed for a specific traffic volume that is based on the average daily traffic (ADT) volume projected to a 20 year design future. Upon approval from the Director, the design year may range from the current year to 20 years depending on the nature of the improvements.
- B. Design Speed: The design speed is a selected speed used to determine the various design features of the roadway. Geometric features should be consistent with a specific design speed selected as appropriate for site conditions and anticipating the speed of vehicles using the roadway. Low design speeds are generally applicable to roads with winding alignment in rolling or mountainous terrain. High design speeds are generally applicable to roads in level terrain. Intermediate design speeds would be appropriate where terrain, roadside development conditions, and environmental conditions would support moderate roadway speeds. Table AB-1 lists values for minimum design speeds as appropriate for traffic needs and types of terrain.

Table AB-1 Minimum Design Speeds for Cache County Roads

Type of Terrain	Design Speed (mph) for specified design volume (veh/day)					
	under 50 veh/day	50 to 250	250 to 400	400 to 1500	1500 to 2000	2000 and over
Level	30	30	40	50	50	50
Rolling	20	30	30	40	40	40
Mountainous	20	20	20	30	30	30

- C. Sight Distance: Minimum stopping sight distance and passing sight distance should be as shown in Table AB-2 and Table AB-3. These tables provide characteristics of vertical curves allowing adequate sight distances based on traveling speed.

**Table AB-2
Design Controls for Stopping Sight Distance
for Crest and Sag Vertical Curves**

Initial Speed (mph)	Design Stopping Sight Distance (feet)	Rate of Vertical Curvature, Ka (ft%)	
		Crest	Sag
15	80	3	10
20	115	7	17
25	155	12	26
30	200	19	37
35	250	29	49
40	305	44	64
45	360	61	79
50	425	84	96
55	495	114	115
60	570	151	136

**Table AB-3
Design Controls for Crest Vertical Curves
Based on Passing Sight Distance**

Initial Speed (mph)	Design Passing Sight Distance (ft)	Rate of Vertical Curvature, Ka (ft/%)
20	710	180
25	900	289
30	1090	424
35	1280	585
40	1470	772
45	1625	943
50	1835	1203
55	1985	1407
60	2135	1628

D. Roadway Grades: Maximum roadway grades are shown in Table AB-4:

Table AB-4 Maximum Grades for Cache County Roads

Type of Terrain	Maximum Grade (%) for specified design speed (mph)							
	15	20	25	30	40	50	55	60
Level	9	8	7	7	7	6	6	5
Rolling	10	10	10	10	10	8	7	6
Mountainous	10	10	10	10	10	10	9	8

E. Alignment: Horizontal and vertical alignment between control points should be designed to be as favorable as possible consistent with environmental impact, topography, terrain, design speed, design traffic volume, and the amount of reasonable obtainable right-of-way. Sudden changes between curves of widely different radii or between long tangents and sharp curves should be avoided. Where crest vertical curves and horizontal curves occur together, there should be greater than minimum sight distance to ensure that the potential hazards are visible to approaching drivers. Table AB-5 lists minimum radius of horizontal curves with respect to design speed for Cache County roads. Curve data is required for all roadway centerlines.

Table AB-5 Minimum Horizontal Curve Radius for Cache County Roads

Design Speed (mph)	10	15	20	25	30	35	40	45	50	55	60
Curve Radius (ft)	16	42	86	154	250	371	533	711	926	1190	1500

If possible, the horizontal alignment shall be tangent through intersections, but where horizontal curves cannot be avoided, the following shall be observed:

1. Use a curve of sufficient radius to provide adequate sight distance and eliminate the need for super elevation. Under no condition shall the curve radius be less than that required for the road classification.
2. Curves should not begin or end within an intersection.
3. Eliminate angle points in excess of two degrees (2°) on intersecting roadways by use of a large radius curve.
4. Angle points up to five degrees (5°) are permissible at the intersection of two residential roads.
5. Curve radii and super elevation shall consider the design speed for the given road.

F. Landings - A landing is defined as the area between the through road roadway and the point at which the side road grade begins to exceed 3%. The required minimum lengths of the landings are as follows:

1. Arterial 200 feet
2. Collector 100 feet
3. Local/Rural 50 feet
4. Cul-de-sac 25 feet

G. Roadway Intersections:

1. Number of Roadways: Conventional at grade intersections shall not be designed to accommodate more than two (2) roadways or four (4) corners. If additional intersecting roadways are necessary, a roundabout intersection design may be appropriate.
2. Intersection Angle: Roadways shall intersect at a ninety degree (90°) angle, or as near to a right angle as practicable, but shall not to exceed a ten degree (10°) deviation.
3. Corner Radii: Roadway intersections shall be rounded with the minimum radii measured at the edge of asphalt:
 - a. 25 feet for local/rural roads
 - b. 30 feet for arterials and collectors
4. Roundabouts: Roundabouts shall be designed following Federal Highway Administration's publication No. FHWA-RD-00-067 "Roundabouts: An Informational Guide" and the Guide & Manual on Uniform Traffic Control Devices (MUTCD). Concept shall be approved in advance by the Director.

H. Cross Slope: Pavement cross slope shall be adequate to provide proper drainage.

1. Asphalt surfaced roadways shall have cross slopes ranging from 1.5 to 2 percent.
2. Gravel surfaced roads shall have a 3 percent cross slope.
3. Cross slopes may vary based on the specific project conditions, but shall be approved by the County.

I. Super Elevation: The maximum super elevation rate for Cache County roadways is 8%.

J. Width of Traveled Way and Shoulder

1. Graded shoulder width is measured from the edge of the traveled way to the point of intersection of shoulder slope and fore slope as shown on the typical roadway section drawing.
2. The minimum ~~roadway~~ traveled way width is the sum of the ~~traffic-travel~~ lanes, median, auxiliary lanes, and graded shoulder widths given in Table AB-6. A minimum of two travel lanes is required. Single lane roads may be permitted on seasonal/recreation roadways with approval of the Fires District and will be required to providehave other improvements (ie.g., pullouts) as deemed necessary to provide adequate service provision in compliance with the latest edition of the International Fire Code. Where roadside barriers (guardrail) are proposed, it is desirable to provide a minimum offset of 4 feet from the traveled way to the barrier when practical.

K. Median: Need and justification for a two-way left turn median shall be determined by the Director. The median shall be placed in the travel way and equally placed on the roadway centerline. The travel way width is increased by the amount of median width. ~~See Figure A-7.~~

L. Auxiliary Turning Lanes: Auxiliary left and/or right turning lanes shall be included in the roadway typical section when required. ~~See Figure A-7.~~

M. Horizontal Clearance to Obstructions: A clear zone ~~of 7 feet or more~~ from the edge of traveled way that is appropriately graded is required for roadway design. ~~speeds less than 40 mph. Clear zone widths for roadways with design speeds for 40 mph and greater shall must~~ comply with the AASHTO Roadside Design Guide, latest edition. ~~See Figure A-7.~~

1. An exception may be made where guardrail protection is provided.
2. The clear zone area ~~shall~~ must be clear of all unyielding objects such as trees, sign supports, utility poles, light poles, and any other fixed objects that might severely damage an out-of-control vehicle.

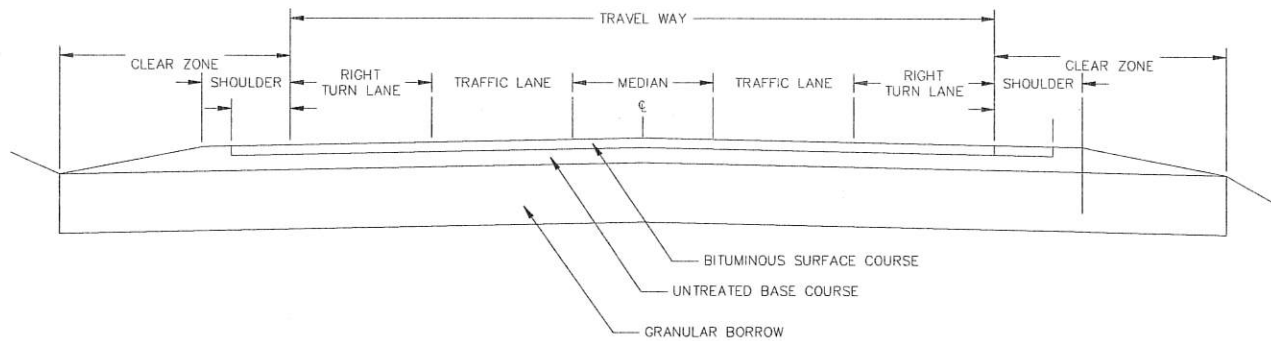
3. Drainage and irrigation ditches shall not be within the clear zone area.

Table AB-6 Typical Cross Section Minimum Standards

Roadway Classification	Right-of-way (ft)	Travel Lane Width (ft)	Total Shoulder Width (ft)	Paved Shoulder Width (ft)	Gravel Shoulder Width (ft)	Design Limits Based on ADT	Road Surface
Minor Arterial	100	12	10	8	2	-	(A)
Major Collector	80	12	8	4	4	-	(A)
Minor Collector	66	11	6	4	2	2000	(A)
Major Local	66	10	6	2	4	1500	(A)
Minor Local	66	10	4	0	4	400	(A)
Major Private	66	10	2	0	0	200	(A)
Minor Private	33	10	0	0	0	50	(B)
Seasonal/Recreation	33	10	0	0	0		(B)

		Minimum Width of Traffic Lanes (ft) for Specified Design Volume (ADT)				
	Roadway Classification Design Speed (mph)	Mountain	Rural	Local	Collector	Arterial
		Under 50	Under 200	200 to 1500	1500 to 5000	Over 5000
	15/20	12	10	-	-	-
	25	12	10	10	-	-
	30	12	10	10	11	-
	40	-	10	10	11	12
	45/50	-	10	11	11	12
	55+	-	11	11	12	12
Minimum	R/W Width	66	66	66	80	100
	Median Width	-	-	12	12	14
	Right Turn Lane	-	-	12	12	12
	Shoulder Width	0	2	2	6	8

Figure AB-7 Typical Cross Section



N. Gravel Road Structural Construction

1. All work shall be verified by an independent soils testing materials technician acceptable to the County. The materials technician shall provide certification of each phase of the completed work to the County.
2. Topsoil and organic material shall be excavated from the roadway alignment area to a depth and width to accommodate the placement of sub base materials.
3. Underlying soils shall be proof rolled with a vibratory compactor roller. Adequate rolling and compaction of soft areas shall be verified by observation by the materials technician.
4. Geotextile reinforcement shall be placed in saturated or soft soil areas as deemed necessary by the County.
5. Compacted granular borrow shall be placed to the specified depth and width in accordance with Table AB-8. The soils technician shall verify proper gradation, placement, and compaction of the material.
6. Compacted untreated base course shall be placed to the specified depth and width in accordance with Table AB-8. The soils technician shall verify proper gradation, placement, and compaction of the material.

Table AB-8 Typical Cross Section Structural Values

Typical Section	Bituminous Surface Course (BSC)	Untreated Base Course (UTBC)	Granular Borrow (GB)
A	0	6	14
B	2.53 ¹	6	14
C	4	6	14

¹Double Chip & Seal coat may be utilized based on traffic volume and engineering requirements.

O. ~~Chip & Seal Surfacing Standards~~

- ~~1. All work shall be verified by an independent soils testing materials technician acceptable to the County. The materials technician shall provide certification that the following requirements were met at each phase of the completed work to the County.~~
- ~~2. Complete all work between May 15 and August 31.~~

3. Place seal coat when road temperature is at least 70° F, air temperature is at least 50° F, and forecasted temperature is not expected to be below 40° F within three (3) days after placement.
4. Use a self-propelled aggregate chip spreader specifically designed and manufactured for chip seal operations with gates to drop the correct amount of aggregate, plus or minus one (1) pound per square yard.
5. Use articulating type pneumatic roller weighing between six (6) and ten (10) tons with a maximum width of six (6) feet.
6. Water shall be applied to dampen the surface of the compacted untreated base course surface prior to placement of chip seal paving material. No standing water shall be present on the roadway surface.

7. CRS-2

Table A-9 Gradation Limits

material shall of concentrate water by the applied at a of 145° F and chip rolling and following application

Sieve Size	Percent Passing	
	Type I	Type II
1 in	100	100
1/2 in	0-10	100
3/8 in	0-10	70-90
No. 4	0-10	0-10
No. 8	0-5	0-5
No. 200	0-1	0-1

emulsified asphalt diluted to two (2) part to one (1) part of manufacturer be minimum temperature at a rate to attain 50% embedment prior to 70% embedment rolling. An rate of 0.42 gal per

- square yard is expected. Adjust application rates as necessary. The materials technician shall verify proper application of the asphalt material.
8. Place Type I crushed stone aggregate immediately applied to the asphalt coated roadway surface at the rate of 25 pounds per square yard. The materials technician shall verify proper gradation and application of the gravel material.
 9. Roll to seat the gravel material into the asphalt coated roadway surface. The materials technician shall verify proper rolling and seating of the gravel material.
 10. The rolled roadway surface shall be lightly swept to remove excess gravel material. Care shall be taken not to dislodge seated material. Any areas stripped of gravel material shall be repaired with cold mix asphalt material.
 11. Water shall be applied to dampen the surface of the rolled roadway surface prior to placement of additional chip seal paving material.
 12. As above, CRS-2 emulsified asphalt material shall be applied at the approximate rate of 0.35 gal per square yard of the roadway surface. The materials technician shall verify proper application of the asphalt material.
 13. Type II crushed stone aggregate shall be immediately applied to the asphalt coated roadway surface at the rate of twenty five (25) pounds per square yard. The materials technician shall verify proper gradation and application of the gravel material.
 14. Roll to seat the gravel material into the asphalt coated roadway surface. The materials technician shall verify proper rolling and seating of the gravel material. The rolled roadway surface shall be lightly swept to remove excess gravel material. Care shall be taken not to dislodge seated material.

- A. Drainage calculations by a licensed professional shall be provided to show that all storm water facilities can adequately handle run-off from the site development as well as all upstream contributing flows. Hydraulic capacity of pipe and culvert systems must be verified with engineering calculations in accordance with the Utah Department of Transportation (UDOT) Roadway Drainage Manual of Instruction.
- B. Calculations shall include a copy of the of the site grading and drainage plan, at the plan scale with the boundaries, acreages and C-factors of the interior drainage areas shown.
- C. Calculations shall also include a map at an appropriate scale delineating the boundaries, flow paths, acreages and C-factors of the drainage areas upstream of the development, which contribute storm water to the development.
- D. Construction drawings shall show the location, size, flow line elevations, profiles and details of drainage facilities and structures, including, but not limited to swales, ditches, culverts under public roads and private drives, drop inlets, storm sewers, and detention/retention ponds. Typical cross sections of all swales and ditches shall be shown.
- E. Profiles of roads shall show profiles of storm sewers and cross sections of culverts together with points of intersection. Profiles shall show clearance of such drainage facilities with water mains and sanitary sewers.

- A. For purposes of computing run-off, all existing and proposed gravel surfaced roadways, driveways, and parking areas shall be treated as being asphalt paved.
- B. The Rational Method may be used to determine peak flows for sites smaller than 300 acres and having a time of concentration less than 30' minimum if the site surface characteristics make it applicable.
- C. When the rational method is used, times of concentration for pre-development and post development shall be shown with their corresponding rain intensity.
- D. Values from Table A-10 of rainfall intensity-duration-frequency shall be used with the rational method.

**Table A-10 Rainfall Intensity Duration Frequency
Precipitation Intensity Estimates (in/hr)**

From NOAA Atlas 14 Logan Utah State University, Utah (42-5186) 41.7456 N 111.8033 W 4786 feet											
ARI* (years)	5 min	10 min	15 min	30 min	60 min	120 min	3 hr	6 hr	12 hr	24 hr	48 hr
2	1.62	1.24	1.02	0.69	0.43	0.28	0.22	0.15	0.10	0.06	0.04
5	2.26	1.72	1.42	0.96	0.59	0.37	0.28	0.19	0.12	0.08	0.05
10	2.78	2.12	1.76	1.18	0.73	0.45	0.33	0.22	0.14	0.09	0.05
25	3.64	2.77	2.29	1.54	0.95	0.57	0.42	0.27	0.17	0.11	0.06
50	4.37	3.32	2.75	1.85	1.15	0.68	0.49	0.31	0.19	0.12	0.07
100	5.23	3.98	3.29	2.22	1.37	0.80	0.57	0.36	0.22	0.13	0.08
200	6.18	4.70	3.89	2.62	1.62	0.94	0.66	0.40	0.24	0.15	0.09
500	7.74	5.89	4.86	3.28	2.03	1.15	0.79	0.47	0.28	0.17	0.10
1000	9.07	6.90	5.70	3.84	2.38	1.34	0.91	0.53	0.31	0.18	0.11

- E. When the site surface characteristics warrant the use of a method other than the Rational Method, use the SCS method, Modified Rational Method or an approved procedure in accordance with Chapter 7 Hydrology of the UDOT Roadway Drainage Manual of Instruction.
- F. Table A-11 shows precipitation frequency values that shall be used in conjunction with an approved hydrological procedure.

Table A-11 Precipitation Frequency Estimates (inches)

From NOAA Atlas 14 Logan Utah State University, Utah (42-5186) 41.7456 N 111.8033 W 4786 feet											
ARI* (years)	5 min	10 min	15 min	30 min	60 min	120 min	3 hr	6 hr	12 hr	24 hr	48 hr
2	0.14	0.21	0.26	0.34	0.43	0.56	0.66	0.90	1.21	1.55	1.86
5	0.19	0.29	0.35	0.48	0.59	0.74	0.84	1.13	1.48	1.90	2.26
10	0.23	0.35	0.44	0.59	0.73	0.90	1.00	1.33	1.73	2.18	2.59
25	0.30	0.46	0.57	0.77	0.95	1.14	1.25	1.62	2.07	2.58	3.05
50	0.36	0.55	0.69	0.93	1.15	1.36	1.47	1.86	2.34	2.89	3.42
100	0.44	0.66	0.82	1.11	1.37	1.60	1.71	2.13	2.64	3.23	3.81
200	0.52	0.78	0.97	1.31	1.62	1.88	1.98	2.41	2.95	3.58	4.22
500	0.65	0.98	1.22	1.64	2.03	2.31	2.38	2.83	3.39	4.05	4.78
1000	0.76	1.15	1.43	1.92	2.38	2.69	2.73	3.19	3.74	4.42	5.22

- G. An inflow and outflow hydrograph will be required on all retention/detention basins.
- H. Table A-12 shows the SCS 24-hr (Type II) rainfall distribution and the Farmer Fletcher rainfall distribution that shall be used to generate runoff hydrographs for detention/retention basins.

**Table A-12 SCS 24-hr and Farmer Fletcher Rainfall Distribution
Farmer Fletcher 1-hr Storm Distribution**

Time (hrs)	Cumulative Depth (%)	Time (hrs)	Cumulative Depth (%)	Time (Min)	Cumulative Depth (%)
1	1.08	13	77.24	6	36.5
1.5	1.64	13.5	79.89	9	51
2	2.23	14	81.97	12	61.5
2.5	2.84	14.5	83.8	15	70
3	3.47	15	85.38	18	76.5
3.5	4.14	15.5	86.76	21	80.6
4	4.83	16	88.01	24	83.9
4.5	5.55	16.5	89.14	27	86.2
5	6.32	17	90.19	30	88
5.5	7.12	17.5	91.15	33	89.5
6	7.97	18	92.06	36	90.8
6.5	8.87	18.5	92.91	39	92
7	9.84	19	93.71	42	93.2
7.5	10.89	19.5	94.46	45	94.4
8	12.03	20	95.19	48	95.6
8.5	13.28	20.5	95.88	51	96.8
9	14.67	21	96.53	54	98
9.5	16.25	21.5	97.17	57	99
10	18.08	22	97.77	60	100
10.5	20.42	22.5	98.36		
11	23.51	23	98.92		
11.5	28.33	23.5	99.47		
		24	100		

Article 1 - Objectives

- 1-1.** This commission, established in conformance with the motion adopted by the Cache County Commission on the 20th day of December, 1950, has adopted the following Articles in order to facilitate its powers and duties in accordance with the provisions of State Code Ann. §17-27a Part 3.
- 1-2.** The official title of this Commission shall be the "Cache County Planning Commission".

Article 2 - Members

- 2-1.** The Cache County Planning Commission shall consist of (7) voting members. A member of the County Council shall be appointed as an ex-officio member of the Planning Commission and shall be a non-voting member. The Director of Development Services shall serve as an ex-officio member of the Planning Commission and shall be a non-voting member.
- 2-2.** The term of the member from the County Council shall be a one-year term or as otherwise designated. As the term of the members first appointed to this Commission, or their replacements, expire, their successors shall be appointed for terms of three (3) years or to fulfill the previously designated term. Each member shall be recommended by the County Executive and evaluated and confirmed by the County Council prior to their appointment or reappointment to the Planning Commission.
- 2-3.** The Council may provide for the payment of expenses and a reasonable compensation for members of the Commission who are not County employees.

Article 3 - Officers and Their Selection

- 3-1.** The officers of the Planning Commission shall consist of a Chair, a Vice-Chair, and a Secretary. If no Secretary is elected from among the serving Planning Commissioners, the Director of Development Services, or their designee, will serve as Secretary of the Commission.
- 3-2.** Nomination of officers shall be made by the general membership of the Planning Commission at the regularly scheduled December meeting of the Commission each year. The election of officers shall follow immediately.
- 3-3.** A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected. He/She shall take office January 1st, the following year and serve for one (1) year or until their successor shall take office.

Article 4 - Duties of Officers

- 4-1.** The Chair shall be an appointed member of the Commission and shall:
- 4-1-1.** Preside at all meetings.
 - 4-1-2.** Appoint committees, special and/or standing and liaisons.
 - 4-1-3.** Rule on all procedural questions (subject to a reversal by a majority vote of the members present).
 - 4-1-4.** Be informed immediately of any official communication and report same at the next regular meeting.

- 4-1-5.** Represent the Commission before the County Council and other public bodies except when this responsibility has been delegated to an appropriate official or Commission member.
 - 4-1-6.** Carry out other duties as assigned by the Commission.
 - 4-1-7.** Fill any vacancies in the offices of Vice-Chair or Secretary by appointment lasting through January 1st of the following year.
- 4-2.** The Vice-Chair shall be an appointed member of the Commission and shall:
 - 4-2-1.** Act in the absence or inability of the Chair to act.
 - 4-2-2.** Have the powers to function in the same capacity as the Chair in cases of the Chair's inability to act.
 - 4-2-3.** Fill immediately any vacancy in the office of Chair through January 1st of the following year.
 - 4-2-4.** Be responsible for the orientation of new members of the Commission.
- 4-3.** The Secretary shall:
 - 4-3-1.** Keep a written record of all business transacted by the Commission.
 - 4-3-2.** Keep a file of all official records and reports of the Commission.
 - 4-3-3.** Certify all minutes of the Commission.
 - 4-3-4.** Give notice of all hearings and public meetings.
 - 4-3-5.** Attend to the correspondence of the Commission.
 - 4-3-6.** Keep a set of minutes.
 - 4-3-7.** Prepare and be responsible for the publishing of all advertisements relating to public hearings.
 - 4-3-8.** If the Secretary is an appointed member of the Commission, the Secretary may, with the consent of the Commission, delegate any of the above responsibilities of the Secretary to the Director of Development Services (or similar official), except that the certification of minutes of the Commission may not be delegated.

Article 5 - Standing and Special Committees

- 5-1.** Any standing committees may be appointed by the Chair.
- 5-2.** Any special committees may be appointed by the Chair and shall function for a duration as set by the Chair. The duties and responsibilities of any special committee shall be clearly defined and outlined at a regularly scheduled Planning Commission meeting.
- 5-3.** Each standing and special committee shall prepare a written report of meetings held to become a part of the permanent records of the Commission.

Article 6 - Meetings

- 6-1.** Regular meetings of the Commission shall be held on the first Thursday of each month, commencing at 5:30pm and ending at 8:00pm. Meetings may be extended beyond 8:00 p.m. With the approval of a majority of the members present. When a meeting date falls on a legal holiday, the meeting shall be held on the week following unless otherwise designated by the Commission.
 - 6-1-1.** Commission public hearings shall be held during the regular meeting on the first Thursday of each month.
- 6-2.** Special meetings shall be called at the request of the Chair or at the request of any three members of the Commission. Written notice which states the time and purpose of the special meeting shall be given to each member at least five (5) days prior to such meetings. Noticing of special meetings shall be made in compliance with State Code Ann. §17-27a Part 2 and §17-53 Part 4.

6-3. A majority of the membership of the Commission shall constitute a quorum. When a quorum is present, a majority vote of the members present is sufficient for the adoption of any motion. Voting may be a roll call, in which case a record shall be kept as part of the minutes. Any member shall have the right to demand a roll call vote.

6-4. Meetings shall be open to the public except when deemed necessary, in which case the Commission may go into Executive (closed) Session, when the provisions of the Utah Open and Public Meetings Act, State Code Ann §17-53 Part 4, shall be in effect.

6-5. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Planning Commission in all cases to which they are applicable and in which they are not inconsistent with the Bylaws, any special rules of order the Planning Commission may adopt, and County or State code that regulates the Planning Commission or its meetings.

6-6. Electronic Meetings

6-6-1. A Commission meeting may be convened and conducted by means of telephonic, telecommunications, or computer conference by satisfying the requirements of Utah Code Ann. § 52-4-207.

6-6-2. The primary purpose for holding electronic meetings is to enable members of the Commission to participate in the meeting electronically. Provision may be made for a member of the public to monitor an open meeting of the Commission through electronic means, provided that the County will not be required to acquire any equipment, facilities or expertise which the County does not already possess in order to accommodate the request. Notwithstanding anything to the contrary in this Policy, with the exception of a public hearing, the general public and other interested persons need not be provided an opportunity to participate in, as opposed to attend and monitor, an electronic meeting.

6-6-3. Not less than 24 hour advance public notice, including the agenda, date, time, location, and a description of how the Commission Members will be connected to the electronic meeting, will be given for each electronic meeting of the Commission by posting a written notice at the principal office of the County, or at the building where the meeting is to be held, and providing written or electronic notice to at least one newspaper of general circulation in the County, and by posting the notice on the Utah Public Notice Website created under Utah Code Ann. § 63F-1-701. In addition, the notice must be provided to all Commission Members at least 24 hours before the meeting. These notice requirements are minimum requirements and are not to be construed as precluding such additional postings and notifications as may be directed by the Commission.

6-6-4. The Chair, or the Vice-Chair in the Chair's absence, may determine, based upon budget or logistical considerations, that it is not in the best interest of the County to hold an electronic meeting, in which event the meeting will not be held as an electronic meeting. The Chair, or the Vice-Chair in the Chair's absence, may also restrict the number of separate electronic connections that are allowed for an electronic meeting based on available equipment capacity. The request from a member of the public to participate in a meeting electronically may be denied by the Chair, or Vice-Chair in the Chair's absence, based on budget, public policy, or logistical considerations deemed sufficient by the Chair or Vice-Chair.

6-6-5. No action may be taken and no business may be conducted at a meeting of the Commission unless a quorum, consisting of a simple majority of the members of the Commission, is present. A Commission Member who is not physically present may nevertheless participate in the meeting through electronic means and be counted toward

the required quorum in accordance with Utah Code Ann. § 52-4-207. Any Commission Member participating via electronic means may make, second, and vote on all motions and participate in the discussion as though present.

Article 7 - Order of Business

7-1. The order of business for a Regular Meeting shall be:

7-1-1. Call to Order by the Chair

7-1-2. Roll call by the Secretary

7-1-2-1. Determination of a quorum

7-1-3. Approval of agenda

7-1-4. Approval of minutes

7-1-5. Report of the Secretary

7-1-6. Consent Agenda

7-1-9. Agenda Items

7-1-9-1. Public Comment

7-1-9-2. Public Hearings

7-1-10. Report of Special Committees

7-1-11. Liaison Reports

7-1-12. Zoning Administrator's Report

7-1-13. Adjournment

7-2. The Zoning Administrator is authorized to prepare for each meeting a consent agenda for consideration by the Commission. The consent agenda may include any item believed by the Zoning Administrator to meet all required ordinances, be routine, and not controversial in nature.

7-2-1. A single motion and vote in favor thereof shall approve all items on the consent agenda.

7-2-2. Any member of the Commission may request to have any item removed from the consent agenda. Such request need not be seconded. Such item shall then be taken up for discussion by the Commission as a regular agenda item.

7-3. Public Comment portion of the meeting will be limited to 30 minutes for each agenda item unless otherwise specified by the Chair.

7-3-1. The agent for the agenda item will be limited to a 5-minute period of open discussion, with additional time allowed to respond to questions of the Planning Commission.

7-3-2. Individual speakers from the public will be limited to 3 minutes each unless prior approval is obtained from the Chair.

Article 8 – Communication and Correspondence

8-1. To ensure that the decision-making process is fair and impartial, the Planning Commission is to abide by certain standards regarding "ex parte" communication on cases under review.

8-1-1. Ex parte communication is defined as "oral or written, off-the record communication made to or by commissioners or commission decision-making personnel, without notice to parties, that is directed to the merits or outcome of an on-the-record proceeding."

8-1-2. If prohibited ex parte communication is attempted, the Commissioner involved should first attempt to stop the party from engaging in prohibited behavior, then document the attempt and notify the Secretary. The Secretary will then enter a statement into the public file and make copies of the statement available to other parties in the case.

8-2. If the Planning Commission and/or a Commissioner determines that there is a conflict of interest on an agenda item, that Planning Commissioner shall not participate in the discussion or action on that agenda item. In such event, the Planning Commissioner shall seat themselves in the audience or leave the room. For purposes of determining the existence of a quorum, that Commissioner shall not be counted.

8-3. It shall be the duty of the Secretary to communicate by telephone or other means when necessary to make communications that cannot be carried out as rapidly as required through direct correspondence.

8-4. All official papers and plans involving the authority of the Commission shall bear the signature of the Chair or Vice-Chair.

Article 9 - Amendments

9-1. These by-laws may be changed by a recorded two-thirds (2/3) vote of the entire Planning Commission and approval by the County Council.

2021 MEETING DATES AND APPLICATION DEADLINES

2021 MEETING DATES AND APPLICATION DEADLINES					
PLANNING COMMISSION (1 st Thursday of each month*)		COUNTY COUNCIL (2nd & 4th Tuesday*)		BOARD OF ADJUSTMENTS (3 rd Thursday of each month)	
Application Deadline 3:00 PM	MEETING DATE 5:30 PM	MEETING DATE 5:00 PM		Application Deadline 3:00 PM	MEETING DATE 6:00 PM
2 Dec 20	7 Jan	12 Jan	26 Jan	31 Dec 20	21 Jan
6 Jan	4 Feb	9 Feb	23 Feb	28 Jan	18 Feb
3 Feb	4 Mar	9 Mar	23 Mar	25 Feb	18 Mar
3 Mar	1 Apr	13 Apr	27 Apr	25 Mar	15 Apr
7 Apr	6 May	11 May	25 May	29 Apr	20 May
5 May	3 Jun	8 Jun	22 Jun	27 May	17 Jun
2 Jun	8 Jul*	13 Jul	27 Jul	24 Jun	15 July
7 Jul	5 Aug	10 Aug	24 Aug	29 Jul	19 Aug
4 Aug	2 Sep	14 Sep	28 Sep	26 Aug	16 Sep
1 Sep	7 Oct	12 Oct	26 Oct	30 Sep	21 Oct
6 Oct	4 Nov	9 Nov	23 Nov	28 Oct	18 Nov
3 Nov	2 Dec	7 Dec*	14 Dec*	24 Nov	16 Dec