

APPROVED

**CACHE COUNTY
COUNCIL MEETING
MINUTES
NOVEMBER 12, 2013**

**CACHE COUNTY COUNCIL
NOVEMBER 12, 2013**

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**CACHE COUNTY COUNCIL MEETING
November 12, 2013**

The Cache County Council convened in a regular session on November 12, 2013 at 5:00 p.m. in the Cache County Council Chamber at 199 North Main, Logan, Utah.

ATTENDANCE:

Chairman: Val Potter
Vice Chairman: H. Craig Petersen
Council Members: Craig "W" Buttars, Kathy Robison, Jon White, Cory Yeates & Gordon Zilles.
County Executive: M. Lynn Lemon
County Clerk: **Jill N. Zollinger (absent)**
County Attorney: James Swink

The following individuals were also in attendance: Janeen Allen, Mikelshan Bartschi, Denise Ciebien, Klark B. Gailey, Sharon L. Hoth, Cameron Jensen, Chad Jensen, Erika Pound, Director Josh Runhaar, Dianna Schaeffer, Auditor Tamra Stones, Brock Van Wagoner, Betty Weeks,
Media: Shannon Nielsen (Herald Journal), Jenny Christensen (KVNU).

OPENING REMARKS AND PLEDGE OF ALLEGIANCE

Council member Yeates gave the opening remarks and led those present in the Pledge of Allegiance.

REVIEW AND APPROVAL OF AGENDA

ACTION: Motion by Council member Yeates to approve the amended agenda with the time for Item 10a – *Set Public Hearing for November 26, 2013 at 6:00 p.m. – Open 2013 Budget* changed to read "*at 6:15 p.m.*" Zilles seconded the motion. The vote was unanimous, 7-0.

REVIEW AND APPROVAL OF MINUTES

ACTION: Motion by Council member Buttars to approve the minutes of the October 22, 2013 Council Meeting as written. Robison seconded the motion. The vote was unanimous, 7-0.

REPORT OF THE COUNTY EXECUTIVE: M. LYNN LEMON

APPOINTMENTS: Aaron Jossie Cache County Deputy Sheriff

ACTION: Motion by Council member Yeates to approve the recommended appointment. Petersen seconded the motion. The vote was unanimous, 7-0.

WARRANTS: Warrants for the period 09-24-2013 to 09-27-2013 and 10-25-2013 to 11-04-2013 were given to the Clerk for filing.

OTHER ITEMS:

- ❑ **Sage Grouse Meetings** – Executive Lemon announced meetings on the Sage Grouse Implementation Plan in Randolph, Utah on December 11, 2013 and in Snowville, Utah on December 12, 2013. There are public meetings in the evening on those dates, but they will meet with city/county officials during the day. Lemon asked if any Council member is interested and what time is preferred. Council member Yeates would like to attend, but prefers daytime.
- ❑ **UAC Public Lands Meeting** – Executive Lemon asked Council members to attend the Public Lands Meeting November 13, 2013 from 1:30 to 5:30 p.m. The Sage Grouse issue and House Bill 162 will be discussed. Yeates said he will attend.

ITEMS OF SPECIAL INTEREST

- **Proclamation – Faith Exchange Welcome Weeks (F.E.W.W.)** – Chairman Potter asked Council member Robison to read the proclamation aloud.

(Attachment 1)

ACTION: Motion by Council member Zilles to accept the proclamation designating November 2013 the Faith Exchange Welcome Weeks (F.E.W.W.). Buttars seconded the motion. The vote was unanimous, 7-0.

Chairman Potter commented he just received word that the VAWA Grant Report on the agenda will be moved to another date.

BUDGETARY MATTERS

◆ **Intra-Departmental Transfer**

Roads-Class B

Transfer \$10,000.00 from
Prof & Tech-Eng & Admin
to
Road Signing
for Signage

Survey

Transfer \$32,040.00 from
Salary (\$21,580),
Employee Benefits (\$8,742.00), Subscriptions &
Memberships (\$325.00)
Travel (\$162.00)
Office Ex (\$644.00)
Equip Supplies & Maint (\$587.00)
to
Prof & Tech – Plan Checks
for Section Corner Correction Project

(Attachment 2)

ACTION: Motion by Council member Yeates to approve the budget transfers. Robison seconded the motion. The vote was unanimous, 7-0.

PUBLIC HEARINGS, APPEALS AND BOARD OF EQUALIZATION MATTERS

PUBLIC HEARING SET: NOVEMBER 26, 2013 – 6:15 P.M. – OPEN 2013 BUDGET

ACTION: Motion by Council member Yeates to set a Public Hearing – November 26, 2013-6:15 p.m.-Open 2013 Budget. Zilles seconded the motion. The vote was unanimous, 7-0.

PENDING ACTION

- **Resolution No. 2013-25 – Amendments to the Manual of Roadway Design and Construction Standards** – This item was discussed at a previous Council meeting and Director Runhaar asked if the Council had any questions.

Chairman Potter asked if the county requires a bond for construction. Runhaar replied that is correct.

(Attachment 3)

ACTION: Motion by Vice Chairman Petersen to approve Resolution No. 2013-25 – Amendments to the Manual of Roadway Design and Construction Standards. Yeates seconded the motion. The vote was unanimous, 7-0.

INITIAL PROPOSAL FOR CONSIDERATION OF ACTION

- **Review of Preliminary 2014 Budget and Budget Workshops and Discussion – Revenue for Road Department, Water Department, and Mental Health** – Executive Lemon indicated he has been working to try to balance all of the budgets and in an effort to fund the Road Department 35% of their expenses were moved into the General Fund which leaves the General Fund out of balance \$1.2 million. Increases in labor, fuel and materials have depleted the Road Department's budget. The Council has indicated they will consider a tax increase to fund the Road Department, but the Water Department and Mental Health services will miss out on matching funds of about \$20.00 for every dollar the County doesn't appropriate for them. The \$1.2 million that the General Fund needs to balance amounts to about a 10% property tax increase which would generate approximately \$1,880,000.00. Lemon reminded the Council that the County has a reduced bond payment this year and could get by without a tax increase, but that will not be the case next year. A 10% property tax increase will be about a \$23.85 increase on a home valued at \$188,000.00.

Council member Buttars asked how much might come from Secure Rural Schools Funding. Lemon said it will be about \$200,000.00, but that is not a sure thing.

Vice Chairman Petersen observed that the school bonds that were just approved will raise property taxes as well.

Council members were agreed that putting off a tax increase until next year will only create a worse situation at that time.

Lemon reminded the Council that the County has tried to be frugal and positions have not been filled as well as doing away with the Surveyor's office and the consolidation of some county offices.

The Council directed Executive Lemon to purchase a quarter page ad noting the intent to have a public hearing to consider a property tax increase.

PUBLIC HEARINGS, APPEALS AND BOARD OF EQUALIZATION MATTERS

PUBLIC HEARING: NOVEMBER 12, 2013 – 5:30 P.M. – ORDINANCE NO. 2013-17 – CONSOLIDATION OF CERTAIN CACHE COUNTY OFFICES

Attorney Swink said his office has reviewed the ordinance and made a few minor revisions, but nothing substantial.

Deputy Executive Cameron Jensen went over the recommendations of the Government Finance Officers Association (GFOA) and the Government Accountability Office (GAO) concerning internal controls.

(Attachment 4)

Chairman Potter opened the Public Hearing and invited public comment.

Craig Curtis Asked who the auditor will report to? The reply was the Audit Committee which consists of some Council members and the County Executive. Curtis spoke in favor of separating the accounting and auditing functions but believes the auditor position should be an elected position rather than an appointed position because an elected auditor is immune to retribution from a department that might receive negative findings. Curtis believes external audit fees will be less with the proposed change.

Dianna Schaeffer asked how the county identified the cost and efficiency savings mentioned in the proposal, expressed concerns over the conflicting calendars of the auditor and clerk's offices, and asked how the transition will occur?

There was no other public comment.

ACTION: Motion by Council member Yeates to close the Public Hearing- November 12, 2013-5:30 p.m.-Ordinance No. 2013-17. Robison seconded the motion. The vote was unanimous, 7-0.

Vice Chairman Petersen remarked that Schaeffer's questions were good ones and urged the Council to get the answers for her.

Executive Lemon said Cameron Jensen will bring that information to the November 26, 2013 Council meeting.

- Ordinance No. 2013-17 – Consolidation of Certain Cache County Offices –**
Council member Buttars stated Schaeffer's questions need to be answered before the ordinance can be acted on.

INITIAL PROPOSAL FOR CONSIDERATION OF ACTION

- **Hardship Applications** – *(Details on file in the County Auditor's Office.)*
 - The Council asked for more information on No. 0021.

ACTION: Motion by Vice Chairman to approve the 50% tax abatement for years 2009, 2010 and 2011 for No. 0015. Yeates seconded the motion. The vote was unanimous, 7-0.

ACTION: Motion by Council member Buttars to approve the hardship application of No. 0005. Yeates seconded the motion. The vote was unanimous, 7-0.

ACTION: Motion by Vice Chairman Petersen to approved the hardship application for No. 0010. Yeates seconded the motion. The vote was unanimous, 7-0.

ACTION: Motion by Vice Chairman Petersen to approve the hardship application to No. 0016. White seconded the motion. The vote was unanimous, 7-0.

- **Discussion – Elected Officials' Salaries** –The Council looked over a handout that Chairman Potter put together with information relative to various percentages of salary increase. Potter said salaries have been historically behind other counties and with the county election next year, salaries should be adjusted to entice good candidates.

Council member Robison said that Potter's proposed increase would amount to a \$30,000.00 increase in the past thirteen years and she doesn't know anyone else who has received that kind of a raise.

Chairman Potter noted there were years when the elected officials received no salary increase. Council member White countered it isn't fair to give the elected officials a raise larger than anyone else.

Council member White was opposed to any increase.

Zilles stated it has to be remembered that Cache County elected officials' salaries are way out of line when compared to other comparable counties. Potter commented that the same argument goes for employees' salaries.

Zilles also noted that nothing was done for the elected officials last year and they were promised some kind of an adjustment this year. Lemon agreed. Non-elected department heads received increases last year, but not the elected officials.

Council member Buttars suggested a 4% increase since they didn't receive the 2% last year.

ACTION: Motion by Council member Buttars to increase salaries of elected officials for the coming year by 4%. Petersen seconded the motion. The motion passed, 6 aye – Buttars, Petersen, Potter, White, Yeates & Zilles and 1 nay – Robison.

Vice Chairman Petersen asked if Buttars intended the motion to include the Council members' salaries. Buttars said he did not.

ACTION: Motion by Council member White to not raise Council members' salaries for the coming year. Petersen seconded the motion. The vote was unanimous, 7-0.

- **Resolution No. 2013-27 – Development Services Fee Schedule** – Director Runhaar reviewed the major components that have been changed in the fee schedule.

(Attachment 5)

ACTION: Motion by Vice Chairman Petersen to adopt Resolution No. 2013-27-Development Services Fee Schedule. Yeates seconded the motion. The vote was unanimous, 7-0.

- **Approval of Consultant Agreement** – Attorney Swink indicated the basic terms of the agreement are that Auditor Stones will work through the end of the year full-time and receive her regular wage for this year, drop to six hours a week next year and continue on a stand-by basis for consultant work through 2017 with her health insurance to be paid by the County.

Council member White asked how much the health insurance is. The answer was about \$10,000.00.

Council member Yeates noticed that No. 3 on page 2 has the word “resignation” and questioned whether the Auditor is resigning. Attorney Swink said that is in error and asked Auditor Stones if the reference to resignation can be stricken and initialed by her. Auditor Stones concurred.

(Attachment 6)

ACTION: Motion by Council member Zilles to approve the Cache County Consultant Agreement between Tamra Stones and Cache County with the correction noted. Yeates seconded the motion. The vote was unanimous, 7-0.

OTHER BUSINESS

- ✓ **UAC 2013 Annual Convention – November 13-15, 2013 – St. George** – Council member Yeates will deliver the County gift basket to the convention.

Chairman Potter said Zion's Finance has invited County officials to a gathering at 5:30 p.m. tomorrow at The Brick Oven in St. George.

- ✓ **By-Mail Election Complaints** – Executive Lemon and Chairman Potter said they have received a complaint from a citizen that there was vote suppression by the by-mail election procedure. Lemon pointed out that the voter turnout was 35-40% in the by-mail election which was much higher than cities having regular elections.

Council member White said it was advertised in the newspaper, on the radio and there was a pink piece of paper enclosed that told voters their ballot was enclosed and there would not be a polling place for them to vote at on Election Day. The outside of the envelope said it was “Official Election Mail” as well.

Executive Lemon asked that Clerk Zollinger bring the envelopes and notices that were sent out to the next Council meeting and report on the voter turnout percentages countywide.

Lemon said the citizen(s) also took exception with the Cache School District paying for the election; however, Utah Code requires the entity having the election to bear the cost of the election.

Lemon and Potter will respond to the citizen(s) lodging the complaint.

- ✓ **Cache County Employee Christmas Dinner – December 11, 2013, 6:30 p.m. Riverwoods Conference Center**

COUNCIL MEMBER REPORTS

Craig “W” Buttars said he met with the County Water Manager to discuss the responsibilities of the Water Board. The Board will be meeting on a regular basis and keep the Council informed of water issues.

Executive Session – Pursuant to Utah Code Annotated 52-4-205(1)(c) - To discuss pending or reasonably imminent litigation.

ACTION: Motion by Vice Chairman Petersen to adjourn to an Executive Session to discuss pending or reasonably imminent litigation. Yeates seconded the motion. The vote was unanimous, 7-0.

The Council adjourned to an Executive Session at 7:05 p.m.

ACTION: Motion by Council member Yeates to adjourn from the Executive Session. White seconded the motion. The vote was unanimous, 7-0.

The Council Adjourned from the Executive Session at 7:39 p.m.

ADJOURNMENT

ACTION: Motion by Council member Yeates to adjourn the County Council meeting. Zilles seconded the motion. The vote was unanimous, 7-0.

The Council meeting adjourned at 7:39 p.m.

ATTEST: Jill N. Zollinger
County Clerk

APPROVAL: Val Potter
Chairman



Proclamation
Faith Exchange Welcome Weeks
November 2013

WHEREAS, Logan City and Cache County is a community of individuals reflecting a wide spectrum of religious beliefs and cultures, and

WHEREAS, harmony within any religiously diverse community is, in good measure, based upon understanding and respect for individuals having various doctrinal viewpoints, and

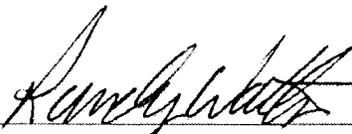
WHEREAS, the religious and civic leaders of this community share the belief that understanding and compassion are vital to the well being of the citizens of Logan City and Cache County, and

WHEREAS, the religious and civic leaders are aware that many citizens of Logan City and Cache County lack a comfortable mechanism by which they can gain greater awareness of the belief systems of friends and neighbors,

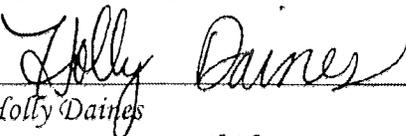
*LET IT BE RESOLVED that Logan City and Cache County declares **November 2013 as Faith Exchange Welcome Weeks**, a month during which friends and neighbors may visit each others' places of worship with the full assurance that there will be heartfelt welcoming and no proselytizing.*

The motto for the month will be
"We're looking for a F.E.W.W. good people."

In Witness thereof, I hereunto set my hand on this 31st day of November, 2013.



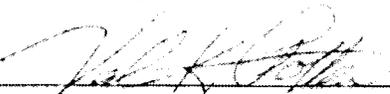
 Randy Watt
 Logan City Mayor



 Holly Daines
 Logan City Council Chairman



 M. Lynn Aemon
 Cache County Executive



 Val K. Potter
 Cache County Council Chairman

Contact: Betsy Franchina, Chair, Cache Community Connections

REQUEST FOR INTRA-DEPARTMENTAL BUDGET TRANSFER

DEPARTMENT: ROADS-CLASS B
 DATE: 06-Nov-13

Amount to be transferred -- (rounded to the nearest dollar) \$ 10,000

Transfer From ---

ACCOUNT	DESCRIPTION	Current Budget	Increase DR	Decrease CR	Amended Budget
200-4415-310	PROF & TECH-ENG & ADMIN	\$ 15,000		\$ (10,000)	\$ 5,000

Transfer To ---

200-4415-290	ROAD SIGNING	\$ 17,000	\$ 10,000		\$ 27,000
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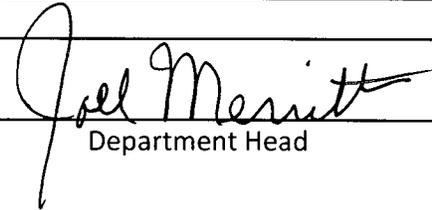
Totals

\$ 10,000 \$ (10,000) \$ -

Net adjustment

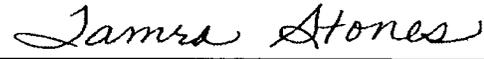
\$ -

Description of needs and purpose of transfer ---
 SIGNAGE


 Department Head

Recommendation: Approval Disapproval

Date: 06-Nov-13

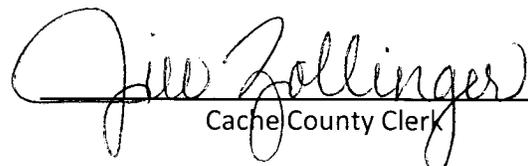

 Cache County Auditor

Recommendation: Approval Disapproval

Date: 06-Nov-13


 Cache County Executive

Consented by the Cache County Council meeting in regular session on the 12th day of November, 2013.


 Cache County Clerk

REQUEST FOR INTRA-DEPARTMENTAL BUDGET TRANSFER

DEPARTMENT: SURVEY
 DATE: 06-Nov-13

Amount to be transferred -- (rounded to the nearest dollar) \$ 32,040

Transfer From ---

ACCOUNT	DESCRIPTION	Current Budget	Increase DR	Decrease CR	Amended Budget
100-4147-110	SALARY	\$ 107,866		\$ (21,580)	\$ 86,286
100-4147-130	EMPLOYEE BENEFITS	\$ 38,784		\$ (8,742)	\$ 30,042
100-4147-210	SUBSCRIPTIONS & MEMBERSHIPS	\$ 400		\$ (325)	\$ 75
100-4147-230	TRAVEL	\$ 1,200		\$ (162)	\$ 1,038
100-4147-240	OFFICE EX	\$ 1,250		\$ (644)	\$ 606
100-4147-250	EQUIP SUPPLIES & MAINT	\$ 2,000		\$ (587)	\$ 1,413

Transfer To ---

100-4147-310	PROF & TECH - PLAN CHECKS	\$ 29,372	\$ 32,040	\$ -	\$ 61,412
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Totals \$ 32,040 \$ (32,040) \$ (0)

Net adjustment \$ (0)

Description of needs and purpose of transfer ---

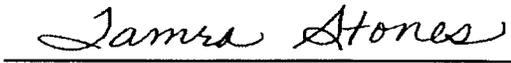
SECTION CORNER CORRECTION PROJECT



Department Head

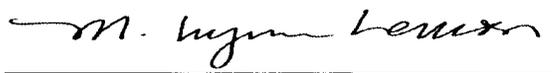
Recommendation: Approval Disapproval

Date: 06-Nov-13

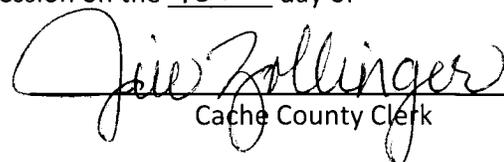

 Cache County Auditor

Recommendation: Approval Disapproval

Date: 06-Nov-13


 Cache County Executive

Consented by the Cache County Council meeting in regular session on the 12th day of November, 2013.


 Cache County Clerk

RESOLUTION NO. 2013-25

CACHE COUNTY, UTAH

AMENDMENTS: THE CACHE COUNTY MANUAL OF ROADWAY DESIGN AND CONSTRUCTION STANDARDS

AMENDMENTS TO THE CACHE COUNTY MANUAL OF ROADWAY DESIGN AND CONSTRUCTION STANDARDS

WHEREAS, the Cache County Council has adopted Title 12: Roadways and Public Places, and;

WHEREAS, the amendments to the Manual of Roadway Design and Construction Standards have been reviewed by members of the Cache County Council, and;

WHEREAS, Cache County has developed consistent standards for the development of roads in the interest of the health, safety, and welfare of persons travelling County roadways, and;

WHEREAS, the amendments to the Manual of Roadway Design and Construction Standards were submitted to the Cache County Planning Commission ("Planning Commission") and on September 5th, 2013, the Planning Commission recommended approval of the proposed amendments to the Cache County Council, and;

WHEREAS, the Cache County Council has determined that it is both necessary and appropriate for the County to implement the amendments to the Manual of Roadway Design and Construction Standards as found in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the Cache County Council hereby adopts the following resolution:

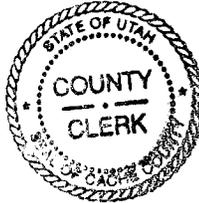
The amendments to the Cache County Manual of Roadway Design and Construction Standards as attached and made part hereof in Exhibit A and superseding the prior Cache County Manual of Roadway Design and Construction Standards

APPROVED AND ADOPTED this 12th day of November, 2013.

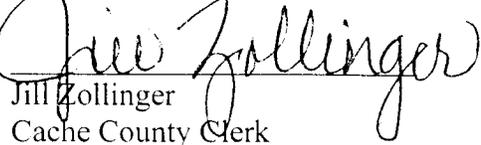
CACHE COUNTY COUNCIL



Val Potter, Chair
Cache County Council



ATTEST:



Jill Zollinger
Cache County Clerk

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1.0 GENERAL IMPROVEMENT REQUIREMENTS

1.1 Scope of Work.

This section defines the general requirements for roadway related improvements designed and constructed as public infrastructure. The improvements shall include all public utilities (i.e. sanitary sewer and culinary water as pertains to roadway crossings, storm sewer and drainage facilities), grading, surfacing, erosion control, traffic signing, traffic control, and road improvements. Roadway improvements must provide for future extension beyond the proposed development and must be compatible with the contour of the ground for proper drainage and for servicing future development.

Developers shall be required to make improvements to roadways in accordance with the County adopted design standards. The developer is encouraged to work with adjacent property owners that will benefit from said roadway 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

Any terms or words not specifically defined herein shall be terms as defined in the common English language.

- A. Developing Parcel – a parcel or lot being developed through the process of a subdivision, conditional use permit, building permit for a single family home, or commercial business.
- B. Substandard Roadway – Any roadway that does not meet the standards as established within this document based on the classification of the roadway and the existing conditions of the roadway.
- C. Private Road – A road 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.

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 Cache County 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, 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 adopted Cache County standards, the County adopts the following as standards for all issues related to the design, construction, maintenance, and other related road, utility, and infrastructure improvements not specifically covered 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)

1.8 Authority and Design Exceptions

The Director of Development Services (herein referred to as the "Director") shall have the authority to enforce this policy. Design exceptions to the Standard will be considered and evaluated on an individual basis by the Director, or the Director's designee. Full justification and documentation must be provided explaining the reasoning as to why the roadway standards cannot be met, why an alternative design or construction method can meet the intent of the roadway standards, and including any other relevant information.

- A. In considering any 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
- B. The Director shall evaluate exceptions to the standards as set forth in this policy and approve, deny, or modify the requested exception. Appeals of the Director's decision shall be made to the County Council.
- C. 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 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 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.

2.0 ROADWAY DESIGN

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 5.0 - Current Road Conditions Classification* provides for a graphical reference to the County’s roadways and their classification.

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

**Table 2.1
Roadway Functional Classifications**

Category Assignment	County Designation Level-of-importance
A	Arterial
C	Collector
L	Local
R	Rural
P	Private
M	Mountain
U	Unimproved

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 6.0 - Planned Road Conditions Classification* provides for a graphical reference to the County’s planned roadway classifications.

2.2 County Roads in and adjacent to Municipalities

- A. Municipal County Roads
1. County roads within municipal boundaries shall be designated with a roadway classification as designated within Table 2.1, but also identified with a –MC.
 2. County roads within municipalities shall 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 municipality.
 3. 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 planned development activities related to the roadway on a municipal annexation road shall be reviewed by the affected municipality. The County shall review any comments or requests made by an 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					
		Private ⁶	Mountain Road ^{1,2,6}	Rural ⁶	Local	Collector	Arterial
Planned	Planned Design Limits - Approximate ADT	Up to 30	Up to 30	Up to 30	40-1500	1600-5000	Over 5000
	Minimum Width (feet)						
	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. Roadway standard structural cross sections shall comply with standard sections as shown in Table A-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 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 meet the minimum standards as adopted within the County Manual of Roadway Design and Construction Standards.

1. Basic Improvement Requirements
 - a. All public roadways shall be identified and mapped (Appendix A5.0) 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 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
 - i. Roadway travel lanes, in conformance with Table 2.2, shall be required on all roads of the identified access that provide service to a proposed development.
 - ii. Full shoulder and clear zone improvements shall be made for the immediate frontage of any developing parcel as determined by the County.
 - iii. 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. With the approval of Cache County the developer may offer alternative roadway improvements to the road network servicing a development. The

County 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.

4. Requests for Permits on Existing Roadways

- a. The following requests shall be required to meet this Standard:
 - i. Subdivisions and subdivision amendments that create one (1) or more new building lots including one (1) lot subdivisions
 - ii. Conditional use permits
 - iii. Boundary line adjustments
 - iv. Zoning clearances for commercial structures
 - v. Zoning clearances for residential structures on:
 - I. 1970/1978/2000 Legal Parcels
 - II. Other Legal Lots where no specific approval has been issued for said parcel
 - III. Legal Lots with a legal Accessory/Agricultural Structures
- b. Residential building permit requests on the following types of lots are considered to be 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 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. Non-Commercial Accessory/Agricultural Structures or Utility Facilities/Structures
 - 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:
 - i. Limited access roads
 - ii. Reverse frontage with screen planting contained in a non-access reservation

- along the rear property line
 - iii. Deep lots with rear service alleys
 - iv. 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**

	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:
 - i. It is determined to be in the County's interest to locate the fence within the public right-of-way, or
 - ii. 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 .
 - iii. 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.

4.0 STORM DRAINAGE DESIGN

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.

**Table 5.2
Cache County Driveway Standards**

Dimension within ROW	Access Width	Residential	Commercial / Industrial¹
	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.

A1.0 Standards for Construction Drawings

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:

All drawings and/or prints shall be clear and legible and conform to good engineering and drafting practice, on 24" X 36" or 11" X 17" sheets as approved by the County .

- A. 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:
 - i. Name of County
 - ii. Project title (subdivision, etc.)
 - iii. Specific type and location of work
 - iv. Signature block for approval signature of County and date
 - v. 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
- B. 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
- C. 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.

D. 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)

E. Erosion Control Plans

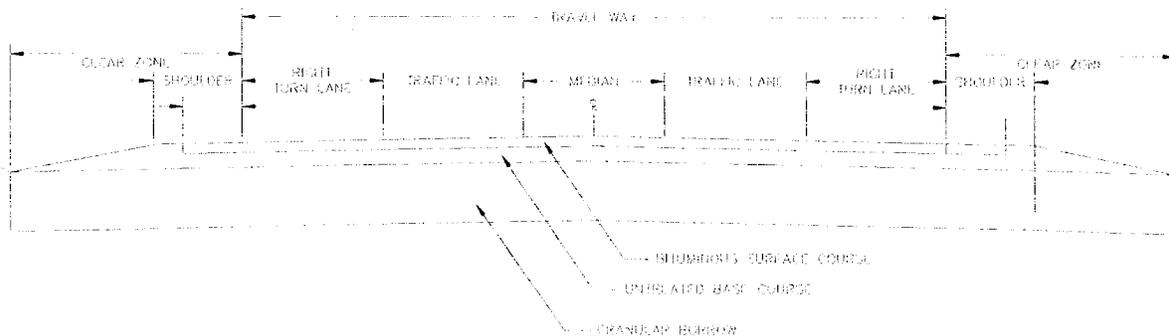
1. Plans showing site general layout and drainage patterns and outlets for water exiting construction site
2. De-silting basin details including inlets, outlets, and piping facilities
3. Calculations to substantiate design (include in submittal but not to be included on plans)
4. Erosion control construction 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

- 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:
 - i. 25 feet for local/rural roads
 - ii. 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 width is the sum of the traffic lanes, median, auxiliary lanes, and graded shoulder widths given in Table A-6. 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 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 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 A-6
Typical Cross Section Minimum Standards**

		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 A-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.

Table A-8
Typical Cross Section Structural Values

Typical Section	Bituminous Surface Course (BSC)	Untreated Base Course (UTBC)	Granular Borrow (GB)
A	0	6	14
B	2.5 ¹	6	14
C	4	6	14

6.0 SIGNAGE AND ROADSIDE HAZARDS

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.

G. 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.

H. 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.

I. 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 2.2
 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 landowners expense.

Amendments to the Manual of Roadway Design and
Construction Standards

1.0 GENERAL IMPROVEMENT REQUIREMENTS

1.1 Scope of Work.

This section defines the general requirements for roadway related improvements designed and constructed as public infrastructure. The improvements shall include all public utilities (i.e. sanitary sewer and culinary water as pertains to roadway crossings, storm sewer and drainage facilities), grading, surfacing, erosion control, traffic signing, traffic control, and road improvements. Roadway improvements must provide for future extension beyond the proposed development and must be compatible with the contour of the ground for proper drainage and for servicing future development.

Developers shall be required to make improvements to roadways in accordance with the County adopted design standards. The developer is encouraged to work with adjacent property owners that will benefit from said roadway 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

Any terms or words not specifically defined herein shall be terms as defined in the common English language.

- A. Developing Parcel -- a parcel or lot being developed through the process of a subdivision, conditional use permit, building permit for a single family home, or commercial business.
- B. Substandard Roadway - Any roadway that does not meet the standards as established within this document based on the classification of the roadway and the existing conditions of the roadway.
- C. Private Road - A road 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 ADF.

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.

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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 Cache County 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.

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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.

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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, 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.

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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

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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 adopted Cache County standards, the County adopts the following as standards for all issues related to the design, construction, maintenance, and other related road, utility, and infrastructure improvements not specifically covered 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)

1.8 Authority and Design Exceptions

The Director of Development Services (herein referred to as the "Director") shall have the authority to enforce this policy. Design exceptions to the Standard will be considered and evaluated on an individual basis by the Director, or the Director's designee. Full justification and documentation must be provided explaining the reasoning as to why the roadway standards cannot be met, why an alternative design or construction method can meet the intent of the roadway standards, and including any other relevant information.

- A. In considering any 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

B. The Director shall evaluate exceptions to the standards as set forth in this policy and approve, deny, or modify the requested exception. Appeals of the Director's decision shall be made to the County Council.

- C. 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.

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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 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 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

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**Table 2.2
Roadway Typical Sections**

		PUBLIC ROADWAYS					
		Private ²	Mountain Road ^{1,2,5}	Rural ³	Local	Collector	Arterial
Planned Limits - Approximate ADT		Up to 30	Up to 30	Up to 30	40-1500	1600-5000	Over 5000
Minimum Width (feet)	Travel Lane ⁴	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. Roadway standard structural cross sections shall comply with standard sections as shown in Table A-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 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

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easements shall meet the minimum standards as adopted within the County Manual of Roadway Design and Construction Standards.

1. Basic Improvement Requirements

- a. All public roadways shall be identified and mapped (Appendix A5.0) 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 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
 - i. Roadway travel lanes, in conformance with Table 2.2, shall be required on all roads of the identified access that provide service to a proposed development.
 - ii. Full shoulder and clear zone improvements shall be made for the immediate frontage of any developing parcel as determined by the County.
 - iii. 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. With the approval of Cache County the developer may offer alternative roadway improvements to the road network servicing a development. The

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County 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.

4. Requests for Permits on Existing Roadways

- a. The following requests shall be required to meet this Standard:
 - i. Subdivisions and subdivision amendments that create one (1) or more new building lots including one (1) lot subdivisions
 - ii. Conditional use permits
 - iii. Boundary line adjustments
 - iv. Zoning clearances for commercial structures
 - v. Zoning clearances for residential structures on:
 - I. 1970/1978/2000 Legal Parcels
 - II. Other Legal Lots where no specific approval has been issued for said parcel
 - III. Legal Lots with a legal Accessory/Agricultural Structures
- b. Residential building permit requests on the following types of lots are considered to be 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 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. Non-Commercial Accessory/Agricultural Structures or Utility Facilities/Structures
 - 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.

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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

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- along the rear property line
 - iii. Deep lots with rear service alleys
 - iv. Other treatment as may be necessary
- II. 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

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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**

	Permit Required	Traffic Control	Inspection	I /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.

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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.

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- 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:
 - i. It is determined to be in the County's interest to locate the fence within the public right-of-way, or
 - ii. 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.
 - iii. 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.

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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

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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.

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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.

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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.

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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

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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			
		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.

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Minimum Untreated Base Course

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A1.0 Standards for Construction Drawings

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:

All drawings and/or prints shall be clear and legible and conform to good engineering and drafting practice, on 24" X 36" or 11" X 17" sheets as approved by the County.

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A. 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:
 - i. Name of County
 - ii. Project title (subdivision, etc.)
 - iii. Specific type and location of work
 - iv. Signature block for approval signature of County, and date
 - v. Name, address, phone number, etc. of engineer or firm preparing drawings with license number, stamp, and signature

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9. Details at 1" = 10' or other appropriate scale to adequately provide required information

B. 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

C. 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 manline pipe
8. Outfall or receiving waters identification

- 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:
 - i. 25 feet for local/rural roads
 - ii. 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 width is the sum of the traffic lanes, median, auxiliary lanes, and graded shoulder widths given in Table A-6. 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 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 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.

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5. Compacted granular borrow shall be placed to the specified depth and width in accordance with Table A-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 A-8. The soils technician shall verify proper gradation, placement, and compaction of the material.

**Table A-8
Typical Cross Section Structural Values**

Typical Section	Bituminous Surface Course (BSC)	Untreated Base Course (UTBC)	Granular Borrow (GB)
A	0	6	14
B	2.5 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 emulsified asphalt material shall diluted to two (2) part of concentrate to one (1) part of water by the manufacturer be applied at a minimum temperature of 145° F and at a rate to attain 50% chip embedment prior to rolling and 70% embedment following rolling. An application 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.

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CACHE COUNTY GOVERNMENT SEPARATING ACCOUNTING AND AUDITING SERVICES

Following the Recommendations of the Government Finance Officers Association (GFOA)

The GFOA is the professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906. GFOA members are dedicated to the sound management of government financial resources.¹

GFOA makes the following recommendations regarding the internal audit function in government (emphasis added):²

- *Every government* should consider the feasibility of establishing a *formal internal audit function*, because such a function can play an important role in helping management maintain a comprehensive framework of internal controls.
- The internal audit function should be established formally by charter, enabling resolution, or other appropriate legal means.
- The internal auditors should conduct their work in accordance with the *professional standards* contained in the Government Accountability Office's (GAO) *Yellow Book*.
- The head of the internal audit function, at a minimum, should possess a college degree and appropriate relevant experience. It is also highly desirable that this person hold some appropriate form of professional certification, such as Certified Public Accountant, Certified Internal Auditor, or Certified Information Systems Auditor.
- All reports of the internal auditor, as well as the annual internal audit work plan, should be made available to the agency's audit committee or its equivalent.

In 2011 the GFOA completed a study requested by Salt Lake County which asked the GFOA to recommend the best structure for providing accounting and auditing services. The GFOA reviewed the existing practices of Salt Lake County and the existing laws of the State of Utah. Their conclusion was to recommend that Accounting Services should be provided by the Mayor's (Executive's) Office, rather than the Auditor's Office. The Mayor's Office stated, "The change is designed to increase efficiency, increase accountability and improve the independent audit function."³

Stronger Internal Controls by Following the Government Accountability Office (GAO) and the Yellow Book

The GAO is the independent federal agency that investigates how the federal government spends taxpayer dollars. The audit standards issued by the GAO, the Generally Accepted Government Auditing Standards (GAGAS), are commonly called the Yellow Book. It provides a framework for conducting high quality audits with competence, integrity, objectivity, and independence. The Yellow Book is for use by auditors of government entities, entities that receive government awards, and other audit organizations performing Yellow Book audits.⁴ It is the audit standard the County must meet!

Regarding internal audits, the GAO mandates in the Yellow Book that the internal auditor (emphasis added):⁵

- is accountable to the head or deputy head of the government entity or to those charged with governance;
- reports the audit results both to the head or deputy head of the government entity and to those charged with governance;
- is located *organizationally outside the staff or line-management function* of the unit under audit;
- has access to those charged with governance; and
- is sufficiently *removed from political pressures* to conduct audits and report findings, opinions, and conclusions objectively without fear of political reprisal.

The County's external auditors, Jones Simkins, have communicated a finding to the County Council every year since at least 2005. Those findings consistently state the condition that, "The County's internal control system is not designed in accordance with the expectations of the Government Accountability Office (GAO)." The effect of that condition states, "The County has a significant deficiency in the design of its internal control process."⁶ This deficiency not only leads to higher audit costs, but puts public funds at unnecessary risk.

By separating accounting and auditing services, Cache County more closely follows the recommendations of the Government Finance Officers Association and it more fully implements the requirements of the Government Accountability Office. The County sets itself up to improve efficiency and accountability and strengthen its internal control structure.

¹ GFOA website: www.gfoa.org

² Government Finance Review, February 2006, p21

³ Salt Lake County website: www.slco.org/news/2011/elected/20111101.html

⁴ GAO website: www.gao.gov/yellowbook/overview

⁵ GAO Government Auditing Standards, section entitled *Internal Auditor Independence*, 3.31

⁶ Cache County Financial Statements, years 2005 to 2012, Schedule of Findings and Questioned Costs

RESOLUTION NO. 2013-27

CACHE COUNTY, UTAH

DEVELOPMENT SERVICES FEE SCHEDULE

AMENDMENTS TO THE CACHE COUNTY DEVELOPMENT SERVICES FEE SCHEDULE

WHEREAS, the State of Utah, pursuant to Section 17-27a-509, allows counties to adopt reasonable fees, and;

WHEREAS, the County Code Title 15 requires that plan review fees shall be based on the total valuation of the proposed project and be adopted by a resolution of the County Council, and;

WHEREAS, the fees being charged by the Development Services Department are reasonable, and;

WHEREAS, the proposed amendments to the proposed application forms and Development Services Fee Schedule have been reviewed by the Cache County Council, and;

WHEREAS, the Cache County Council has determined that it is both necessary and appropriate for the County to adopt the proposed amendments to the Development Services Fee Schedule.

NOW, THEREFORE, BE IT RESOLVED that the Cache County Council hereby adopts the following resolution:

The Development Services Fee Schedule attached as Exhibit A is hereby approved for the Development Services Department, superseding all prior fee schedules.

APPROVED AND ADOPTED this 12th day of November, 2013.

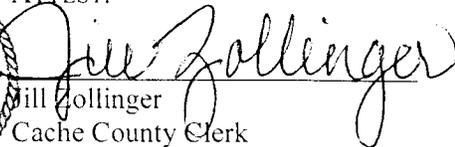
CACHE COUNTY COUNCIL



Val Potter, Chair
Cache County Council



ATTEST:



Bill Zollinger
Cache County Clerk



DEVELOPMENT SERVICES DEPARTMENT

BUILDING | COUNTYWIDE PLANNING | ENGINEERING | GIS | PLANNING & ZONING

DEVELOPMENT SERVICES FEE SCHEDULE

Fees may be adjusted on a case by case basis. Any additional fees may be assessed based on the need for external consulting or engineering review as approved by the Director of Development Services or their designee.

ZONING

Action	Fee
Review for Parcel Legality	\$0
Zoning Clearances	
Farm Building/Accessory Structure	\$25
Single Family Dwellings	\$75
Sign Permits	\$50
Commercial Buildings ¹	\$300
Business License Clearance	\$50
Special Event	\$50
Conditional Use Permit	\$450
Rezone	\$450
Master Plan CUP ²	\$2,000
Resort Recreation Development	\$15,000
Subdivision ⁶	
First 10 lots	\$350/lot
11+ lots	\$250/lot
Additional Plat Reviews	\$600 +\$60/lot
Subdivision Amendment (no new lots)	\$50+\$100/lot
Amendment to the Ordinance or General Plan	Fee as determined
Board of Adjustments Application	\$250
Encroachment Permit	
Minor Work	\$40
Major Work	\$1,000
	(\$500 fee and \$500 deposit)
Engineering Review⁶	
Subdivision (no road construction)	\$250 +\$75/lot
Subdivision (road construction)	\$1,000
	+ \$100/lot
Conditional Use Permit/ Rezone	Fee as determined
Infrastructure Inspections	4% of construction bond

BUILDING

Action	Fee
Application Review ³	
Commercial <5M	\$1,000
Commercial >5M	\$2,500
Plan Review	
Residential	1/10 of 1% of the Building Permit Base Fee (Min. \$20)
Commercial	65% of Building Permit Base Fee ⁴
Building Permit	
Structure	As established by the 1997 Uniform Building Code: Table 1A (Building Permit Base Fees) ⁵
Plumbing	\$7.00 per fixture (residential)
Mechanical	\$15 per unit (residential)
Electrical	\$0.04 per square foot of structure (residential)
Electrical/Mechanical Replacement Service	
	\$40.40
Certificate of Occupancy Bond	
Residential	\$1,525 (\$1,500 Refundable)
Accessory	
600+sf	\$525 (\$500 Refundable)
300-599 sf	As determined by Chief Building Official

GIS AND PRINTING

Action	Fee
B&W Copies	
8.5 x 11	\$0.25
Color Copies	
8.5 x 11	\$1
11x17	\$3
24x36	\$20
36x48	\$40
42x60	\$55
GIS Programming	
	\$50.00 per hour
	(\$25.00 minimum charge)

¹ Reduced to \$75 if applicable conditional use permit currently exists.

² A master plan is required for projects requiring longer than 3 years for construction and/or multiple phases.

³ At the time the Building Permit is sold, the total Building Permit Fee is reduced by this amount.

⁴ May be reduced by the Chief Building Official based on the size and scope of the project.

⁵ Valuation amounts shall be set by square foot and reviewed annually by the Chief Building Official.

⁶ Fee covers two full engineering/survey reviews. Each additional set (2) of reviews will require a new fee or the fee as noted.

CACHE COUNTY CONSULTANT AGREEMENT

THIS COUNSULTANT AGREEMENT is made by and between Tamra Stones, hereinafter Stones and Cache County.

Whereas, Stones desires to curtail the number of work hours due to personal health concerns; and,

Whereas, Stones also desires to continue performing auditing functions for Cache County; and,

Whereas Cache County concurs in Stones maintaining the auditing functions; and,

Whereas Cache County desires to transfer accounting functions pursuant to Utah Code from the Auditor's Office to the County Executive Office; and,

Whereas it is anticipated that such transfer will occur in November of 2013; and,

Whereas, Stones has extensive administrative experience and knowledge concerning the decisions applying to the auditor statutes and ordinances; and,

Whereas, Cache County desires to retain Stones' expertise and knowledge in auditing matters on a consultant basis;

NOW THEREFORE it is agreed between the parties as follows:

Whereas, Stones desires due to personal health concerns to work fewer hours; and,

Whereas, Cache County and Stones have developed this Consultant Agreement to meet the goals and needs of each of them;

The parties agree as follows:

1. Transfer of Accounting Functions: Effective November 15 2013, Stones will continue to work as the Cache County Auditor performing auditing functions and the accounting functions of the office will be transferred to the County Executive Office. This transfer of responsibilities and work arrangement is conditioned upon the terms and conditions of this Agreement and is consideration therefore.
2. Auditor Functions and Consultant Employment: Effective November 15, 2013, Cache County and Stones agree that Stones will be available for consultation about any functions or business pertaining to the Auditor's Office until the end of 2017. Cache County will provide continuing health insurance coverage as described herein. Stones agrees that she will provide auditing services for Cache County through 2013 and will work for an average of 6 hours a week during 2014. Stones will additionally provide professional advice and assistance to the County as requested through 2017 about auditing and accounting functions as requested by the County Executive. Stones has been an auditor for an extended time period and the County agrees to this consultant agreement based upon the experience and professionalism of Stones.

Other than continuing as the County Auditor through 2014 and the providing of consultation services required under this agreement, Stones will not be employed nor considered an employee of Cache County at any future date.

3. Salary and Health Insurance Coverage: As consideration for this Consultant Agreement, County agrees to pay Stones her current salary and benefits through December of 2013. Stones last paycheck will be paid to her in January of 2014. Cache County will provide continuing health insurance coverage on a single party basis to Stones for four years after her resignation and during her work as a consultant, through December 18, 2017. The health insurance coverage provided shall be equivalent to the health insurance provided for continuing employees of the County. It is the intent of both parties that Stones shall have the same coverage she would have had if she had continued her employment through December, 2017. If during that time period, the County elects to change or alter its coverage, County agrees to provide continuing coverage to Stones equivalent to the coverage of other employees.

4. Mutual Release: Except for the arrangements contained in this Agreement, the County and Stones agree that each of them releases the other from any claims. The parties acknowledge that neither this Agreement nor anything in the negotiations and documentation leading to the execution of this Agreement shall be deemed an admission of any sort. To the contrary, the parties acknowledge that this Agreement represents the resolution of a variety of concerns.

5. Miscellaneous: The following provisions are also an integral part of this Agreement:

a. This Agreement shall bind and benefit the parties, respective heirs, successors, assign, affiliates, officers, directors, agents, servants, employees and attorneys.

b. The captions used in this Agreement are inserted for reference purposes only and shall not be deemed to define, limit, extend, describe, or affect in any way the meaning, scope or interpretation of any of the terms of this Agreement or its intent. As the context requires, the singular shall include the plural, and vice versa; and the masculine shall include the feminine and neutral, and vice versa.

c. The provisions of this Agreement are severable and should any provision be void, voidable, unenforceable or invalid, such provision shall not affect the remaining provisions of this Agreement.

d. Any waiver by any party of any breach of any kind by the other, whether direct or implied, shall not be construed as a continuing waiver of or consent to, any subsequent breach of this Agreement.

e. The rights and remedies of the parties shall be construed cumulatively, and none of such rights and remedies shall be exclusive of, or in lieu or limitation of, any other right, remedy or priority allowed by law, unless specifically set forth herein.

f. With respect to the subject matter of this Agreement, this Agreement and the other

documents and Instruments identified in or contemplated by this Agreement constitute the parties' entire agreement, and may not be altered, modified or amended except by written agreement signed by all parties. All prior and contemporaneous agreements, arrangements and understandings between the parties respecting the subject matter of this Agreement are hereby superseded and rescinded.

g. Time is of the essence of this Agreement and every provision hereof.

h. This Agreement shall be interpreted, construed and enforced according to the substantive laws of the State of Utah. Any dispute arising out of this Agreement, or the breach thereof, shall be brought in the District Court of Cache County, Utah, the parties expressly consenting to jurisdiction and venue in that district and County.

i. If any party shall breach its obligations under this Agreement, the party not in breach shall be entitled to recover its costs, expenses and reasonable attorney fees from the breaching party, whether such sums be expended with or without suit and regardless of the forum.

j. Any notice or other communication required or permitted by this Agreement shall be deemed to have been received (a) upon personal delivery or actual receipt thereof or (b) two business days after such notice shall be deposited in the United States mail, postage prepaid and certified (return receipt requested) and addressed to the party.

k. Each party has participated materially in the negotiation and preparation of this - Agreement and any related items; in the event of a dispute concerning the interpretation of any provision of this Agreement or any related item, the rule of construction to the effect that certain ambiguities are to be construed against the party drafting a document will not apply.

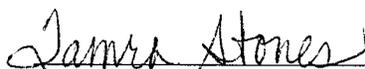
l. Stones acknowledges that she has been given the opportunity to review this Agreement with counsel of her own choosing.

IN WITNESS WHEREOF, the parties have executed this Agreement this November 8, 2013.

CACHE COUNTY

EMPLOYEE

By: _____
M. Lynn Lemon, County Executive



Tamra Stones

Approved by County Council:

By: _____
Val Potter, County Council Chair