

# City of Watertown

Proposed City Council Work Session Agenda  
City Hall, 23 2ND ST NE  
Watertown, South Dakota  
December 9, 2024, 4:00 PM



	Page
<b>1. CALL TO ORDER</b>	
<b>2. ROLL CALL</b>	
<b>3. APPROVAL OF AGENDA</b>	
<b>4. CONSENT AGENDA</b>	
(a) Authorization for the Finance Officer to issue a special check in the amount of \$66,500.00 to Mack Landscaping and Irrigation, for the 2024 Park & Recreation Improvements-Sign Project, Project No. 2409-A. <a href="#">2024 P&amp;R Improvements - Sign Project, Project No. 2409-A</a>	3 - 4
<b>5. REGULAR AGENDA</b>	
(a) Authorization for the City of Watertown to apply for an Economic Development Grant on behalf of the Watertown Development Company in the amount of \$2.5 million and authorization for the Assistant Finance Officer to be the Authorized Representative to sign related grant documents, including application and acceptance of funds on behalf of the City. <a href="#">Economic Development Grant</a>	5
(b) Council Priority Projects and Long-term Capital Plan Discussion	
(c) Discussion of Bramble Park Zoo Operational Plan <a href="#">Discussion of Bramble Park Zoo Operational Plan</a>	6 - 16
(d) Revisions of the Engineering Design Standards <a href="#">Engineering Design Standards</a>	17 - 355
<b>6. FUTURE COUNCIL ITEMS READ AHEAD</b>	
(a) Future Council Items Read Ahead for December 16th, 2024 City Council Meeting. <a href="#">Future Council Items Read Ahead</a>	356
<b>7. PUBLIC COMMENT</b>	
<b>8. EXECUTIVE SESSION PURSUANT TO §SDCL 1-25-2</b>	
<b>9. ADJOURNMENT</b>	

Kristen Bobzien  
Chief Financial Officer

The City of Watertown, South Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. ADA Compliance:

The City of Watertown fully subscribes to the provisions of the Americans with Disabilities Act. If you desire to attend this public meeting and are in need of special accommodations, please notify the City Finance Office 24 hours prior to the meeting so that appropriate auxiliary aids and services are available.



# City Council Work

## Session

### Agenda Item

**Subject:** Authorization for the Finance Officer to issue a special check in the amount of \$66,500.00 to Mack Landscaping and Irrigation, for the 2024 Park & Recreation Improvements-Sign Project, Project No. 2409-A.

**Meeting:** City Council Work Session - Dec 09 2024

**From:** Kristen Bobzien, Interim City Manager/Chief Financial Officer

---

#### **BACKGROUND INFORMATION:**

Mack Landscaping and Irrigation submitted a payment application on time and it did not get included with the check run this month. This is part of the approved contract price for the 2024 Park & Recreation Improvements-Sign Project, Project No. 2409-A.

---

#### **FINANCIAL CONSIDERATIONS:**

The funding for this project has been budgeted in the Park & Recreation Capital Improvement Fund, account 212-45182-43981, in the amount of \$140,000.00. With approval of the bid at \$117,436.08, the project is \$22,563.92 under budget.

---

#### **OVERSIGHT / PROJECT RESPONSIBILITY:**

Heath VonEye, Assistant City Manager/Public Works Director  
Justin Petersen, City Engineer  
Dusty Rodiek, Parks, Recreation & Forestry Director  
Kraig Engen, Project Manager/Engineer Technician

---

#### **STAFF RECOMMENDATION / SUGGESTED MOTION:**

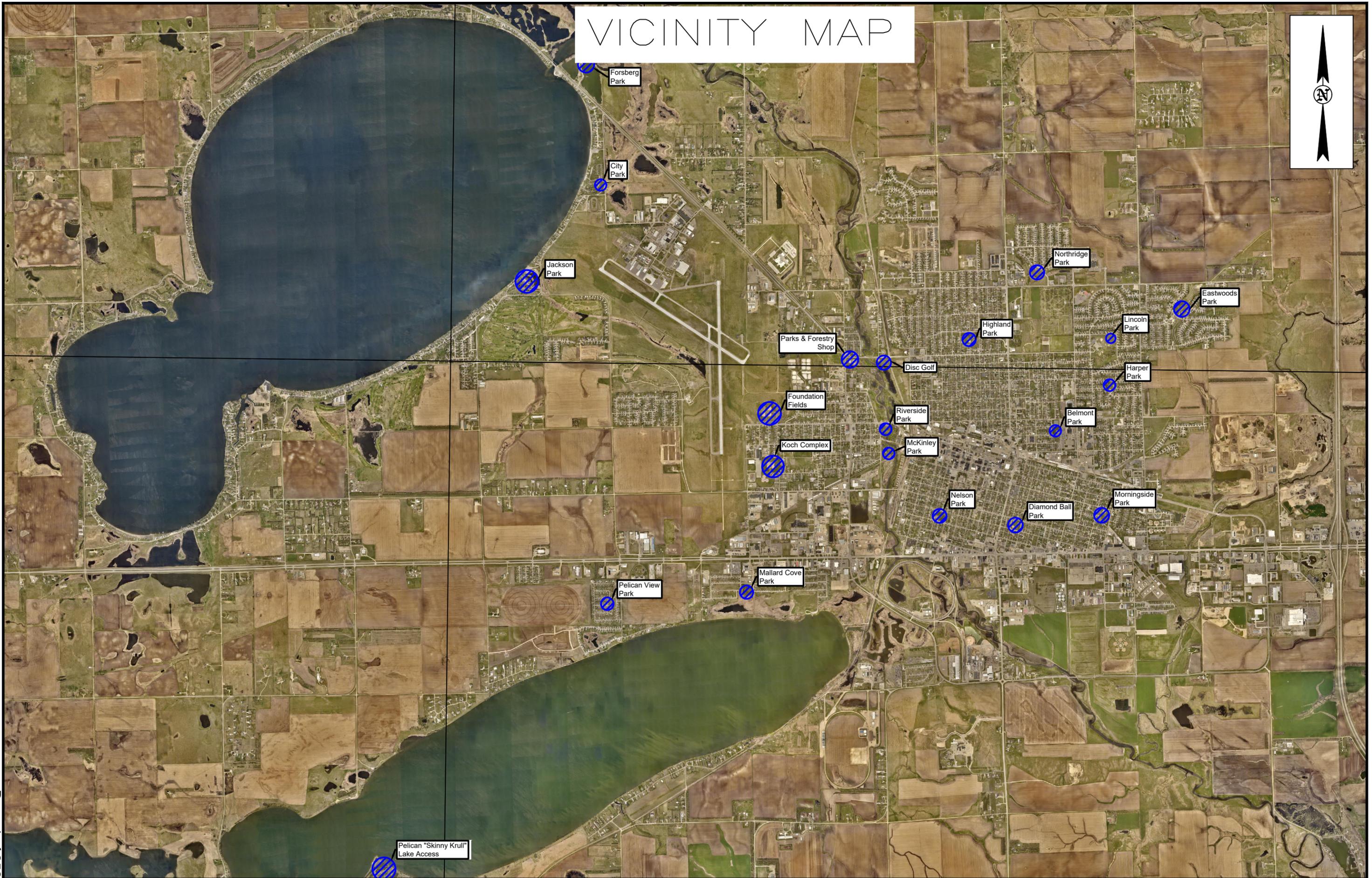
Staff recommends approval of this Bid Award through the following motion:

I move to approve the Authorization for the Finance Officer to issue a special check in the amount of \$66,500.00 to Mack Landscaping and Irrigation, for the 2024 Park & Recreation Improvements-Sign Project, Project No. 2409-A.

---

#### **ATTACHMENT(S):**

[Vicinity Map](#)





# City Council Work

## Session

### Agenda Item

**Subject:** Authorization for the City of Watertown to apply for an Economic Development Grant on behalf of the Watertown Development Company in the amount of \$2.5 million and authorization for the Assistant Finance Officer to be the Authorized Representative to sign related grant documents, including application and acceptance of funds on behalf of the City.

**Meeting:** City Council Work Session - Dec 09 2024

**From:** Kristen Bobzien, Interim City Manager/Chief Financial Officer

---

#### **BACKGROUND INFORMATION:**

Interim City Manager Kristen Bobzien requested the council consider an application to the EDA (Economic Development Agency) the Federal Agency on behalf of Watertown Development Company. WDC has applied and is being considered for a \$2.5 million dollar EDA grant. Total project costs are approximately \$3.5 million dollars. WDC will provide the \$1,000,000 match. The purpose is to help fund infrastructure cost for the undeveloped acres in Calvin Park and will provide lift station capacity to serve future industrial area development outside of Calvin Park. The City is required to be the applicant, seeking authorization to serve as the applicant as a pass through to the Watertown Development Company.

---

#### **FINANCIAL CONSIDERATIONS:**

WDC is responsible for the full match of this grant.

---

#### **STAFF RECOMMENDATION / SUGGESTED MOTION:**

I move to approve the authorization for the City of Watertown to apply for an Economic Development Grant on behalf of the Watertown Development Company in the amount of \$2.5 million with WDC being responsible for the \$1 million match and authorization for the Assistant Finance Officer to be the Authorized Representative to sign related grant documents, including application and acceptance of funds on behalf of the City.

---



# City Council Work Session Agenda Item

**Subject:** Discussion of Bramble Park Zoo Operational Plan  
**Meeting:** City Council Work Session - Dec 09 2024  
**From:** Dusty Rodiek, Director of Parks, Recreations & Forestry

---

## **BACKGROUND INFORMATION:**

In September, the Bramble Park Zoo was denied accreditation through the Association of Zoos and Aquariums. In response, a joint meeting was held with the Lake Area Zoological Society and the Parks and Recreation Board to understand where we are and to provide input on the following recommendations and action items. In the end, the Park Board voted to recommend moving forward with pursuing reaccreditation with AZA utilizing the AZA's Pathways Program.

---

## **FINANCIAL CONSIDERATIONS:**

The plan is to regain AZA accreditation while staying within current city support levels and capital plans with the assistance of the Lake Area Zoological Society partner organization.

---

## **OVERSIGHT / PROJECT RESPONSIBILITY:**

Stacy Plocher – Bramble Park Zoo Superintendent, Dusty Rodiek – Parks, Recreation & Forestry Director

---

## **STAFF RECOMMENDATION / SUGGESTED MOTION:**

Endorse recommendations

---

## **ATTACHMENT(S):**

[Bramble Park Outcome Ltr \(Denied\)](#)

[Bramble Park Zoo - Recommendations- Action Items](#)

[Report on Progress towards AZA Standard compliance - 11-21-24](#)



ACCREDITATION  
COMMISSION

8403 Colesville Road, Suite 710  
Silver Spring, MD 20910-3314  
301-562-0777 tel 301-562-0888 fax  
www.aza.org

September 27, 2024

**CONFIDENTIAL**

Stacy Plocher, Zoo Manager  
Bramble Park Zoo  
800 10th St Nw  
Watertown, SD 57201-8806

Dear Ms. Plocher:

As you know, at its meeting in Calgary, Alberta, Canada, on September 15, 2024, the AZA Accreditation Commission voted to deny the accreditation of the Bramble Park Zoo. In making its decision the Commission concluded that, at present, the institution does not meet accreditation standards in a number of key areas. Additionally, the Commission believes that the number and nature of the concerns are such that they cannot be resolved in one year or less. Among the serious concerns are:

- Lack of significant progress advancing modern zoological practices and philosophies over the past several accreditation cycles;
- A number of exhibits and holding facilities lack size and complexity to provide opportunities for animals to express natural behaviors and ensure their wellbeing. This is especially notable for primate and carnivore enclosures and for animals locked in holding for a significant number of hours each day or seasonally;
- A pattern of inconsistent funding and financial support;
- Insufficient staffing to meet the needs of the facility.

Although accreditation was denied, the Commission would like to express its support for the recent change in zoo leadership and the current direction of the facility under your leadership. Following years of stagnation under the previous administration, it is obvious that progress is being made, and the Commission recognizes that cultural shifts take time. It is critical that the City and Lake Area Zoological Society continue to support the zoo as it moves forward, for the wellbeing of both the animals and the staff. A collective commitment will help Bramble Park Zoo fulfill its conservation, education, and community service mission.

**Appeals Process:** If you wish to appeal the decision of the Accreditation Commission, a request for appeal may be filed with the AZA Executive Committee in writing within thirty (30) days of the date of this letter. If an appeal is filed, the Executive Committee must decide within forty-five (45) days of its receipt whether to grant the appeal. If an appeal is granted, it will be heard by the AZA Board of Directors at its next regularly scheduled meeting. The request for

appeal should be sent to the Executive Committee in care of Craig Hoover, Executive Vice President, Association of Zoos & Aquariums, by email to [choover@aza.org](mailto:choover@aza.org).

**SSPs and Animals On Loan:** If you choose not to submit a request for appeal, you should begin notifying every SSP in which you are a participant of your change in membership status, as well as those AZA-accredited institutions from which you now have animals on loan. If you do intend to submit a request for appeal these notifications can be withheld until a decision on the appeal has been made.

**To Reapply:** Please note that following denial of accreditation, an institution may not reapply for accreditation for at least one year, and after all problems cited on the List of Concerns have been redressed. The earliest date you may submit an application is September 1, 2025.

**Pathway Toward Membership:** If you wish to be provided a coach to help you work toward regaining AZA accreditation, that service can be obtained by joining the AZA program for non-member facilities called Pathway Toward Membership (PTM). In addition to other benefits of the program, your assigned coach could visit periodically, review plans and practices, provide feedback in all areas, and be available by phone and email as needed. When ready to apply for accreditation, PTM participants pay the same filing fee as currently accredited institutions. There is no requirement to join PTM, but facilities that are not enrolled in PTM must pay a higher accreditation filing fee when they submit their accreditation application.

Please don't hesitate to contact me, AZA Executive Vice President Craig Hoover, or AZA Vice President of Accreditation Programs Jenn DiNenna if you have questions, or need assistance of any kind. The AZA Board of Directors and the Accreditation Commission stand ready to work with you in assuring that the Bramble Park Zoo is well positioned when it next makes application, and we look forward to the time when AZA accreditation is achieved once again.

Sincerely,



Craig Piper

Chair, Accreditation Commission [October 1, 2021 – September 30, 2025]

cc: Reid Holien  
Craig Hoover, Executive Vice President  
Jenn DiNenna, Vice President, Accreditation Programs  
Accreditation Commission



## Bramble Park Zoo - Recommendations/Action Items

11/22/24

**Objective:** Within 4 years, regain AZA accreditation while staying within current city support levels and capital plans with the assistance of the Lake Area Zoological Society partner organization.

**Background:** In September, the Bramble Park Zoo was denied accreditation through the Association of Zoos and Aquariums. While this decision was disappointing, it's not catastrophic and ultimately will act as a catalyst for change. Each year the AZA standards continue to evolve but the margin of our zoo not being accredited this cycle was extremely thin. In fact, the visiting inspection committee recommended our approval at the national conference. However, the greater committee cited in the attached Outcome Letter "*a lack of significant progress advancing modern zoological practices and philosophies over the past several accreditation cycles*". The same letter also expresses support for the current direction of the facility. We are doing a lot of things right.

In response, a joint meeting was held with the Lake Area Zoological Society and the Parks and Recreation Board to understand where we are and to provide input on the following action items. In the end, the Park Board voted to recommend moving forward with pursuing reaccreditation with AZA utilizing the AZA's Pathways Program.

### Strategic Action Items

1. Facility Improvements
  - a. Prioritized and phased approach based on AZA concerns and animal welfare needs while fitting within current capital plans.
    - i. 2025: Wolf Exhibit (2024 carryover), Bears/Cats exhibit updates, HVAC in Discovery Center
    - ii. 2026: Bears/Cats indoor holding area updates, primate indoor holding area updates
    - iii. 2027: Alligator exhibit and indoor holding updates, Discovery Center updates
    - iv. 2028: Update kangaroo fencing, crane fencing
2. Balance operations to available resources to support organizational sustainability
  - a. Adjustments to animal collection
    - i. Downsize the collection where appropriate.
    - ii. Transition toward more winter viewing or cold hardy species that are more viewable year round.
  - b. Modify the migratory bird rehabilitation program to lower costs or increase support levels.
3. Evaluate Zoo Staffing levels - No net increase requested.
  - a. As the collection is downsized, the zoo keeping staffing levels will naturally balance
  - b. Adapt current positions to address AZA concerns while gaining operational efficiencies.
    - i. Modify the current open Zookeeper position to an Animal Care Supervisor role. This position would operate as a working supervisor for the zoo keeping staff while performing some Curator duties specifically related to animal care.
    - ii. Revise the former Office Specialist position to act as a Visitor Services/Education Assistant to provide support those areas.
  - c. Work in cooperation with LAZS to transition away from city staff providing full administrative and event support. This change will also help to balance the workload for the affected positions.
  - d. Evaluate hours of operation

## Agenda Item 5.(c) Discussion of Bramble Park Zoo Operational Plan

- e. Examine the use of automated systems where appropriate.
4. Reshape partnership roles and focus with Lake Area Zoological Society (LAZS)
  - a. LAZS has started the process of reworking the Memo of Understanding to better define their role in supporting the zoo with a focus on project and endowment fundraising.
  - b. LAZS has begun updating their by-laws.
  - c. LAZS will take a more active role in their event staffing and internal record keeping.
5. Explore the use of automated systems to modernize operations and improve the visitor experience.
  - a. Self-service Kiosks for general admissions ticketing, donation site.
  - b. Interactive/educational displays – GPS triggered self-guided tours, AR or VR experiences.
  - c. Animal care – health monitoring, feeding/watering systems
6. Commission an updated economic impact study for the zoo.
7. Realign Master and Strategic Plan content to reflect current operations and goals.

### **Reasons to regain AZA accreditation:**

1. AZA accreditation demonstrates we are a top tier zoo in all areas.
2. Participation in over 500 Animal programs to aid in collection planning and breeding so people can come to the zoo and see baby animals/family groups.
3. Ability to obtain new animals as donations instead of paying for them, which aids in helping keep the collection fresh.
4. Access to Scientific Advisory Groups to guide us in ensuring best practices to provide the best care for our animals .
5. Free professional development through AZA Learn and Connect publication.
6. Easily participate in reciprocity with other AZA facilities.
7. Access to AZA grant funding programs.
8. Requires fewer permits to operate and transfer animals if accredited.
9. Free job postings on the AZA job board.
10. Licensing discounts.

### **The Pathways toward Membership Program Advantages:**

1. Provides 1-5 years to regain accreditation.
2. An assigned Coach to provide advice and first hand feedback.
3. Detailed reports after Coach visits and mock Inspections.
4. Option to request an in person visit by AZA Leadership or Board Member to ensure we are ready for reaccreditation.
5. Recognition by the AZA community that we are working toward AZA accreditation that promotes cooperation with other facilities.
6. Access to the Pathway Toward Membership Network Group.
7. Continued access to the species sustainability database.
8. Collection Sustainability Consultation by AZA staff.
9. Continued access to current AZA peer networks, job posting sites.
10. Discounted accreditation filing fees.
11. Zoo Superintendent can participate in the AZA Director's meetings.

## **Report on Progress towards AZA Standard compliance**

**The following is a list of Standards not fully met during our accreditation cycle and the actions we have taken to address them:**

1. Are animals presented in a manner that reflects modern zoological practices in exhibit design throughout the institution? [1.5.1]
2. Are all animals housed in habitats/environments which meet their physical, psychological, and social needs? [1.5.2]
3. Are all animals provided the opportunity to choose among a variety of conditions within their environment? [1.5.2.2]
  - a. AC-6, AC-48: The zoo's black bear exhibit is on the smaller size and completely constructed with concrete. There is a very small area where natural substrate (often hay) can be added for foraging. This design restricts exhibit complexity for the bears and offers a less-than-modern exhibit experience for guests.

*We have solicited quotes to improve the bear exhibit and plan to move forward with improvements in 2025 as per the CIP. The plan is to expand the habitat to eliminate wasted space in the area. This will improve the bears' wellbeing so they will not be on concrete all the time, they will have the choice of substrates, they will be able to dig, and the flow of the zoo for the public will be improved. In order to improve the bears' habitat safely we will need to relocate our tiger to another facility. We have been in communication with the Tiger program and there are several zoos that have shown interest.*

4. 1.3.2 does the institution have an appropriate method for assessing the willingness and ability of the non-AZA facility to provide adequate care?
  - a. No. AC-19: The previous administration was selling SSP species to non-accredited zoos

*We no longer sell SSP species. We work with the animal programs to ensure the animals have proper care here and anywhere they go. We have a robust screening for non-AZA zoos and we follow up yearly regarding animals on loan.*

5. Are enclosure substrates, design features, and "furniture" sufficient, and adequate to meet the needs of the animals, including those in multi-species exhibits? [1.5.1, 1.5.2 ] Q
6. Are all holding areas sufficient in size and structure to comfortably contain the animals for extended periods due to inclement weather? [1.5.7]
  - a. No. AC-51: Many of the zoo's species, particularly primates and carnivores, are locked in holding areas nightly and during extended periods in the winter. Many of these holding areas are lacking in size and complexity, and with the zoo only being open to the public for six hours daily, some animals are spending upwards of 18 hours a day in these holding areas, even during warmer seasons. Security concerns were cited for not allowing animal access to exhibits at night, but no risk assessments for these practices have been performed. There are a number of night houses, particularly for the primates, where lighting is minimal. This affects the animals and the keepers performing maintenance of the holding areas.

*We performed risk assessments and when weather is appropriate, we began leaving the primates and carnivores with access to their outdoor habitat overnight. This allows the animals to have more choice*

*and control of their environment and greatly increases the amount of room the animals have. During the winter and bad weather, the animals are still locked inside, so in 2026 we plan to improve the caging inside the holdings. The new caging will add space for the animals and allow us to create more complex indoor habitats. We have already purchased new lights for the primate area including full spectrum lighting, which will improve their overall wellbeing during the winter months.*

7. Are there sufficient resources and paid or unpaid staff available to implement the animal enrichment program? [1.6.2, 1.6.3]
  - a. This was questionable. AC-56: Although additional staffing in the animal care areas has been added in the last few years, increased regulatory requirements combined with challenges resulting from employees taking leave and employee vacancies is still resulting in less-than-ideal animal care staffing levels.

*We have added more part time staff to cover any leaves. Also with the new position, they will oversee the welfare programs including the enrichment program. They will take the extra duties keepers currently have to give keepers more time for enrichment, training, and wellbeing updates.*

8. Is a paid staff member designated as being responsible for the institution's animal recordkeeping system? [1.4.7]
  - a. This was questionable. AC-14: More familiarity with ZIMS is needed

*We had previously planned to send the registrar back to record keeping school, but with the new position, they will help make sure records are up to date also.*

9. If the institution is currently AZA-accredited, has it shown increased involvement in field conservation over the last five years since the previous inspection?
  - a. No but adequate

*We don't have field research but we have started a partnership with the local colleges and if we continue with the rehab program we can look at ways to efficiently participate in studies.*

10. Is the institution participating in every SAFE program that pertains to an animal belonging to the institution? [3.3.0]
  - a. No but adequate

*We don't have to participate in every SAFE program. We have expanded our participation to an adequate level. They are changing the SAFE programs also, so this will be adjusted next round.*

11. Does the institution have a commitment to scientific study proportionate to the size and scope of its facilities? [5.0]
  - a. No. SA-1, SA-7: The zoo's involvement in scientific research is minimal

## Agenda Item 5.(c) Discussion of Bramble Park Zoo Operational Plan

*In the last 5 years we had only worked with one project. We are now working with SDSU labs on a research project and hope to grow that program. We also are working with the new Natural Resource teacher at LATC.*

12. Are the animals identified and interpreted for the public? [4.3.3]
  - a. Questionable. EI-10: The Visiting Committee did see a number of new animal identification signs on certain exhibits; however, some exhibits lacked animal identification signs, and others only identified some of the animals in a mixed species exhibit.

*We have several signs ordered and replaced. As we evaluate the collection, we will add signs as needed.*

13. Does the governing authority leave the day-to-day management of the institution to the CEO/Director? [6.3, 6.4]
  - a. GA-9, GA-12: The former long term zoo director is still working for the zoo and this has the potential to create conflicts with the new zoo manager.

*The former director is done working for the zoo at the end of the year, so the conflict will be eliminated.*

14. Is there a sufficient number of paid and unpaid staff to properly care for the animals and to conduct the institution's programs? [7.3]
  - a. S-1: Although additional staffing in the animal care areas has been added in the last few years, increased regulatory requirements combined with challenges resulting from employees taking leave and employee vacancies is still resulting in less-than-ideal animal care staffing levels. Additionally, staffing levels in the zoo's education and maintenance areas, combined with the elimination of the historic curator position, appear insufficient to meet the programmatic and operational needs of the zoo.
15. Do the salaries of the paid staff appear to be within acceptable limits? [7.4]
  - a. SI-2: The heavy reliance on part-time staffing at low wages results in vacancies and hiring challenges.

*We increased part-time salary wages to stay competitive. We were able to hire the part time maintenance position due to the increase. With the reorganizing of the positions, we will be sufficiently staffed.*

16. Does the organization of paid staff authority lines appear to cause any problems? [7.6]
  - a. S-8: The former long term zoo director still working for the zoo has the potential to create conflicts with the new zoo manager.

*The former director will no longer be working so there will be no issue.*

17. Does the institution have and follow a diversity, equity, access, and inclusion program for paid and unpaid staff, guests/audience, and suppliers? [7.9] If "yes", is the program proactive and transparent, with measurable goals for assessing progress
  - a. S-16: The zoo does not appear to have a true DEI program with measurable goals. They do conduct programs for at-risk youth in the community which is commendable.

## Agenda Item 5.(c) Discussion of Bramble Park Zoo Operational Plan

However, the program should be more comprehensive and proactive, and include a method of tracking progress.

*We have talked to other organizations to gain advice on creating measurable goals and tracking progress. We are comprehensive and accepting of every person, but we need to track it and prove it.*

18. Is the level of paid and unpaid staff involvement in AZA committees and activities and other professional organizations in line with that of similar-sized institutions?
19. Is the institution encouraging an appropriate number of paid staff to assume leadership roles in AZA animal programs (i.e., SSP coordinators, TAG Chairs, etc.)?
  - a. S-20,S-21: The zoos involvement in AZA conservation leadership positions is minimal. Staff are not actively encouraged to participate

*Staff is learning about AZA roles they may participate in. Historically they were unaware it was an option. It has been discussed, but until positions are filled and duties reallocated staff don't feel they have the time to participate currently.*

20. Are the bylaws of the support organization adequate?
21. Do the stated purposes of the support organization meet the needs of the institution?
22. Are the purposes being furthered?
23. Does the formal agreement between the institution and the support organization clearly delineate the current roles and responsibilities of the support organization? [8.3]
24. Is the formal agreement between the institution and the support organization adhered to in practice? [8.3]
25. Are activities sponsored by the support organization appropriate and meeting the goals of both it and the institution?
  - a. SO-5, SO-6, SO-7, SO-9, SO-10, SO-15: The support organization provides some annual financial support (derived mainly from events and revenue from certain high level memberships) to the zoo for operations. However, there appears to be a lack of structure, focus, and engagement within the organization which, in turn, diminishes their ability to effectively fundraise for the future capital needs of the zoo. Lack of engagement of many of its members also results in an additional burden on zoo staff related to support organization fundraising events and activities.

*LAZS is updating their bylaws and formal agreement.*

26. Is the total financial support adequate to meet the needs of the institution? [9.1]
27. Are sufficient amounts allocated for capital improvements and major repairs/ replacements? [9.4, 10.1.2]
  - a. F-5, F-11: There is questionable funding related to major capital improvements and staffing.

*We understand the City funds are limited and we are part of a team, so we have prioritized capital improvements, made realistic plans to move forward with allocated funds, and have recommended ways to efficiently balance staffing. Some of those steps are reducing the collection size or changing the collection to less demanding species, having one person overseeing animal care programs, creating flexible positions to help in multiple areas, utilizing the City's replacement schedule to stay on top of repairs and issues so they stay small and planned for.*

28. Are all animal enclosures of sufficient size and complexity to provide for the animals' physical, social, and psychological well-being throughout the year? [1.2.2, 1.5.2]
- a. PF-3: The zoo's black bear exhibit is on the smaller size and completely constructed with concrete. There is a very small area where natural substrate (often hay) can be added for foraging. This design restricts exhibit complexity for the bears and offers a less-than-modern exhibit experience for guests. Many of the zoo's species, particularly primates and carnivores, are locked in holding areas nightly and during extended periods in the winter. Many of these holding areas are lacking in size and complexity, and with the zoo only being open to the public for six hours daily, some animals are spending upwards of 18 hours a day in these holding areas, even during warmer seasons. Security concerns were cited for not allowing animal access to exhibits at night, but no risk assessments for these practices have been performed.

*These issues have been addressed in the CIP plan.*

29. Do aquatic exhibits provide sufficient space or sufficient volume of water for the physical, social, and psychological well-being of the inhabitants? [1.2.2, 1.5.2]
- a. PF-4: The tank for the pacu is small.

*Several of our aquariums are outdated, costly to repair, and timely to maintain. This is part of the collection evaluation and we will be removing the tanks and creating a play area for kids, so it will take less staff time, less financial support, and better serve the community due to its ability to be enjoyed year round by people of all ages.*

30. Are all enclosures (tanks) used to exhibit or maintain fish and/or aquatic invertebrates equipped with a warning mechanism to alert staff about critical life support failures in a timely manner? [10.2.1.1]
- a. NO. Unacceptable.

*When we update the tanks we are keeping in 2027 we can look into alarms. Currently if our life support systems fail the tanks have enough oxygen to last until the next day when staff arrive. It is not a responsible use of funds to purchase an alarm system for exhibits we are phasing out.*

31. Are all animal exhibits, gates, doors, chutes, shift boxes, holding areas, etc. sufficiently secured to prevent unintentional animal egress? [11.3.1]
- a. SS-24: Although locking pins are in place to secure the shift doors in the leopard, tiger, and bear holding areas, these pins cannot currently be locked to prevent accidental removal of the pins

*We have added locks to the pins and we are adding secondary locks to the doors as well to increase safety.*

32. Are the four basic types of live-action emergency drills (fire; weather, or other environmental emergency appropriate to the region; injury to paid or unpaid staff or a guest; animal escape) being conducted, recorded, and evaluated annually? [11.2.5] < A + >
- a. Table top drills don't count so we missed one.

*Stacy was not aware table top drills didn't count, so we will do live action drills for the five types.*

Agenda Item 5.(c) Discussion of Bramble Park Zoo Operational Plan

33. Does the institution participate in active shooter training for paid and unpaid staff? [11.2.8]  
a. We were not doing active shooter training or drills

*We have worked with the police department on active shooter training.*

34. Is guest transportation on institution grounds available and adequate? [12.1]  
a. No but acceptable

*If a guest has a medical emergency, we can aid them in transportation but otherwise we utilize wheelchairs. We are designed so emergency services can easily access the zoo.*

35. Are all the exhibits aesthetically pleasing and reflective of modern zoological philosophies and design? [1.5.1, 1.5.2, 10.1.0, 12.4]  
a. GS-21: The zoo's black bear exhibit is on the smaller size and completely constructed with concrete. There is a very small area where natural substrate (often hay) can be added for foraging. This design restricts exhibit complexity for the bears and offers a less-than-modern exhibit experience for guests

*As we improve exhibits, we will address this concern.*

36. Does the institution have a written master plan? [13.1 If "yes" to SP-1, is the institution reasonably following that plan?  
a. SP-1: Master plan needs updating

*When we finalize our new goals and plans we will update both our strategic plan and our master plan.*



# City Council Work

## Session

### Agenda Item

**Subject:** Revisions of the Engineering Design Standards  
**Meeting:** City Council Work Session - Dec 09 2024  
**From:** Kristen Bobzien, Interim City Manager/Chief Financial Officer

---

#### **BACKGROUND INFORMATION:**

The City adopted Engineering Design Standards in March 2020. The standards and criteria may be amended as industry standards and technologies evolve, and local observations, processes, and experience in the use of the standards trigger efficiencies or improvements. As outlined in the standards, the City Council, following recommendations of the City Engineer, shall consider revisions and/or amendments to these Engineering Design Standards.

The proposed revisions include:

#### **Chapter 1 – General Provisions:**

- 1.8 Amendment from “variations” to ‘deviations’.
- 1.10 Addition of language regarding mailbox placement.

#### **Chapter 2 – Submittal, Review, and Approval Procedures**

- 2.2 Removed the requirement for paper copies of submittals
- 2.3.2 Removed the requirement for paper copies of submittals

#### **Chapter 3 – Permit Procedures and Requirements**

- 3.1.1.2 Revised ‘Building Services Division’ to ‘Community Development Division’. Clarification of utility cut permits needing to be applied for separately.
- 3.1.6.2 Amendment of permit expiration date, which is currently the end of the calendar year; Staff proposes November 1 of each year to allow for temporary seeding to be completed prior to winter.
- 3.2.2 Addition of required density reports prior to patching street back to original condition.
- 3.3 Revision from City Council discretion to City Engineer discretion for issuing permit fees refunds.
- 3.8.3 Addition of language regarding utility projects in coordination with the City and a Third Party Utility Company.

#### **Chapter 4 – Utility Locations and Easements**

- 4.3.10 Addition of fire hydrant location standard.
- 4.5 Addition of language regarding the required width for utility easements based off of depth of utility.

#### **Chapter 5 – Street Access and Parking Lot Criteria**

Agenda Item 5.(d) Revisions of the Engineering Design Standards

- Table 5.1 Addition of language stating duplexes shall have shared driveways whenever possible.
- 5.2.4.2 Addition of crushed concrete to rural section of roadways
- Table 5.2 Revision from 8% max to 10% Max to match SDDOT Specifications

**Chapter 7 – Grading**

- 7.2.5 Revision of max slope to 4:1 from 3:1 for mowing purposes.

**Chapter 8 – Street Design and Pavement Thickness**

- 8.2.3.5 Revision of ROW width from 100' to 66' on minor collector roads unless intersecting a major collector or arterial, in which 80' is required.
- 8.2.3.7 Addition of private road width requirements.
- 8.3.1.1 Revision of minimum traffic lane width from 11' to 10'.
- Table 8.1 Revisions of minimum street widths with City Engineer acceptance of any varying widths.
- Figure 8.1-8.4 Update figures for revised street widths.
- 8.3.3.2 Revision of approval from City Council to City Engineer for diagonal or perpendicular parking in the downtown commercial district.
- 8.10.1.2 Addition of language stating any interruptions to sidewalk shall be limited to 30 days unless approved by the City Engineer.

**Chapter 9 – Sanitary Sewers**

- 9.4.1 Addition of Manning's Equation
- 9.4.6 Addition of language regarding insulating sewer pipe less than 7' in depth.
- 9.4.8.5 Addition of language regarding drop connections outside of manholes.

**Chapter 11 – Drainage Improvements**

- 11.4.6 Addition of language regarding edge drain material requirements.

**Chapter 13 – Construction Plans**

- 13.2 Removal of requirement for paper copy.
- 13.3 Removal of requirement for paper copy.
- 13.4 Addition of language stating plans are to be submitted through permitting software. Removal of requirement for paper copy.
- 13.5 Removal of requirement for paper copy.

**Chapter 14 – Acceptance Procedures and Requirements**

- Addition of Topic: Utility Acceptance prior to paving.
- 14.1 Addition of language stating all sanitary and storm sewer should be televised and accepted by the City prior to paving first lift.

**Chapter 15 – Inspection and Testing**

- 15.2 Addition of language requiring an electronic copy of all submittals/shop drawings.

---

**FINANCIAL CONSIDERATIONS:**

N/A

---

**OVERSIGHT / PROJECT RESPONSIBILITY:**

Heath VonEye, Assistant City Manager/Public Works Director  
Justin Petersen, City Engineer  
Caitlyn German, Engineer Technician

Agenda Item 5.(d) Revisions of the Engineering Design Standards

**STAFF RECOMMENDATION / SUGGESTED MOTION:**

N/A - Discussion

---

**ATTACHMENT(S):**

[2024 EDS Updates V6](#)

# City of Watertown Engineering Design Standards for Public Improvements

Adopted: March 16, 2020

Amended: October 10, 2024



City of Watertown  
23 2<sup>nd</sup> Street NE  
PO Box 910  
Watertown, SD 57201

## TABLE OF CONTENTS

<b>Chapter</b>	<b>Subject</b>	<b>Revision Date</b>
1	General Provisions	10/10/24
2	Submittal, Review, and Approval Procedures	10/10/24
3	Permit Procedures and Requirements	10/10/24
4	Utility Locations and City Utility Easements	10/10/24
5	Street Access and Parking Lot Criteria	10/10/24
6	Geotechnical Exploration and Report	01/03/22
7	Grading	10/10/24
8	Street Design and Pavement Thickness	10/10/24
9	Sanitary Sewers	10/10/24
10	Water Mains	03/13/20
11	Drainage Improvements	10/10/24
12	Erosion and Sediment Control	03/13/20
13	Construction Plans	10/10/24
14	Acceptance Procedures and Requirements for Private Construction of Public Improvements	10/10/24
15	Inspection and Testing	10/10/24

# **Chapter 1**

## **General Provisions**

**Chapter 1**  
**General Provisions**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
1.1	Short Title	1.1
1.2	Jurisdiction	1.1
1.3	Amendments and Revisions	1.1
1.4	Enforcement Responsibility	1.1
1.5	Review Process	1.1
1.6	Prior Approval	1.1
1.7	Relationship to Other Standards	1.2
1.8	<del>Deviations</del> <u>Variances</u>	1.2
1.9	Private Facilities	1.2
<u>1.10</u>	<u>Mailbox Locations</u>	<u>1.2</u>

24

## **Chapter 1**

### **General Provisions**

#### **1.1 Short Title**

These regulations, together with all future amendments, shall be known as the *City of Watertown Engineering Design Standards for Public Improvements* (hereinafter called Design Standards).

#### **1.2 Jurisdiction**

These Design Standards, along with the City of Watertown Standard Specifications (hereinafter referred to as Standard Specifications) and the City of Watertown Standard Plates (hereinafter referred to as Standard Plates), shall apply to all public improvements within the incorporated area of the City of Watertown except where superseded by federal or state requirements.

#### **1.3 Amendments and Revisions**

These standards and criteria may be amended as new technology is developed or experience gained in the use of these Design Standards. The City Council, following the recommendations of the City Engineer, shall consider revisions and/or amendments to these Design Standards.

#### **1.4 Enforcement Responsibility**

It shall be the duty of the City Engineer to enforce the provisions of these Design Standards.

#### **1.5 Review Process**

The City will review all submittals for compliance with the specific Design Standards. Acceptance by the City does not relieve the Owner, Design Professional, or Contractor from responsibility for ensuring that the calculations, plans, specifications, construction, and record drawings are in compliance with the Design Standards.

#### **1.6 Prior Approval**

These Design Standards shall not abrogate or annul: (a) any permits issued before the effective date of these Design Standards; (b) any construction plans approved before the effective date of these Design Standards; (c) any final plat documents that have been recommended for approval by the City of Watertown Planning Commission prior to the effective date of these standards; or (d) any easements or covenants already in effect.

## 1.7 Relationship to Other Standards

If special districts impose more stringent standards, this difference is not considered a conflict and the more stringent standard shall apply. If state or federal government imposes more stringent standards, criteria, or requirements, these shall be incorporated into these Design Standards in accordance with Section 1.3 of this Manual.

## 1.8 Deviations

Deviations from these Design Standards will be considered on a case-by-case basis by the City Engineer. The owner or their agent shall request a variance in writing along with a written explanation and technical data to support the reason for the request. The City Engineer shall provide written approval or denial of the request.

## 1.9 Private Facilities

If an owner of private street or utility facilities wishes to dedicate these facilities for public use and maintenance, the facilities must meet the standards set forth herein prior to being accepted by the City. Upon receiving written request that the City accept ownership of private facilities, the City Engineer will inspect all facilities and recommend acceptance through the Final Acceptance of Improvements – Acceptance Certificate process outlined in the City’s Subdivision Regulations. Facilities shall only be accepted by action of the City Council by resolution to confirm or reject the Acceptance Certificate.

## 1.10 Mailbox Locations

It is the responsibility of the Developer, working with the City of Watertown and the United States Postal Service, to develop the necessary locations within the subdivision to provide for the delivery and collection of mail sent through the US Postal Service. When mailbox delivery and collection points are situated within a street right-of-way of the City of Watertown, the City exercises its right and responsibility to ensure that street rights-of-way are safe for pedestrian and traffic movement. The Developer is responsible for providing and installing the mailboxes at the delivery and collection points.

The City of Watertown, the Developer and the United States Postal Service share the responsibility in determining the location(s) for mail delivery and collection within a proposed subdivision. The City of Watertown will make the final determination based on the input from the Developer and the United States Postal Service. If mailbox locations are within a City right-of-way, the City Engineer shall make the final determination based upon roadway geometrics, the ability for vehicles and pedestrians to safely access the site and a review of sight distances to and from the site to enable appropriate caution measures so mail can be delivered and collected by Post Office employees and customers in a safe and secure manner.

The following site standards govern the selection of US Mail delivery and collection locations within a subdivision:

1. The site shall be of a length and width adequate to serve the number of mailboxes.
2. The site shall have reserved parking for a distance of thirty (30) feet along the curb in front of and centered on the mailboxes. The reserved parking is for use at the mail delivery and collection site only.
3. The Developer is responsible for obtaining and installing the mailboxes to be used at the delivery and collection location(s).
4. Mailboxes shall be approved by the United States Postal Service.
5. All mail delivery and collection sites are to have mailboxes installed behind the back of curb.
6. The mail delivery and collection area shall be lighted by a streetlight.

## **Chapter 2**

### **Submittal, Review, and Approval Procedures**

## Chapter 2

### Submittal, Review, and Approval Procedures

Section	Topic	Page
2.1	General	2.1
2.2	Submittal of Reports and Plans for Review	2.1
2.3	Approval of Reports and Plans	2.1
2.4	Revisions to Approved Plans	2.2

## Chapter 2

### Submittal, Review, and Approval Procedures

#### 2.1 General

**2.1.1** All capital improvement plans, private subdivision plans, reports, and related documents shall conform to the following submittal requirements, unless waived by the City Engineer. All plans shall conform to the current version of the City's CAD standards.

#### 2.2 Submittal of Reports and Plans for Review

**2.2.1 Submittal Format.** Design Professionals or Owners seeking approval of reports, plans, and related documents shall submit one (1) ~~paper copy and one (1)~~ electronic copy (DWF or PDF format) to the Office of the City Engineer for review.

**2.2.2 Application.** Applicants seeking approval of any required design reports, plans, or related documents must submit the applicable application form related to their project. The application shall be accompanied by a submittal checklist completed by the applicant. Any omissions and deviations from Engineering Design Standards or Ordinances must be noted by the applicant on the application form along with justification for the omission(s) and deviation(s).

**2.2.3 Conformance.** Plans submitted shall be in conformance with Chapter 13. The plans shall include any special provisions. Reports submitted shall be in a typed, bound form in conformance with the requirements of the applicable chapters of these standards. If a report is required which is not provided for in these standards, the report shall include all data, references, and calculations as applicable.

#### 2.3 Approval of Reports and Plans

**2.3.1 Review Process.** City Engineer's review of submitted plans will attempt to be completed in approximately ten (10) to fifteen (15) working days of receipt of a complete application. This time will vary due to the complexity of the project and/or workload of the review staff. If necessary, a review conference will be scheduled. The report and/or plans will be approved or returned for revisions as noted. Where the report and/or plans are returned for revisions, all revisions shall be made prior to resubmittal. After review is completed, comments will be compiled and forwarded to the Design Professional/owner.

**2.3.2 Approval.** Upon approval of reports, plans, and related documents, the following submittals are required: ~~one (1) paper copy and~~ two (2) electronic copies (one DWG format and one PDF format) shall be submitted to the office of the City Engineer. All final drawings, plans, specifications, reports, plats, or other architectural, engineering, or land surveying documents, papers, or diagrams involved in the practice of architecture, engineering, or land surveying shall be

dated and bear the signature and stamp or seal of the professional architect, professional engineer, or professional land surveyor who was responsible for the preparation thereof.

## **2.4 Revisions to Approved Plans**

**2.4.1 Initial Approval.** Construction plans, specifications, and reports are considered approved for twenty-four (24) months. The required public improvements to sustain a proposed project shall also be referenced in the required Development Agreement with the City. If substantial construction has not been initiated during this time period, such reports automatically become void and must be updated to current criteria before any further permits can be issued. Upon written request, the City Engineer or a designee may grant a one-year extension to the construction plans, specifications, and/or drainage report, provided (a) the development plans, construction plans, and specifications substantially conform to current standards; and (b) the other conditions affecting the development site have not substantially changed or do not require a modification to accepted plans or specifications.

### **2.4.2 Amendments to Prior Approvals.**

**2.4.2.1** Whenever updates or revisions to previously approved construction plans, specifications, or reports are necessary, the design professional will submit an amendment application with updates or revisions through the normal document submittal process. This submittal shall meet the requirements of Section 2.2 of these Design Standards.

**2.4.2.2** Requests for updates and revisions will be considered only if there are NO significant revisions to the previously approved Preliminary Plan or Commercial Site Plan. The City will review the proposed amendment(s) for compliance with current standards under normal review procedures.

## **Chapter 3**

### **Permit Procedures and Requirements**

**Chapter 3**  
**Permit Procedures and Requirements**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
3.1	Application Requirements and Procedures	3.1
3.2	Permit Standards and Conditions	3.2
3.3	Refunds	3.3
3.4	Bonds and Insurance	3.3
3.5	Construction Specifications	3.4
3.6	Traffic Control	3.4
3.7	Restoring Pavements	3.4
3.8	Utility Installations	3.5
3.9	Fees	3.5

## Chapter 3

### Permit Procedures and Requirements

#### 3.1 Application Requirements and Procedures

**3.1.1 Permit Application.** A permit shall be required for any construction or installation within the public right-of-way or public easement for any substantial modification of existing construction or use. Application for such permits shall be made at the Office of the City Engineer.

**3.1.1.1** No permit will be required for contracts let by the City of Watertown. In subdivision work, it will be the responsibility of the Owner's Contractor to obtain the necessary permits from the Office of the City Engineer.

**3.1.1.2** Building permits which are issued by the Community Development Building Services Division of Public Works may include the Sidewalk and Driveway Permit and/or the Excavation and Grading Permit. Utility Cut permits must be applied for separately.

#### 3.1.2 Types of Permits.

**3.1.2.1** Driveway Approach, Curb & Gutter, and Sidewalk Permit, which governs construction of new and repair or replacement of existing driveway approaches, curb & gutter, and sidewalks within public right-of-way.

**3.1.2.2** Street Cut for Utilities Permit, which governs the installation, removal, repair, or maintenance of utilities other than sanitary sewer, water, and storm sewer in public right-of-way or public easements.

**3.1.2.3** Permit to Place Building Materials on Street, which governs the placing of building materials on streets, alleys, public sidewalks, public parking lots, or any public property.

**3.1.2.4** Construction Permit, which governs the installation of public improvements within the public right-of-way and grading outside the street right-of-way in proposed subdivisions. This includes street grading, curb and gutter, roadway subbase, base and wearing surface, drainage and flood control facilities, water main and sanitary sewer installation, street lighting installation, and grading outside the street right-of-way.

**3.1.2.5** Grading / Floodplain Development Permit, which governs grading in excess of 300 cubic yards outside the street right-of-way as defined by the Uniform Building Code (Chapter 7-Grading), grading as outlined in Title 5 of the Revised City Ordinances, and grading within a floodplain, when applicable. A Grading / Floodplain Development Permit is not required if a Building or Construction Permit has been issued; however, if the grading is within a floodplain, a separate Grading / Floodplain Development Permit is required.

**3.1.2.6** Connection to Storm Sewer Permit, which governs the connection of a private storm sewer or sump pump discharge to a public storm sewer.

**3.1.3 Letters of Responsibility.** Those agencies set forth in Section 3.4.3 may obtain a permit under their Letter of Responsibility, Figure 3.1, or at their option, require the Contractor performing the work to obtain a permit in which event the Contractor would be required to furnish a performance bond as set forth in Section 3.4.1, thereby assuming full responsibility for the work performed. Except as set forth herein, the Contractor performing the work shall be the permittee.

**3.1.4 Emergency Repairs.** Permits shall apply to emergency repairs. However, a delay of 24 hours is granted, excluding weekends and holidays, following the beginning of such repair.

**3.1.5 Issuance of Permits.** Permits for work requiring licensing will be issued only to those licensed persons or corporations as kept on file with the City. Exceptions to this requirement are Driveway Approach, Curb & Gutter, and Sidewalk Permits issued for sidewalk installation where the property owner acquires the permit and performs the construction.

### **3.1.6 Time Limits.**

**3.1.6.1** All permits requiring excavation within the paved portion of a city street will become void on November 1. All pavement restoration requirements of section 3.7 shall be completed by this time. Upon written request, extensions to existing permits may be made on a case-by-case basis by the City Engineer. Permits requiring excavation within the paved portion of the street will be issued on an emergency basis only between November 1 and April 1 of the following year.

**3.1.6.2** Grading permits shall expire ~~at the end of the calendar year~~ November 1<sup>st</sup>, unless approved by the City Engineer. All site restoration and temporary seeding must be complete by this time. All sites must be prepared for winter/spring weather.

**3.1.6.3** Construction permits shall expire after 24 months of issuance.

**3.1.6.4** Extensions for any permits shall be as outlined in the Revised City Ordinances.

### **3.1.7 Cancellation.**

**3.1.7.1** Failure of the applicant to comply with any of the terms and conditions of the permit shall be sufficient cause for cancellation of the permit and may result in removal of the utilities, approaches, or other facility by the City at the applicant's expense.

**3.1.7.2** The permit, the privileges granted herein, and the obligations of the applicant created thereby shall be binding upon the successors and assigns of the applicant.

## **3.2 Permit Standards and Conditions**

This Section describes the requirements for plans and other information necessary for approval of a permit application.

**3.2.1 Permit Approval.** Permits are issued subject to the approval of City, county, state, or other governmental agencies having either joint supervision over the section of road, or authority to regulate land use by means of zoning and/or building regulations. It shall be the applicant's responsibility to determine the necessity of and to obtain any such easements and approvals which may be required.

**3.2.2 Street Restoration.** Granting of a permit is based upon replacement or restoration of the street and right-of-way to its original condition or to a condition satisfactory to the City Engineer, by the applicant. Density tests must be performed by the permit holder prior to repaving of the street and the results submitted to the City.

**3.2.3 Landscaping.** The permit holder shall be responsible for the restoration of landscaped areas between the property line and adjacent public roadways.

**3.2.4 Relocating Utilities.** The applicant shall be responsible for relocating or adjusting any utility facilities located in the street right-of-way as required to accommodate the approach or other facility applied for. Construction of the utility, road approach, or other facility by the applicant, his agent or Contractor, will be permitted only after the applicant has furnished the City Engineer evidence that satisfactory arrangements for said relocation or adjustment has been made with the Owner of the affected utility facility.

**3.2.5 Permit Release.** Applicant must pay required fees and provide insurance and bonding, as required, prior to release of the permit.

### 3.3 Refunds

Refunds may be made on any permit fee only at the discretion of the City Council Engineer.

### 3.4 Bonds and Insurance

**3.4.1 Bonds.** Bonds are required for work as listed in the Revised Ordinances of the City of Watertown, South Dakota.

**3.4.2 Inadequate Bond.** Any permit determined to be without an adequate bond as required shall be subject to immediate revocation by the City.

**3.4.3 Letters of Responsibility.** Governmental agencies, other than the City of Watertown, special districts, cooperative utilities, and investor-owned electric, gas, and communications utilities, may provide a Letter of Responsibility in lieu of posting the required performance bond. Subject Letter of Responsibility shall be in the format of Figure 3.1.

**3.4.4 Other Forms of Security.** It shall be acceptable to the City to receive cash deposits, certified checks, or similar security in lieu of a performance bond. Bonds shall be filed in the Office of the City Engineer.

**3.4.5 Liability Insurance.** The applicant shall obtain and carry for the period of time required for the complete installation of facilities authorized by the permit, including the repair and restoration of the road facilities, and also during such future periods of time when operations are performed involving the repair, relocation, or removal of said facilities authorized by the permit, a liability and property damage insurance policy or policies. Coverage shall be provided against any claim, demand, suit, or action for property damage, personal injury, or death resulting from any activities of the applicant, his officers, employees, agents, or contractors in connection with the construction, installation, repair, or removal of the said facilities authorized by the permit. The said policy or policies shall include as named insured: the City of Watertown, its City Council, its officers, agents, and employees, except as to claims against the applicant, for personal injury to any members of the City Council or its officers, agents, and employees, or damage to any of its or their property. The said insurance shall provide coverage as set forth by City ordinance. The said insurance policy or policies shall be in any insurance company duly authorized and licensed to do business in the state of South Dakota. The applicant and/or its Contractor's insurer shall endeavor to give the City Engineer ten (10) days' written notice in advance of any cancellation of insurance required in the terms of these general provisions.

**3.4.6 Certificate of Self-Insurance.** Government agencies other than the City of Watertown, and public utilities, may provide a Certificate of Self-Insurance as shown in Figure 3.2 in lieu of any insurance policy or policies required under Section 3.4.5. Such Certificate shall be approved by the City Attorney and filed in the Office of the City Engineer prior to the issuance of any permit.

### **3.5 Construction Specifications**

All backfill material, compaction, and resurfacing of any excavation made in the City right-of-way will be done in accordance with the Standard Specifications and Standard Plates on file in the Office of the City Engineer.

### **3.6 Traffic Control**

**3.6.1 Street Closure.** Traffic must be provided with a minimum lane width of ten (10) feet in the construction area. Any plan for traffic control during construction that indicates a complete closure of an arterial or collector street must show detour routes and must be approved by the City Engineer prior to issuance of a permit. Normally, only one side of the local street may be blocked at any given time. When a local street is closed to traffic, the City Engineer or a designee must be notified 48 hours in advance.

**3.6.2 Signing.** Construction signing must be used and shall be maintained by the responsible Contractor. All traffic control devices must be in accordance with the *Manual on Uniform Traffic Control Devices*, latest edition.

### 3.7 Restoring Pavements

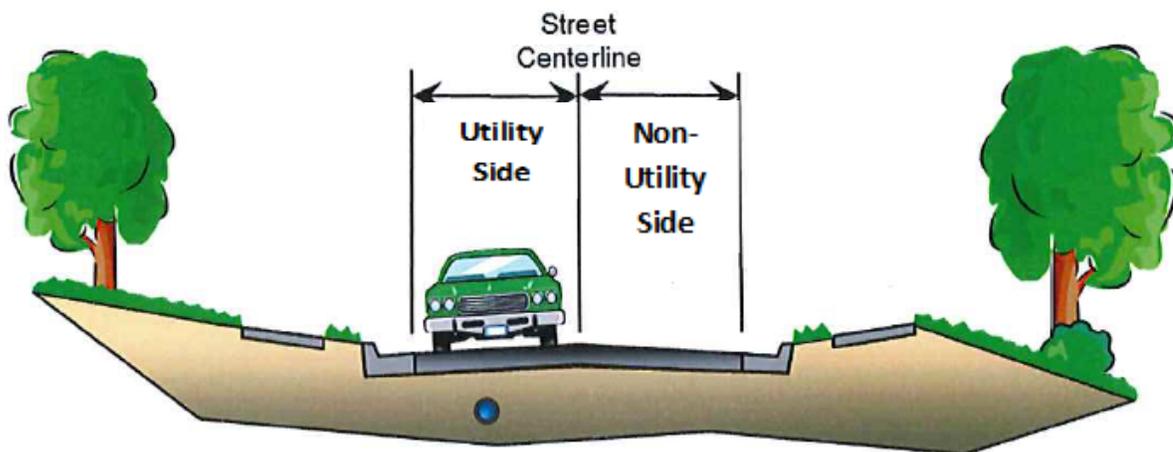
24 | All persons, corporations, governmental agencies, special districts, utility companies who having obtained a permit and made a cut in a public right-of-way shall repair such pavements or surfacing to the original condition. If such pavements or surfacing are not restored and maintained as to the original condition, notice thereof in writing by first-class mail shall be given the permittee, who shall put the same in good condition within a maximum of ~~five~~ **three (3)** days. If the permittee fails after notice given to restore and maintain such pavements or the surface thereof, the City may make the necessary repairs and such permittee shall pay the costs thereof, and until paid no other permit shall be issued.

### 3.8 Utility Installations

**3.8.1 Underground.** All utility lines shall be installed at depths as illustrated in Chapter 4, Figures 4.1-4.6 of these Design Standards. Exceptions may be granted by the City where warranted and upon prior written request and approval.

**3.8.2 Overhead.** Minimum ground clearances shall conform to the National Electric Safety Code Standards, latest edition.

24 | **3.8.3 City and Utility Coordination.** Whenever possible, water main and utility replacement should be coordinated with reconstruction projects. For the purposes of this policy, the utility side (US) and the non-utility side (NUS) of the street are shown below.



When the utility work is not part of an overlay or reconstruct project, the Utility shall remove asphalt on the entire half-street of the utility side. The Utility will be responsible for:

- 100% of removals on the utility side, including milling and saw cutting.
- 100% of unclassified excavation, select fill, geotextile fabric, gravel, asphalt, and other items needed to replace the street on the utility side to City standards.
- 100% of curb and gutter, sidewalk, and other concrete (in accordance to City standards) needed to remove for any utility work.
- 100% of Compaction Testing on utility side. Densities and Proof Roll approved by Engineer.
- 100% of Mobilization, Erosion Control, Traffic Control, Dewatering, and other items.

When the utility work is part of an overlay or reconstruct project:

- The Utility will pay for all removals, unclassified excavation, curb and gutter, sidewalk, concrete, and compaction testing on the utility side.
- The City will pay for all removals and installation on the non-utility side, including but not limited to pavement, unclassified excavation, curb and gutter, sidewalk, concrete, and compaction testing.
- The Utility and City will cost share Mobilization, Erosion Control, Traffic Control, Dewatering, and other items based off the percentage of cost for the City and Utility portions.

Unless agreed to by the City, the typical process for combined Utility and City street projects will be:

1. Utility will send the City Engineer the plans and specifications for the Utility project, which will be added to the City street plans and specifications and bid as one project.
2. There will be a separate Bid Schedule for the Utility portion of the project. The Bid will be awarded to one Contractor based on the lowest combined bid price of all the Bid Schedules.
3. The Contractor would enter into one (1) Three-Party Contract with the City and with the Utility also as a party. (ie Utility, City, and Contractor would all sign one agreement).
  - a) The City will approve the Bid Award at a City Council meeting.
  - b) Utility will approve the Bid Award as needed for their procedure.
4. The Contractor will submit one (1) pay app to the City by the 10th each month.

- a) The Contractor will submit quantities related to the Utility –with Utility assistance. Utility will review the Pay Application by the 15th to confirm the quantities are correct.
  - b) The Engineer will submit the Pay Application to Finance and will submit the total for payment for the utility side portion to the Utility by the 18th of the month.
  - c) The Contractor would then be paid by the City and the Utility separately.
5. Utility will provide inspection of the utility installation.
6. If there is a utility disruption, the Contractor will contact the Utility to notify the appropriate homeowners.
7. The City will hire the testing agency to confirm all densities. Any costs associated with utility side density tests would also be pro-rated and included in the invoicing process.

### **3.9 Fees**

Fees shall be assessed for permits and inspection at the time of issuance of the permit in accordance with the fee schedule in force.

**Figure 3.1**  
**Letter of Responsibility**

Office of City Engineer  
City Hall  
23 2<sup>nd</sup> Str. N.E.  
Box 910  
Watertown, SD 57201

THIS IS TO CERTIFY THAT \_\_\_\_\_  
(Name of Agency)

Does agree that, in lieu of posting the required performance bond, the following practices will be adhered to:

1. That no street cuts, in any Watertown street, highway, or other right-of-way for any purposes will be made without having secured the proper Street Cut Permit or Construction Permit.
2. That any street cut made by the above will be backfilled and compacted in accordance with the current requirements of Watertown, and the surface restored to a condition equal to or better than that condition which existed prior to the making of the cut.
3. The responsibility for the maintenance of the restored cuts shall rest with the above for a period of one year after the cut has been filled and resurfaced.
4. That, in the event repairs are not made or maintained to the satisfaction of the City Engineer or his designated representative, necessary repairs shall be made by the City at the expense of the above-named organization.

Subscribed to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
By: \_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Title

**NOTE:** This document is to be filed in the Office of the City Engineer.

**Figure 3.2**  
**Certificate of Self-Insurance**

Office of the City Engineer  
City Hall  
23 2<sup>nd</sup> Str. NE  
Box 910  
Watertown, SD 57201

THIS IS TO CERTIFY THAT \_\_\_\_\_,  
a \_\_\_\_\_, in lieu of providing the  
insurance policy required under Section 3.4.5 of the Engineering Design Standards for  
Public Improvements of the City of Watertown, South Dakota, is wholly self-insured or is  
self-insured to cover the deductible limit of \_\_\_\_\_ as expressed by  
Policy No. \_\_\_\_\_ issued by \_\_\_\_\_ for  
combined bodily injury and property damage liability. It is further certified that reserves  
in support of the self-insurance program are adequate to provide coverage at the levels  
required of insurance policies in Section 3.4.6.

Subscribed to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
By: \_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Title

**NOTE:** This document is to be filed in the Office of the City Engineer.

## **Chapter 4**

### **Utility Locations and City Utility Easements**

**Chapter 4**  
**Utility Locations and City Utility Easements**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
4.1	Purpose of Standard Locations	4.1
4.2	Plans Required	4.1
4.3	Location Requirements	4.1
4.4	Street Cuts	4.2
4.5	City Utility Easements	4.2

## Chapter 4 Utility Locations and City Utility Easements

### 4.1 Purpose of Standard Locations

**4.1.1 Conflicts.** It is necessary to provide adequate space for utilities in a manner that will minimize conflicts between using the public right-of-way for transportation purposes and utility purposes. When street grades, alignments, or widths are changed, utilities are usually required to relocate. Oftentimes standard locations are inapplicable and unobtainable in street areas where existing utilities are seriously crowded and where it would not be feasible to expect major or dramatic reorientation of the underground. The location criteria must be practical and applicable in new developments, in urban relocation work, and in cases where overhead facilities are being converted into underground structures and plans.

**4.1.2 Relocations.** Utilities are not expected to revise existing facilities as to location or depth solely or primarily for the purpose of creating uniformity. However, when new or relocation work is undertaken, uniformity should be sought. It is acknowledged that the present locations may not be amendable, but there should be consideration for uniform utility locations for the future.

### 4.2 Plans Required

**4.2.1 Construction Approval.** Any utility or other facility constructed in City right-of-way shall have construction plans submitted and approved in accordance with requirements in these Design Standards and Title 24 of the Revised Ordinances of the City of Watertown, SD. No Construction Permit shall be issued for construction of new utilities or extension of existing facilities (except service taps or laterals to individual properties) without prior construction plan approval by the City Engineer.

**4.2.2 Conformance.** The applicant's completed facility shall be in conformance with the approved drawings or sketches referred to above, and in Chapter 2, unless a special variance has been requested and approved by the City.

### 4.3 Location Requirements

All utilities located within the public right-of-way shall be in accordance with Figures 4.1.)

- (1) Utilities already existing in non-standard locations may be replaced in the same location when permitted by the City Engineer.
- (2) Gravity lines shall take preference as to horizontal and vertical alignment over non-gravity systems and pressure systems.
- (3) Consideration will be given to the use of utility easements adjacent to the public right-of-way and to the use of alleys and medians.

- (4) In the event of a conflict, or if a particular utility requires more than one system be installed in the right-of-way, the alternate location may be used when permitted by the City Engineer.
- (5) Utilities shown are primarily for local distribution and collection. Large diameter lines may make it necessary to modify utility locations.
- (6) Storm sewer may be placed on either side of the street. Any storm sewer 48 inches or larger in diameter shall be reviewed on a case-by-case basis.
- (7) Street trees placed between the curb and street side of sidewalk must not interfere with underground or overhead utilities.
- (8) Normally street lights will be placed on the same side of the street as the electric utility.
- (9) Street lights shall not be located closer than five (5) feet horizontally to fire hydrants.

(10) Fire hydrants shall not be located closer than three (3) feet to any back of curb or sidewalk.

24

#### 4.4 Street Cuts

The City of Watertown requires a Construction Permit or a Street Cut for Utilities Permit prior to any construction. All utility permits where work will be done in the street pavement or in the right-of-way and would require a lane closure, must be approved by the City Engineer. All proposed permits shall be submitted a minimum of 48 hours prior to construction and be accompanied by a traffic control plan.

#### 4.5 City Utility Easements

Utility easements shall be obtained for all utilities located on private and public property. In addition, temporary easements may be required for construction.

Utility easements shall be accessible for City maintenance vehicles to drive on to maintain the utility. All manholes and other appurtenances shall be accessible to City maintenance vehicles. If determined necessary by the City Engineer, the area over a utility shall be benched to provide an access trail along the line.

Easements for sanitary sewer, storm sewer, drainage, water main, and power shall be obtained when the utilities are to be constructed outside of the street right-of-way (ROW) on private property. Sanitary sewer, storm sewer, and drainage easements shall have a minimum width of 20 feet. Additional width may be required by the City Engineer to ensure proper access for City maintenance equipment, and to consider adequate area for excavation and access to deep utilities. The required easement width may be widened up to 30 feet based off the depth of excavation meeting the Occupational Safety and Health Administration (OSHA) standard of 1½-width:1 depth with a 20 foot maximum depth of sewer allowed for benching. When City utilities are to be located a

24

adjacent to one another, the minimum separation distance between the utilities shall be 10 feet. Water main, gas, and power shall have a minimum easement width as required by Watertown Municipal Utilities.

Easements shall be labeled specifically for the utility in which it is describing; for example:

- Sanitary Sewer Easement
- Storm Sewer Easement
- Drainage Easement
- Water Main Easement

“Easement for Sanitary Sewer, Storm Sewer, and/or Drainage form” shall be used where the City utility is to be constructed on private property.

“Temporary Construction Easement for Sanitary Sewer, Storm Sewer, and/or Drainage form” shall be used with the appropriate description inserted when a temporary easement is required during construction.

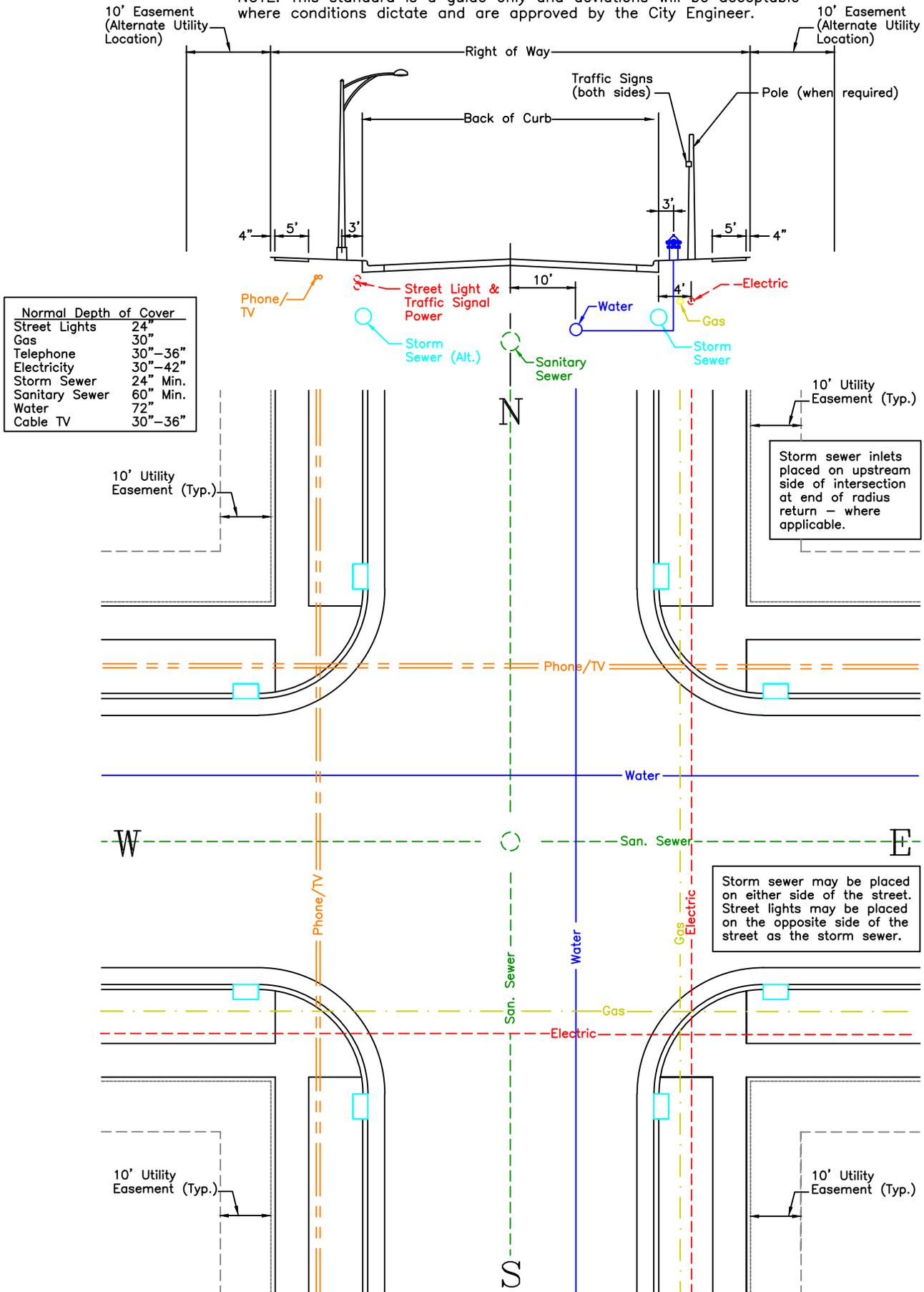
The most current versions of the utility easement forms shall be used and obtained from the office of the City Engineer.

[The City Engineer shall approve all utility and drainage easements.](#)

**Figure 4.1**

**Standard Utility Locations**

NOTE: This standard is a guide only and deviations will be acceptable where conditions dictate and are approved by the City Engineer.



Normal Depth of Cover	
Street Lights	24"
Gas	30"
Telephone	30"–36"
Electricity	30"–42"
Storm Sewer	24" Min.
Sanitary Sewer	60" Min.
Water	72"
Cable TV	30"–36"

## **Chapter 5**

### **Street Access and Parking Lot Criteria**

**Chapter 5**  
**Street Access and Parking Lot Criteria**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
5.1	Traffic Studies	5.1
5.2	Access Control	5.6
5.3	Access Design	5.12
5.4	Off-Street Parking Area	5.16

## **Chapter 5**

### **Street Access and Parking Lot Criteria**

#### **5.1 Traffic Studies**

##### **5.1.1 Responsibilities for Traffic Report**

**5.1.1.1** Traffic impact reports may be required by the City in order to adequately assess the impact of a proposal on the existing and/or planned street system. The primary responsibility for assessing the traffic impacts associated with a proposed development will rest with the developer with the City serving in a review capacity.

**5.1.1.2** Unless waived by the City Engineer, a written report meeting the City guidelines will be required for a nonresidential development proposal when trip generation during the peak hour is expected to exceed 100 vehicles, or any residential development with 150 or more dwelling units.

**5.1.1.3** Preparation of the report shall be the responsibility of the developer and must be prepared by a licensed design professional with experience in transportation planning. Upon submission of a draft traffic report, the City will review the study data sources, methods, and findings. Comments will be provided in a written form. The developer and his engineer will then have an opportunity to incorporate necessary revisions prior to submitting a final report. All reports must be reviewed by the City Engineer before acceptance.

**5.1.1.4** All previous traffic reports relating to the development that are more than two years old must be updated, unless it is determined that conditions have not changed enough to warrant an update.

**5.1.1.5** Traffic reports will be required if the trip generation and dwelling unit criteria as noted in Section 5.1.1.2 are exceeded for the following submittals:

- a. For a rezoning application or Conditional Use Permit.
- b. For a Preliminary Plan or Commercial Site Plan if the property has already been rezoned for the proposed use and no traffic report was required for the rezoning.
- c. Prior to issuance of a building permit, if the property has already been zoned and platted, and no previous traffic report less than two years old exists.
- d. Additional access off an arterial street to an existing use is being requested.
- e. The developer will be required to submit a new traffic report if, after submitting the original traffic report, the land use intensity and traffic generation area increased by more than 15 percent.

**5.1.1.6** Where access points are not defined or a site plan is not available at the time the traffic report is prepared, additional traffic work may be required when a site plan becomes available or the access points are defined.

**5.1.1.7** The developer will be notified at the preplanning or concept plan stage if a traffic report will be required, provided sufficient information is available for the City to determine whether the trip generation and dwelling unit criteria have been met. If insufficient information is available but the property appears to involve a sufficiently intense land use, the applicant will be informed that a traffic report is required.

### **5.1.2 Traffic Report Format**

Traffic consultants are encouraged to discuss projects with the City prior to starting the study. Topics for possible discussion at such meetings might include directional distribution of traffic, definition of the study area, intersections requiring critical lane analysis, and methods for projecting build-out volume. This should provide a firm base of cooperation and communication between the City, the owner or developer, and his consultant in creating traffic characteristics that are in the best interest of the total community. Specific requirements will vary depending on the site location. However, all traffic reports shall contain, as a minimum, the following information:

#### **5.1.2.1 Introduction.**

**5.1.2.1.1 Land Use, Site, and Study Area Boundaries.** A brief description of the size of the land parcel, general terrain features, the location within the jurisdiction and the region shall be included in this section. In addition, the roadways that afford access to the site, and are included in the study area, shall be identified.

The exact limits of the study area shall be based on engineering judgment, and an understanding of existing traffic conditions at the site. In all instances, however, the study area limits shall be mutually agreed upon by the developer, his design professional, and the City. These limits will usually result from initial discussion with staff. A vicinity map that shows the site, in relation to the surrounding transportation system, shall be included.

**5.1.2.1.2 Existing and Proposed Site Uses.** The existing and proposed uses of the site shall be identified in terms of the various zoning categories of the City. In addition, the specific use for which the request is made should be identified if known, since a number of uses may be permitted under the existing zoning ordinances.

**5.1.2.1.3 Existing and Proposed Uses in Vicinity of the Site.** A complete description of the existing land uses in the vicinity of the site, as well as their current zoning and use, shall be included.

The developer should also state the proposed uses for vacant adjacent land in order that any proposed transition in uses is identified. This latter item is especially important where large tracts of undeveloped and/or underdeveloped land are in the vicinity of the site, and within the prescribed study area. Generally much of this information can be obtained from the initial meetings with the City.

**5.1.2.1.4 Existing and Proposed Roadways and Intersections.** Within the study area, the developer must describe existing roadways and intersections (geometrics and traffic signal control) as well as improvements contemplated by government agencies. This would include the nature of the improvement project, its extent, implementation schedule, and the agency or funding source responsible.

**5.1.2.2 Trip Generation and Design Hour Volumes.**

**5.1.2.2.1** A summary table listing each type of land use, the size involved, the average trip generation rates used (total daily traffic and a.m./p.m. peaks), and the resultant total trips generated shall be provided.

**5.1.2.2.2** Trip generation will be calculated from the latest data contained within the *Institute of Transportation Engineers' Trip Generation Manual* (latest edition) or National Cooperative Highway Research Program (NCHRP) Report No. 187. In the event that data is not available for the proposed land use, the City must approve estimated rates prior to acceptance.

**5.1.2.2.3** Site design hour volumes approximating the peak hour volume used to determine public improvements will be estimated by one of the following methods which are listed in order of preference:

- a. Traffic volume counts for existing uses.
- b. Peak hour trip generation rates as published in the *ITE Trip Generation Manual* (latest edition).
- c. NCHRP Report No. 187, where justified.

**5.1.2.3 Trip Distribution.** The direction of approach for site-generated traffic will be presented in this section. The technical analysis steps, basic methods, and assumptions used in this work must be clearly stated.

**5.1.2.4 Trip Assignment.** This section will describe the utilization of study area roadways by site-generated traffic. The anticipated site traffic volumes must be combined with existing and projected area traffic volumes in Section 5.1.2.5 to describe mainline and turning movement volumes for future conditions with the site developed as proposed. Internal trips in excess of 10 percent will require analytical support to demonstrate how the higher figures were derived. Nongenerated passerby traffic reductions in generation volumes may be

considered if applicable. All estimates of trip distribution, assignment, and modal split are subject to review and approval by the City.

**5.1.2.5 Existing and Projected Traffic Volumes.**

**5.1.2.5.1 Graphics should show:**

- a. a.m. peak hour site traffic (in and out) including turning movements.
- b. p.m. peak hour site traffic (in and out) including turning movements.
- c. a.m. peak hour total including site (in and out) and through traffic including turning movements for current conditions and 20-year projections or build-out.
- d. p.m. peak hour total including site (in and out) and through traffic including turning movements for current conditions and 20-year projections or build-out.

**5.1.2.5.2** All raw traffic count data (including hourly ADT and peak hour turning movements) and analysis worksheets shall be provided in the appendices. Computer techniques and the associated printouts can be used as part of the report.

**5.1.2.5.3** Build-out projections shall include major vacant properties around the proposed development as defined by the City. Volume projections for background traffic growth will be provided by the City, or a method for determining their volume will be recommended by the City.

**5.1.2.5.4** All total daily traffic counts should be actual machine counts and not based on factored peak hour sampling. Latest available machine counts from the South Dakota Department of Transportation (SDDOT), the City, and other agencies may be acceptable if not more than two years old.

**5.1.2.5.5** All traffic will be assigned to existing and planned facilities in a manner consistent with existing traffic patterns and approved by the City.

**5.1.2.6 Capacity Analysis.** A capacity analysis will be conducted for the street intersections at driveways for the proposed development. Within the limits of the previously defined study area, capacity analyses will also be conducted for street intersections. The a.m., p.m., and any other possible peak period will be tested to determine which will be analyzed. Pedestrian movements should also be considered in the evaluation. Capacity calculations should also include an analysis for 20-year projections or build-out conditions. Capacity analysis will be calculated in accordance with the procedures outlined in *The Highway Capacity Manual*, TRB Special Report No. 209.

### 5.1.2.7 Traffic Signals.

**5.1.2.7.1** The need for new traffic signals shall be checked using the warrants in the *Manual on Uniform Traffic Control Devices*, latest edition. Traffic progression is of paramount importance. Generally a spacing of one-half mile for all signal-controlled intersections should be maintained. This spacing is usually desirable to achieve good speed, capacity, and optimum signal progression.

**5.1.2.7.2** To provide flexibility for existing conditions and ensure optimum two-way signal progression, an approved traffic engineering analysis will be made to properly locate all proposed connecting access approaches that may require signalization. An optimum two-way progression pattern will be established between two public intersections that bracket the proposed approach as chosen by the City. These bracketing intersections should be about one mile apart, and be existing, or possible future signal locations.

**5.1.2.7.3** The progression pattern calculation must use a cycle length of between 50 and 120 seconds, and a travel speed of 40 mph, unless existing signal systems and speed limits govern usable cycle lengths and travel speeds. A desirable bandwidth of 50 percent must be used where existing conditions allow. Where intersections have no signals presently, but are expected to have signals, a 60 percent mainline, 40 percent cross street cycle split should be assumed. The green time allowed to the cross street will be considered no less than the time which is required for a pedestrian to cross the mainline at 4 feet per second. Those intersections which would reduce the optimum bandwidth if a traffic signal were installed will remain unsignalized and have turning movements limited by driveway design or median islands.

**5.1.2.8** Level of Service. Level of Service C during the peak hour will be the design objective. The design year will be approximately 20 years following construction or at build-out of the area. Levels of service are defined in *The Highway Capacity Manual*.

**5.1.2.9** Traffic Accidents. Traffic accident data for affected street corridors may be required for the study. Where this is necessary, estimates of increased or decreased accident potential shall be evaluated for the development.

**5.1.2.10** Recommendations. In the event that analysis indicates unsatisfactory levels of service on study area roadways, a description of proposed improvements to remedy deficiencies shall be included. These proposals would not include committed projects by the City or the SDDOT. In general, the recommendation section should include:

**5.1.2.10.1** Proposed Recommended Improvements. This section shall describe the location, nature, and extent of proposed improvements to assure sufficient roadway capacity.

5.5

**5.1.2.10.2 Volume/Capacity Analysis at Critical Points.** Another iteration of the volume/capacity analysis will be described, which demonstrates the anticipated results of making these improvements.

**5.1.2.10.3 Levels of Service at Critical Points.** As a result of the revised volume/capacity analysis presented in the previous section, levels of service for the highway system with improvements will be presented.

**5.1.2.11 Conclusion.** The last chapter of the report must be a clear, concise description of the study findings. It is anticipated that this concluding chapter will serve as an executive summary.

**5.1.2.12 Revisions to Traffic Report.** Revisions to the traffic report must be provided as required by the City Engineer. The need to require revisions will be based on the completeness of the traffic report, the thoroughness of the impact evaluation, and the compatibility of the study with the proposed access and development plan.

## **5.2 Access Control**

### **5.2.1 General Access**

Access in newly developing areas will follow these provisions. In areas being redeveloped, access will be determined as to the best fit based on traffic safety, existing conditions, future street improvements, and property development along with other considerations as appropriate.

A Driveway Approach, Curb & Gutter, and Sidewalk Permit must be obtained from the City for any public or private access constructed to a public street. Access to streets or highways within the city limits under the jurisdiction of the South Dakota Department of Transportation (SDDOT) are also governed by requirements of the SDDOT. In addition to obtaining a permit from the City, a permit from the Watertown Area Engineer of the SDDOT must be obtained. Access shall be limited as dictated by these City of Watertown Design Standards. Any discrepancy between the SDDOT and the City of Watertown regarding precedence of access design standards shall be jointly coordinated, reviewed, and approved.

Fire department access to all buildings shall be provided and maintained during construction and upon completion of all improvements. Fire department access shall meet all requirements outlined in currently adopted version of the International Fire Code, Section 503.

### **5.2.2 Definition of Terms for Access Control**

Several terms are used herein which have a distinct meaning. For the purpose of clarity, the definitions of some of these terms are listed below.

**5.2.2.1 Width of Curb Opening (W)**—The width of curb opening measured at the throat of the driveway from the edge of pavement to the edge of pavement.

5.6

**5.2.2.2 Property Line (P)**—The distance measured along the property line from the nearest edge of the driveway to the property line.

**5.2.2.3 Corner Clearance (C)**—At an intersecting street the distance measured along the curb line from the end of the corner radius to the nearest edge of the curb opening.

**5.2.2.4 Distance Between Double Drives (D)**—The distance measured along the curb line between the radii.

**5.2.2.5 Frontage**—The distance along the street right-of-way line of a single property or development within the property lines. Corner property at an intersection would have a separate frontage along each street.

**5.2.2.6 Residential**—Property used primarily for residential purposes such as single-family, two-family, and multifamily units.

**5.2.2.6.1 Single-Family (SF) Residential**—Single, detached family dwelling units or double bungalows or duplexes.

**5.2.2.6.2 Multifamily (MF) Residential**—Three or more attached dwelling units including townhouses, condominiums, and apartments.

### **5.2.3 Basic Principles for Curb Openings and Driveways**

#### **5.2.3.1 Arterial and Collector Street Access**

**5.2.3.1.1 Private residential access directly to arterial or collector streets** shall be permitted only when the property in question has no other reasonable access to the general street system, or when denial of direct access to the arterial or collector and alternative access to another roadway would cause traffic operation and safety problems as shown in a Traffic Report. Any access to arterials or collectors must adhere to City street standards as described in Chapter 8.

#### **5.2.3.2 General Access**

**5.2.3.2.1 High Volume Access.** In general, when trip generation served by the driveway exceeds 100 vehicles per hour during the peak hour or the driveway accesses an arterial street, returns using a standard street return radius as set forth in Table 5.1 and Figure 5.1 will be required.

**5.2.3.2.2 Access Points.** Access will not be approved for parking or loading areas that require backing maneuvers onto or from a public street right-of-way except for single-family or duplex residential uses on local and minor collector streets.

**Table 5.1  
Driveway Dimensions  
(All Dimensions in Feet)**

	Dimension Reference  (See Figure 5.1)	Functional Classification of Street and Zoning								
		Local			Collector			Arterial		
		Residential	Commercial	Industrial	Residential <sup>7</sup>	Commercial	Industrial	Residential <sup>7</sup>	Commercial	Industrial
Width <sup>1</sup>	W									
Minimum		12	15	20	12	15	20	15	15	20
Maximum		36 <sup>2</sup>	36	40	36	36	40	36	36	40
Right-turn Radius	R									
Minimum		5	10	15	10	15	25	25	25	30
Maximum <sup>3</sup>		15	20	30	25	50	50	30	50	50
Minimum Spacing <sup>4</sup>										
From Property Line	P	0	R	R	0	R	R	R	R	R
From Street Corner	C	20	40	40	140	140	140	175	175	175
Between Driveways	D	20 <sup>5</sup>	25	25	50	75	75	NA	250	250
Angle <sup>6</sup>	A	45°	70°	70°	45°	70°	70°			

<sup>1</sup> The minimum width of commercial driveways is intended to apply to one-way operation. In high pedestrian activity areas, such as in a central business district or in the same block with an auditorium, school, or library, the maximum basic width should be 36 feet. The width shown applies to rural routes and most City streets including neighborhood business, residential, and industrial streets. The City Engineer may approve wider driveways where appropriate.

<sup>2</sup> Maximum width on bulb of cul-de-sac shall be 24 feet. Driveways for duplexes shall be shared whenever possible. Maximum opening for adjacent shared driveways of duplexes shall not exceed 48 feet combined width.

<sup>3</sup> On the side of a driveway exposed to entry or exit by right-turning vehicles. In high pedestrian activity areas, the radii should be half the values shown. The maximum radii for major generator driveways shall be designed in accordance with *A Policy on Geometric Design of Highways and Streets*, published by AASHTO, latest edition.

<sup>4</sup> Measured along the curb or edge of pavement from the roadway end of the curb radius. In high pedestrian activity areas, the minimum spacing between driveways should be 5 feet at the discretion of the City Engineer.

<sup>5</sup> Minimum space between driveways may be reduced to 3 feet on one side of driveway on local streets only at the discretion of the City Engineer.

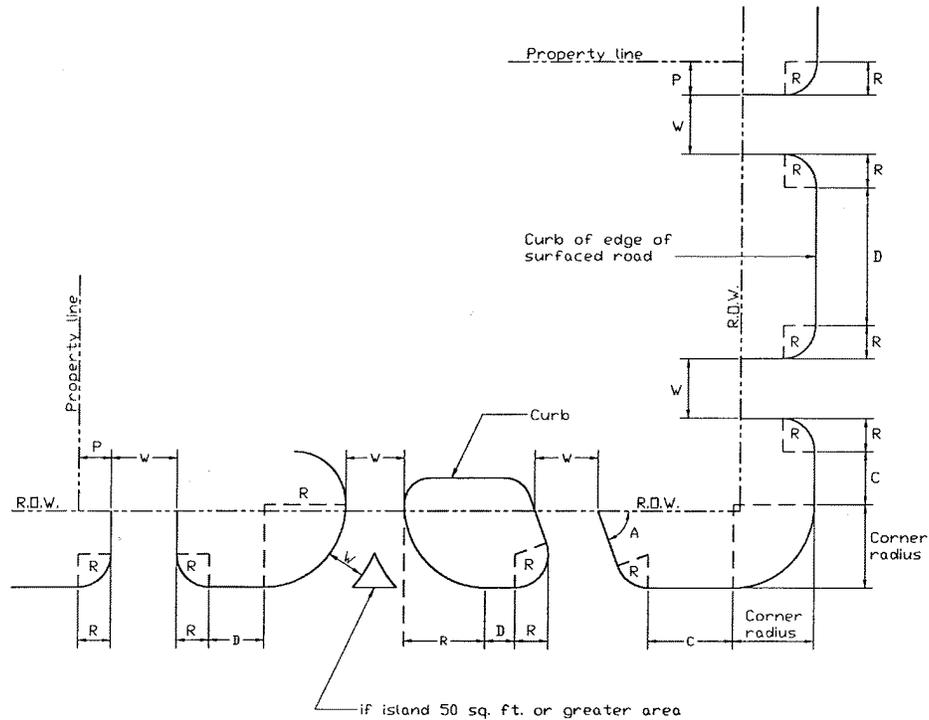
<sup>6</sup> Minimum acute angle measured from edge of pavement, and generally based on one-way operation. For two-way driveways, and in high pedestrian activity areas, the minimum angle should be 80 degrees.

<sup>7</sup> See section 5.2.3.1.1.

**Notes:**

1. Driveway spacing length from signalized intersections shall be individually determined taking into consideration signal cycle length, traffic volumes, lane tapers and vehicle stacking lengths.
2. The City Engineer may require larger driveway spacing from what is listed above if the street geometrics and traffic volumes warrant larger spacing.
3. The maximum driveway width for residential driveways will be reduced as needed on residential lots to provide a minimum of twenty (20) feet of continuous curb frontage for parking.

**Figure 5.1  
Driveway Dimensions**



**5.2.3.2.3 Standards.** Every property that accesses the street shall have a driveway. Driveways shall be constructed in accordance with the City of Watertown Standard Plates.

**5.2.3.2.4 Existing and Future Demands.** The opening or driveway width shall be adequate to handle properly the anticipated traffic volume and character of traffic, as well as being within the limits specified for the type of property development. The controls established for curb openings and driveways shall apply to existing streets as well as new streets that may be developed in the future.

**5.2.3.2.5 Utility Conflicts.** Any adjustments which must be made to utility poles, street light standards, fire hydrants, catch basins or inlets, traffic signs and signals, or other public improvements or installations which are necessary as the result of the curb openings or driveways shall be accomplished without any cost to the City.

**5.2.3.2.6 Access Signs.** Driveway approaches, whereby the driveway is to serve as an entrance only or as an exit only, shall be appropriately signed by, and at the expense of, the property owner subject to approval of City. Sign location, height, and legend must be in accordance with the *Manual on Uniform Traffic Control Devices (MUTCD)*.

**5.2.3.2.7 Abandoned Driveways.** Any curb opening or driveway which has been abandoned shall be removed and the street restored by the property owner.

## **5.2.4 General Requirements**

### **5.2.4.1 Number of Openings.**

**5.2.4.1.1 Single-Family Residential**—In general, each single-family residential property shall be limited to one access point. However, where houses are located on corner lots or have extra wide frontage, more than one access point may be permitted. Applicable zoning setback requirements must be followed.

**5.2.4.1.2 Multi-Family Residential**—In general, access shall be determined by information provided by the owner/developer in a Traffic Impact Report and/or by comments generated during the City’s review and acceptance of that report.

**5.2.4.1.3 Commercial/Industrial**—In general, access to commercial and industrial property shall be limited to the requirements as set forth in Chapter 8 of the Engineering Design Standards and shall be based on the street classification described by the Major Street Plan that is kept in the Office of the City Engineer. For commercial/industrial property located on a corner of an arterial street, access may be restricted to a side street only. Access may also be restricted if use of such access would be precluded by existing left turn lanes or other traffic control devices.

**5.2.4.2 Access Surface.** Driveways shall be paved with concrete or asphalt from the street surface to the structure. Structures with minimal use will be allowed to have grass as access; however, no gravel surfaces will be allowed. When access is to a road with gravel surfacing, a gravel driveway may be allowed with a waiver of right to protest the requirement to have a paved surface at such time as the road is paved. When access is to a road with a paved rural section, crushed concrete or recycled asphalt may be allowed with a waiver of right to protest the requirement to have a paved surface at such time as the road is modified to an urban section.

**5.2.4.3 Access to Roadways with Rural Section.** Private drive access to local, collector, or arterial streets that have a rural section shall be constructed to meet the following requirements:

**5.2.4.3.1** The private drive shall extend from right-of-way line to the edge of the existing driving surface and shall be constructed in conformance with section 5.2.4.3.2 of these Engineering Design Standards.

**5.2.4.3.2** Access shall be governed by the driveway criteria.

**5.2.4.3.3** A culvert properly sized for the ditch flow shall be installed at the established roadside ditch flowline beneath the private drive access.

Minimum size for the culvert shall be 15 inches. Culverts shall be reinforced concrete pipe, corrugated metal pipe, or polyethylene or PVC pipe. Culverts shall have a precast concrete-sloped end section or cast-in-place concrete headwall. A Corrugated Metal Flared End can be used with the approval of the City Engineer. If a cast-in-place headwall is built, it shall have a maximum slope of 4:1 on any exposed face. No vertical headwalls will be allowed.

**5.2.4.3.4** A sketch plan of the installation must be submitted with the access permit application. No construction permit will be issued until the access and its construction plan or sketch are approved by the Office of the City Engineer.

**5.2.4.4** Amount of Curb Opening Permitted. Driveway width shall comply with Table 5.1.

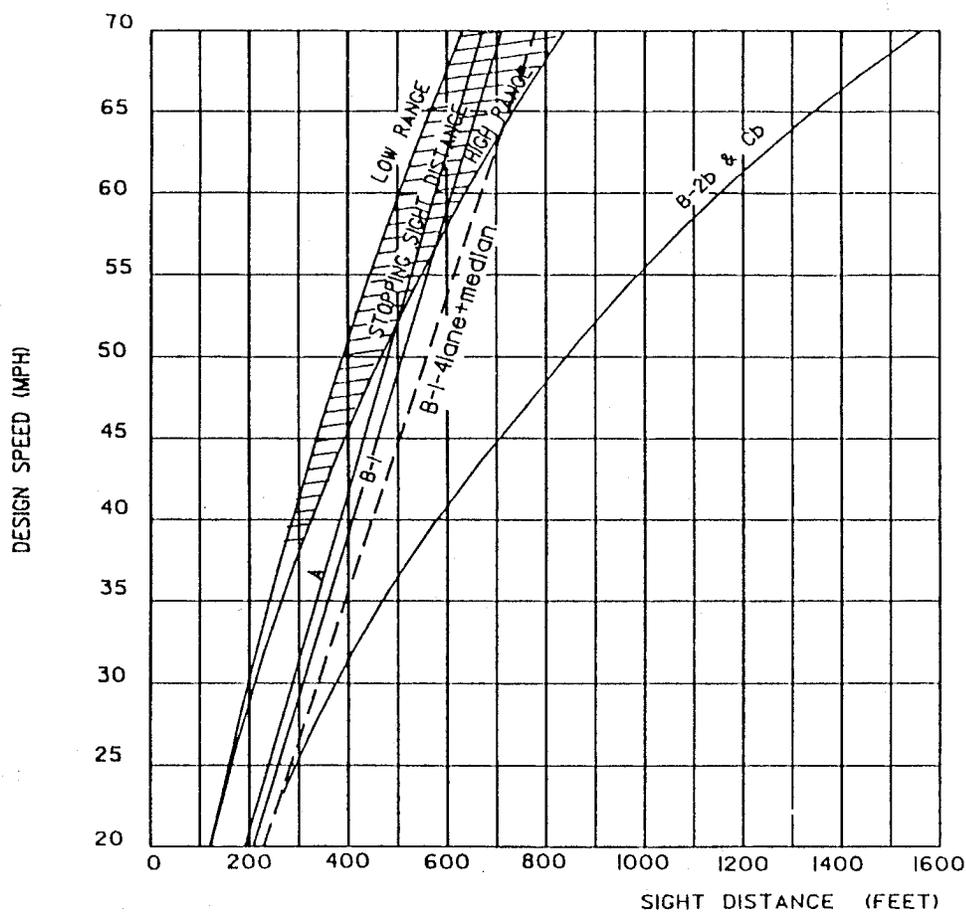
**5.2.4.5** Mutual Access. On commercial, industrial, and multi-family developments, mutual use of access to streets is encouraged and may be necessary to meet driveway spacing requirements. Where used, mutual access will comply with City ordinance and will be shown on plans for approval prior to construction or change of use.

### 5.3 Access Design

#### 5.3.1 Driveway Spacing

Where lots are large enough, the center of driveways not in alignment will normally be offset a minimum of 150 feet for all commercial/multifamily properties. Greater distances may be required if left-turn storage lanes require such on arterial streets. Minimum sight distance shall be provided at all access points as shown in Figure 5.2, which applies to both city street and driveway intersections.

**Figure. 5.2: Intersection Distance at At-Grade Intersection**

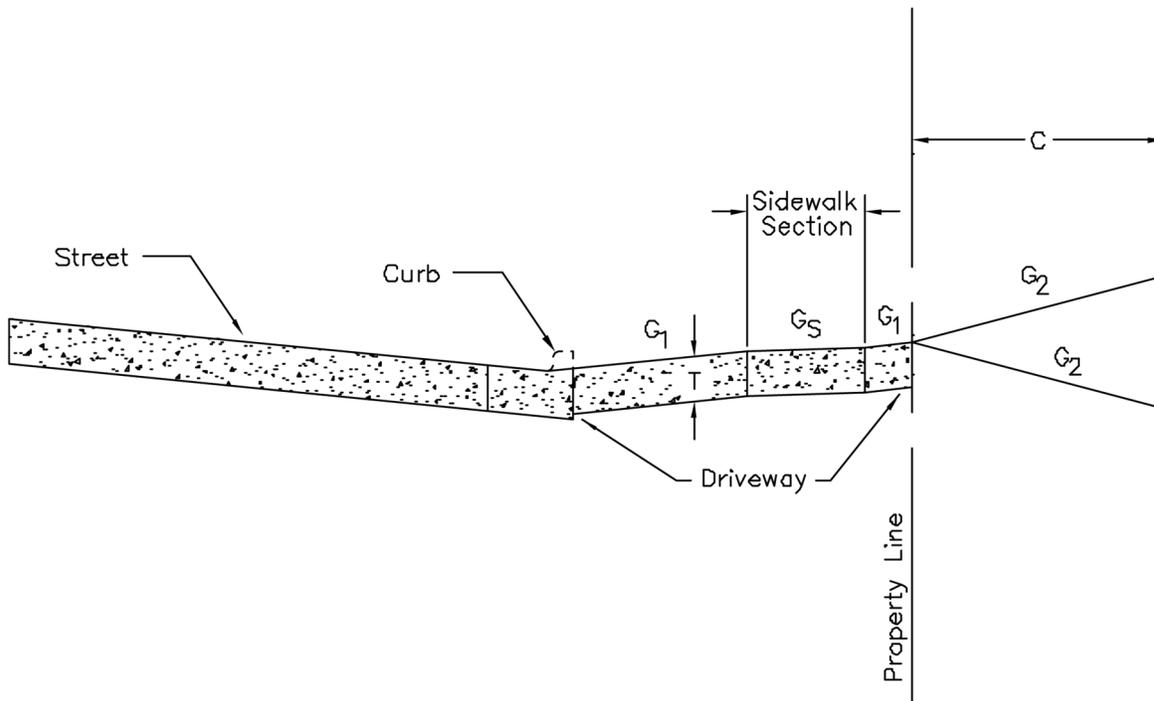


- A - SIGHT DISTANCE FOR P VEHICLE CROSSING TWO-LANE HIGHWAY FROM STOP (SEE DIAGRAM).
- B-1- SIGHT DISTANCE FOR P VEHICLE TURNING LEFT INTO TWO-LANE HIGHWAY ACROSS P VEHICLE APPROACHING FROM LEFT (SEE DIAGRAM).
- B-1-4 Lane+median SIGHT DISTANCE FOR P VEHICLE TURNING LEFT INTO FOUR-LANE HIGHWAY ACROSS P VEHICLE APPROACHING FROM LEFT (SEE DIAGRAM).
- B-2b- SIGHT DISTANCE FOR P VEHICLE TO TURN LEFT INTO TWO-LANE HIGHWAY AND ATTAIN 85% OF DESIGN SPEED WITHOUT BEING OVERTAKEN BY A VEHICLE APPROACHING FROM THE RIGHT REDUCING SPEED FROM DESIGN SPEED TO 85% OF DESIGN SPEED (SEE DIAGRAM).
- Cb- SIGHT DISTANCE FOR P VEHICLE TO TURN RIGHT INTO TWO-LANE HIGHWAY AND ATTAIN 85% OF DESIGN SPEED WITHOUT BEING OVERTAKEN BY A VEHICLE APPROACHING FROM THE LEFT AND REDUCING FROM DESIGN SPEED TO 85% OF DESIGN SPEED.

### 5.3.2 Driveway Design

Driveway section details are shown in Figure 5.3 with design requirements listed in Table 5.2.

**Figure 5.3  
Driveway Grades**



\*All sidewalk grades (Gs) shall be less than 2.0%.

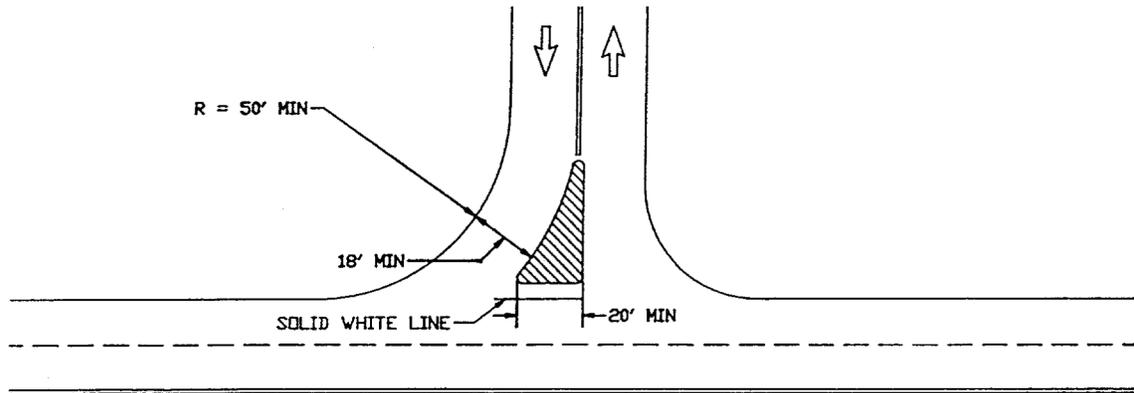
**Table 5.2**

Type of Driveway	Minimum Thickness	Grade (G1)		Grade (G2)		Control Distance (C)
		Min.	Max.	Min.	Max.	
Low Volume Residential	6"	+5.0%	+108.0%	±0.5%	±13%	20'
Low Volume Commercial/Industrial	7"	±0.5%	±6%	±0.5%	±6%	40'
High Volume	7"	±0.5%	±3%	±0.5%	±3%	40'

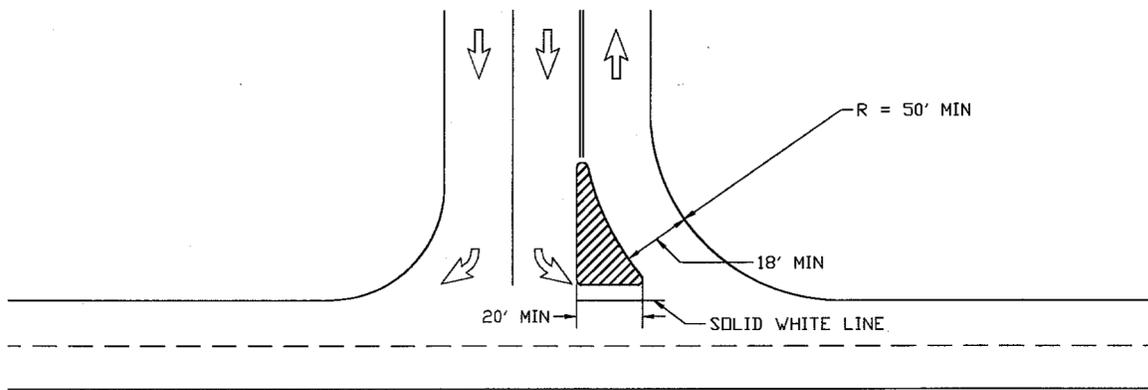
24



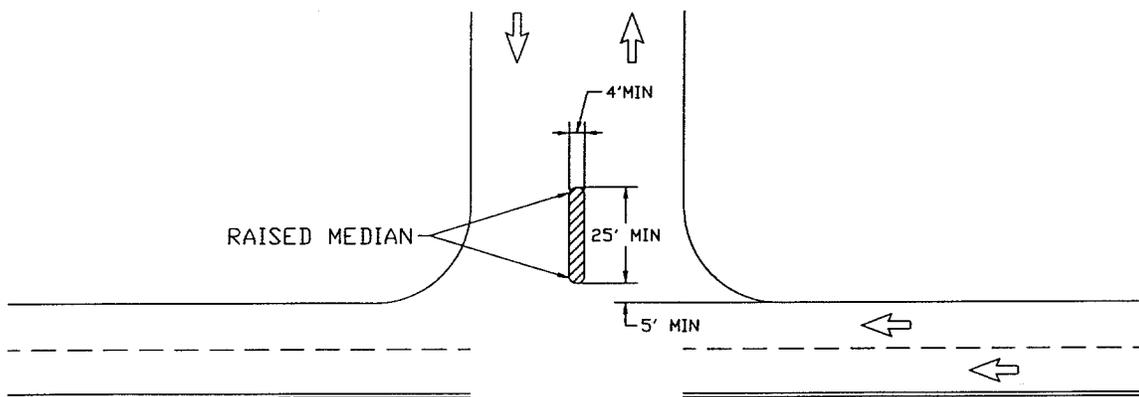
**Figure 5.5: Right-In, Right-Out, Left-In Driveway Design**



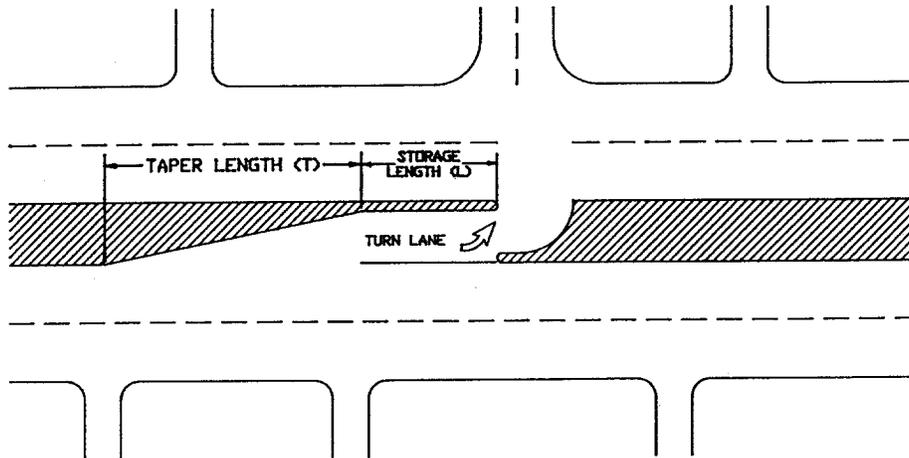
**Figure 5.6: Right-In, Right-Out, Left-Out Driveway Design**



**Figure 5.7: Driveway Design with Median Divider**



**Figure 5.8: Median Design to Restrict Existing Left Turns**



#### 5.4 Off-Street Parking Area

**5.4.1 General.** The following guidelines regarding the design of off-street parking areas shall be followed.

**5.4.2 Minimum Stall Dimensions.** The minimum stall width shall be 9 feet and the minimum stall depth shall be 18 feet for diagonal parking. The minimum stall width shall be 10 feet and the minimum stall depth shall be 20 feet for parallel parking.

**5.4.3 Compact Vehicles.** A maximum of 10 percent of total required parking stalls may be designated specifically for compact vehicles. When an area is designed for compact vehicles only, the area shall be adequately signed to inform drivers of the exclusion.

**5.4.4 Parking Dimensions.** Minimum module depths shall be as shown on Figure 5.9 and in Table 5.3.

**5.4.5 Backing Into Street Not Allowed.** The spaces shall be so arranged so that no vehicle will be required to be backed into the street in order to exit the lot except for single-family or duplex dwelling units.

**5.4.6 Backing Over Sidewalk Not Allowed.** The spaces shall be so arranged so that no vehicle will be required to be backed over a public sidewalk in order to exit the stall.

**Figure 5.9  
Parking Layout**

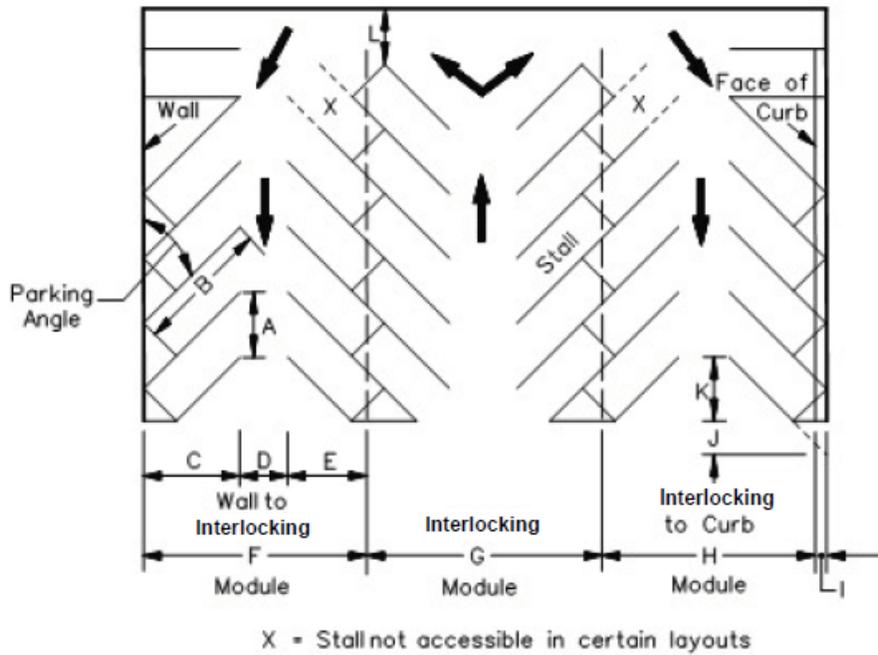


Table 5.3					
Minimum Parking Lot Design Requirements					
(9 ft. stall width - 18 ft. stall depth)					
Parking angle (Degrees)		45	60	75	90
Stall width, Parallel to aisle	A	12.7	10.4	9.3	9.0
Stall length of line	B	27.0	23.2	20.4	18.0
Stall depth to wall	C	19.1	20.1	19.7	18.0
Aisle width	D	12.0	16.0	23.0	26.0
Stall width (Interlocking)	E	15.9	17.8	18.6	18.0
Module (Wall to interlock)	F	47.0	53.9	61.3	62.0
Module (Interlocking)	G	43.8	51.7	60.1	62.0
Module (Interlock to curb)	H	45.0	51.6	58.8	59.5
Bumper overhang (Typical)	I	2.0	2.3	2.5	2.5
Offset	J	6.4	2.6	0.6	0.0
Setback	K	12.7	9.0	4.7	0.0
Cross aisle, one-way	L	14.0	14.0	14.0	14.0
Cross aisle, two-way	L	24.0	24.0	24.0	24.0

## **Chapter 6**

### **Geotechnical Exploration and Report**

**Chapter 6**  
**Geotechnical Exploration and Report**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
6.1	General	6.1
6.2	When Required	6.1
6.3	Soil Exploration	6.1
6.4	Report	6.2

## **Chapter 6**

### **Geotechnical Exploration and Report**

#### **6.1 General**

The geotechnical exploration and report shall determine any special geotechnical conditions and make recommendations regarding the special conditions, grading, foundations, and pavement.

#### **6.2 When Required**

Soils reports are required for all public road improvement projects. For public improvement projects, the determination as to when soils reports will not be required will be determined on an individual, case-by-case basis by the City Engineer.

#### **6.3 Soil Exploration**

**6.3.1 General.** When geotechnical explorations are required, all sampling and testing of the soil shall be performed in accordance with the appropriate AASHTO (American Association of State Highway and Transportation Officials) and ASTM (American Society for Testing and Materials) designations.

**6.3.2 Sampling.** Representative samples of the soils shall be obtained by drilling shallow penetration soil borings along the route of the existing or proposed public right-of-way.

**6.3.2.1** Borings shall extend to a minimum depth of 5.0 feet below the proposed subgrade foundation, or 2.0 feet below the flow line elevation of any pipe or conduit. Every third boring, or a minimum of one boring, shall be of sufficient depth, or a minimum of 10 feet, for monitoring of the ground water elevation.

**6.3.2.2** Borings will be performed at close enough intervals to determine the boundaries of each significant soil type present.

**6.3.2.3** A random technique shall be used to select sampling locations.

**6.3.2.4** Spacing of the borings will vary with the uniformity of the soil profile and the topography. The maximum interval between soil borings may not exceed 400 feet.

**6.3.2.5** Where the original ground line is to be covered with fill material, 5-foot depth borings are necessary to determine the character of the support.

**6.3.2.6** Where drainage areas are crossed or boggy areas are encountered, the spacing of the borings shall be at closer intervals in order to determine the boundaries of the “soft” area. At these “weak” areas, the depth of the borings may also have to be increased in order to determine if and to what depth

improved subgrade material will be required to provide uniform support for the construction.

**6.3.2.7** Representative samples from the borings shall be collected for submittal to a soils testing laboratory for evaluation.

**6.3.2.8** A boring log shall be maintained for each soils boring performed. The boring log shall contain a complete record of the soil material observed.

### **6.3.3 Testing.**

**6.3.3.1** The tests required are those for identification and classification purposes. These tests include a standard sieve and hydrometer analysis (ASTM D422 or AASHTO T-88) and Atterburg Limits (ASTM D4318 or AASHTO T-89 and 90). The test results are used to give a soil a descriptive name and letter symbol (in accordance with the Unified Soils Classification System) indicating its principle characteristics. Based on the test results, similar soil types can be placed into several major groups.

**6.3.3.2** These major groups shall be plotted on a profile sheet to determine their limits. The profile sheet is used with the laboratory data in selecting what soil types further testing should be performed on. Additional testing includes the moisture-density relationship (AASHTO T-99 or T-180) and California Bearing Ratio (MIL STD 621 Method 101 or ASTM D1883). The moisture-density relationship determines the maximum dry density and optimum moisture content for that particular soil. The CBR test is performed at 95 percent of the maximum dry density and at the optimum moisture content. The results of the CBR test determine the relative bearing value of the subgrade and is used in the pavement thickness design. A minimum of a three-point curve will be utilized for the CBR testing with a five-point curve preferred. If the various soil type areas are not large enough to justify separate pavement designs, a single design shall be made on the worst soil type.

## **6.4 Report**

**6.4.1 General.** The report shall identify any geotechnical special conditions found in the exploration and recommendations to ameliorate the special conditions along with grading, foundations, and subgrade and pavement requirements. The recommendations may be divided into three parts: geotechnical special conditions, grading and foundation, and subgrade and pavement.

**6.4.2 Special Geotechnical Conditions.** The special conditions portion of the report shall consider ground water, frost susceptibility, erosion potential, soils creep, landsliding, expansive soils, soil corrositivity, and any other special geotechnical conditions the Geotechnical Engineer becomes aware of.

**6.4.3 Grading and Foundation.** The grading and foundation portion shall include data regarding the distribution and engineering characteristics of the various soil

materials, data about groundwater levels, recommendations about the need for mitigation measures for special geotechnical conditions, grading criteria, foundation design criteria, and any other information the Geotechnical Engineer considers pertinent.

**6.4.4 Subgrade and Pavement.** The subgrade and pavement portion shall include data regarding the distribution of various subgrade materials and design tests (such as CBR, R-value, and/or plate bearing) to be made. Where soils are susceptible to erosion, recommendations shall be made for preventing the undermining of pavements. The pavement design may be included in this report or prepared and submitted separately by the Engineer responsible for preparation of the construction plans and contract documents.

## **Chapter 7**

### **Grading**

**Chapter 7**  
**Grading**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
7.1	General	7.1
7.2	Grading Requirements for Subdivisions	7.1

## Chapter 7 Grading

### 7.1 General

**7.1.1** All proposed developments shall be graded such that storm water runoff is conducted away from proposed building sites to swales constructed in drainage easements along lot lines, to public rights-of-way, or to another approved drainage course.

**7.1.2** No filling will be allowed in any areas of land within a proposed subdivision or other type of development which lies either wholly or in part within the flood plain of a river, stream, creek, or lake unless under the terms of a permit granted by the U.S. Corps of Engineers and/or the City of Watertown where applicable.

### 7.2 Grading Requirements for Subdivisions

**7.2.1** The longitudinal slope along a rear yard drainage easement shall be not less than 1.0 percent but not so great as to cause erosion.

**7.2.2** All grade point elevations shall be shown for each lot at the property corners and at the low and high points along the property lines.

**7.2.3** The general direction of overland drainage in the rear yard shall be indicated on each lot by an arrow.

**7.2.4** High and low street grade points, slope direction (by arrow), and the location of all inlets and drainage ditches shall be shown on the grading plan.

**7.2.5** A maximum slope of ~~4~~3 feet horizontal to 1 foot vertical shall not be exceeded for all terracing. The toe of the slope shall be located outside of drainage easements and natural drainage ways unless adequate drainage is provided.

**7.2.6** Grading plans shall be drawn to a scale of 1 inch = 100 feet (1" = 100') or larger.

**7.2.7** Grading plans shall include details of typical lot grading and drainage patterns intended to be used.

**7.2.8** The grading plans shall show the contours with intervals of 1 foot for land with a slope of 1 percent or less, intervals of 2 feet for a slope between 1 and 1.1 and 9 and 9.9 percent and contours of 5 feet for land with a slope exceeding 10 percent.

**7.2.9** All elevations shall be on the North American Vertical Datum of 1988 (NAVD 88).

**7.2.10** Drainage patterns other than those shown in standard details may be used and will be acceptable for review. Details of the typical lot drainage pattern shall be shown on the grading plan with all grade control points identified.

**7.2.11** In general, for streets with ditches and no curbs, elevation of the front lot line shall be at least 6 inches above the centerline of the road.

**7.2.12** All nonconforming lots with drainage patterns other than those in standard details shall be noted on the grading plan.

**7.2.13** Storm sewers and inlets shall be placed in rear yard swales at low (sump) points where front to rear grading is used.

**7.2.14** Drainage swales shall be constructed entirely within the easements.

**7.2.15** The grading plan shall show the minimum ground elevation adjacent to buildings for each lot.

## **Chapter 8**

### **Street Design and Pavement Thickness**

## Chapter 8

### Street Design and Pavement Thickness

<b>Section</b>	<b>Topic</b>	<b>Page</b>
8.1	General	8.1
8.2	Access Management	8.1
8.3	Roadway Design and Technical Criteria	8.6
8.4	Sidewalks	8.17
8.5	Bicycle Paths	8.18
8.6	Drainage	8.18
8.7	Horizontal Alignment	8.19
8.8	Vertical Alignment	8.20
8.9	Off-Site Design	8.22
8.10	Construction Traffic Control	8.22
8.11	Speed Change Lanes	8.24
8.12	Pavement Thickness	8.27
8.13	Rural Street Standards	8.28
8.14	Rural Subdivision Road Standards	8.29

## Chapter 8

### Street Design and Pavement Thickness

#### 8.1 General

**8.1.1** This chapter sets forth the design and technical criteria to be used in the preparation of all roadway plans. Where design information is not provided herein, “*A Policy on Geometric Design of Highways and Streets*” (AASHTO Standards) as published by AASHTO most current edition (English units) shall be used.

#### 8.2 Access Management

##### 8.2.1 Access

**8.2.1.1 Access Defined.** Access is defined as any connection, driveway, street, turnout, or other means of providing for the movement of vehicles to or from the public roadway system. Access is further defined as any full movement access, right in right out movement, or partial movement access.

Access Management is defined by the Transportation Research Board National Access Management Manual as the systematic control of the location, spacing, design, and operation of driveways, median openings, interchanges, and street connections to a roadway. It also involved the roadway design applications, such as median treatments and auxiliary lanes and the appropriate spacing of traffic signals. The purpose of access management is to provide vehicular access to land development in a manner that preserves the safety and efficiency of the transportation system. The contemporary practice of access management extends to concept of access design and location control to all roadways- not just limited access highways, streets, or interstates.

Access management principals and history can be reviewed in the Access Management Manual published by the Transportation Research Board. The City of Watertown implements access management principals. Using access management techniques can reduce the crash rate on a roadway section roughly in half while keeping the traffic flowing.

The City Engineer may initiate an access management plan or corridor study that would supersede the design standards for access along an arterial or major collector street. Preparation of the study shall be the responsibility of the City of Watertown, South Dakota Department of Transportation, and/or private individuals, or jointly prepared. However, the study must be prepared by a licensed design professional engineer with experience in transportation

planning. The access plan or corridor study shall be approved by the City Council and/or South Dakota Department of Transportation.

Access planning that has not been identified in any type of study in existing development areas will be considered on a case by case basis. Retrofit techniques will adhere to best access management practices as identified in the Transportation Research Board National Access Management Manual.

## **8.2.2 Spacing of Direct and Indirect Access, Angle of Intersection, and Offsets.**

**8.2.2.1 Spacing.** For collectors and local streets in a subdivision, four-legged intersections will normally be spaced at least 300 feet apart.

**8.2.2.2 Angle of Intersection.** Proposed streets and driveways must intersect one another at 90° angles or as close to 90° as topography permits (no less than 80°).

**8.2.2.3 Offsets.** When “T” intersections are used, the center lines of the streets not in alignment must normally be offset a minimum of 150 feet on local streets, and 300 feet on nonresidential local, and collector streets.

## **8.2.3 Functional Street Classification.**

**8.2.3.1 Major Street Plan.** The functional street classification of the City’s street network is shown on the Major Street Plan kept in the Office of the City Engineer. The functional classification is a system used to group public roadways into classes according to their purpose in moving vehicles and providing access to the public.

**8.2.3.2 Major Arterial.** A major arterial street is a general term denoting a roadway designed or operating with the following characteristics:

- A. Defined as a primary roadway intended to serve regional traffic, where access is carefully controlled; generally roadways of regional importance, intended to serve high volumes of traffic traveling relatively long distances and at higher speeds.
- B. Anticipated traffic volumes in excess of 15,000 vehicles per day within the corridor. Posted speed limits of greater than or equal to 40 miles per hour.
- C. Designed to accommodate through traffic, intersecting with Minor Arterial and Collector Streets only. Intersections with local streets and access from adjacent properties shall not be allowed except for existing lots with no other method of access. The number of intersections will normally not be spaced less than one-half mile.

(“T” intersections will be considered an intersection for half-mile spacing purposes.)

- D. Continuous for several miles through the urban area and are typically on section line right-of-ways. Right-of-way is 120 feet in width.
- E. Provides continuity for rural arterials which intercept the urban boundary.
- F. Traffic control devices provided to enhance through traffic primarily by signal control and/or limited access. Right turn lane and/or acceleration/deceleration lanes should be considered at the arterial/collector street intersections.
- G. No on-street parking will be allowed.

**8.2.3.3 Minor Arterial.** A minor arterial street is a general term denoting a roadway designed or operating with the following characteristics:

- A. Defined as a major roadway intended primarily to serve through traffic, where access is carefully controlled; generally roadways of community importance, intended to serve moderate to high volumes of traffic traveling relatively long distances and at high speeds.
- B. Anticipated traffic volumes in excess of 10,000 vehicles per day within the corridor. Posted speed limit of greater than or equal to 35 miles per hour.
- C. Designed to accommodate through traffic and serve adjacent major developments. Intersections with local streets will not be allowed. Development access will use shared driveways and be encouraged to utilize collector streets. The number of intersections will normally not be spaced less than one-quarter mile. (“T” intersections will be considered an intersection for spacing purposes.)
- D. Continuous for several miles and are typically on section line right-of-ways. Right-of-way is typically 100-120 feet in width.
- E. Provides continuity for rural arterials which intercept the urban boundary.
- F. Traffic control devices provided to enhance through traffic primarily by signal control. Right turn lanes and/or acceleration/deceleration lanes should be considered at the collector street intersections or high traffic generators.

- G. No on-street parking will be allowed.

**8.2.3.4 Major Collector.** A major collector street is a general term denoting a roadway designed or operating with the following characteristics:

- A. Defined as roadways intended to serve moderate volumes of traffic from local roads to arterials
- B. Anticipated traffic volume generally greater than 5,000 vehicles per day. Posted speed limit of greater than or equal to 30 miles per hour.
- C. Continuous for two or more miles and typically, but not limited to, located on the 1/2 mile location of a section. Right-of-way is 80 feet. A traffic impact study may determine if there is extra width required to handle a development's traffic.
- D. Designed to handle traffic volumes loading from and onto local, other collector, and arterial roadways.
- E. Traffic control is provided generally by signs.
- F. On-street parking may be allowed.
- G. Access locations will not be allowed within 300 feet from the intersection with an arterial street.
- H. Generally, serves predominantly multi family residential, commercial, and/or industrial uses.
- I. Major collectors could transition into minor collectors if approved by the City Engineer.

**8.2.3.5 Minor Collector.** A minor collector street is a general term denoting a roadway designed or operating with the following characteristics:

- A. Defined as roadways intended to move traffic from local roads to arterials.
- B. Anticipated traffic volume generally less than 5,000 vehicles per day. Posted speed limits of greater than or equal to 25 miles per hour.
- C. Continuous for less than two miles and should be designed to not promote through traffic in residential areas and generally located on the 1/4 and 3/4 points along a section line.

- D. Designed to handle traffic volumes loading from and onto local, other collector, and arterial roadways.
- E. Generally, adjacent land use is predominantly residential.
- F. On-street parking may be allowed.
- G. Right-of-way width is ~~6680~~ feet. When minor collectors intersect with major collectors or arterials, the right-of-way is required to be 80 feet within a minimum of 300 feet from the centerline of the major collector or arterial street right-of-way.
- H. Traffic control is by signage or rules for uncontrolled intersections.

**8.2.3.6 Local Street.** A local street is a general term denoting a roadway designed or operating with the following characteristics:

- A. Posted speed limit not in excess of 25 miles per hour.
- B. No criteria for traffic volumes.
- C. Limited continuity.
- D. Designed for ease of access to adjacent developments.
- E. Traffic control is by signage or rules for uncontrolled intersections.
- F. On-street parking permitted.
- G. Does not intersect with an arterial street.

H. Right-of-way is 66 feet.

H. 8.2.3.7 Private Road Width. Any private road must be a minimum of 28 feet wide from back of curb to back of curb and a minimum of 40 feet public access easement is required.

### 8.3 Roadway Design and Technical Criteria

The City of Watertown has adopted a Major Street Plan based on traffic volumes, land use, and expected growth. This Street Plan designates streets as local, minor, and major collector, minor and principal arterial. The highway design speed shall be used to establish features such as superelevation rate, critical length of grade, vertical and horizontal curves, intersections, etc. See Table 8.1 for design standards for each of these street classifications. See Figures 8.1, 8.2, and 8.3 for Typical Street Sections. The typical street sections shall be used as the basis for design, unless an alternate section is approved by the City Engineer.

#### 8.3.1 Traffic Lane Widths.

24 | **8.3.1.1** The minimum traffic lane width shall be 104 feet. For arterial streets and streets with anticipated truck traffic count in excess of 3 percent of the total traffic count, the lane width shall be 12 feet.

**8.3.1.2** In the design of local streets, the number of lanes for moving traffic will be a secondary consideration.

**Table 8.1  
Minimum Street Design Criteria**

Design Elements	Local			Collector		Arterial	
	Residential Cul-de-sac*	Residential	Commercial Industrial	Minor	Major	Minor	Major
24-hour Volumes (vpd)	500 or less	2000 or less	2500 or less	<5000	>5000	10,000	15,000
Design Speed (mph)	—	—	—	35	40	45	50
Driving Lanes	—	—	2	2	2-4	4	4 or more
Right-of-Way (ft.)	66	66	66	66	80	100 +	120 +
Roadway Width (ft.) <sup>(1)</sup>	37'4"9'4"	37'4"9'4"	40'41'4"	40'41'4"	40'41'4"	41'4"-53'4"40'-51'	65 or more
- (One Side Parking) <sup>(2)</sup>	33'4"	33'4"	NA	35'4"	NA	NA	NA65 or more
- (No Parking) <sup>(2)</sup>	27'4"	27'4"	NA	--	NA	NA	NA
- Rural <sup>(32)</sup>	22	22	24	32	40	40	—
Cul-de-sac Right-of Way Radius	65						
Cul-de-sac Roadway Radius	51'4"						
Lane Width (ft.)	4410	4410	11	12	12	12	12
24 Sidewalk <sup>(43)</sup>	5' detached	5' detached	5' detached	5' detached	5' detached	5' detached	5' detached
Curb & Gutter	6" vertical	6" vertical	6" vertical	6" vertical	6" vertical	6" vertical	6" vertical
Min.-Max. Grade (%)	0.5-8.0	0.5-8.0	0.5-7.0	0.5-7.0	0.5-7.0	0.5-6.0	0.5-6.0
Curb Return Radii (ft.)							
- intersect local	13.5	13.5	13.5	20	20	--	--
- intersect collector	20	20	20	25	25	30	30
- intersect arterial				30	30	35	35
Horizontal Curve Radius (ft.)	150	150	300	----- AASHTO Standards -----			
Vertical Alignment Control	----- AASHTO Standards -----						
Grade at Intersection (%)							
- intersect local	3	3	3	—	—	—	—
- intersect collector	2	2	2	2	2	—	—
- intersect arterial				2	2	2	2

<sup>(1)</sup> All dimensions are measured to back of curb.  
<sup>(2)</sup> Must be approved by City Engineer.  
<sup>(32)</sup> Rural Minor Collectors shall have 4' paved shoulders and Major Collectors shall have 8' paved shoulders. Rural sections do not allow parking, except upon approval by the City Engineer, in which case parking lanes shall be a minimum of 8' wide. Rural sections may require additional drainage easement.  
<sup>(43)</sup> Where sidewalk is attached to curb, sidewalk shall be one foot wider. Sidewalks that are being constructed or replaced adjacent to existing sidewalks may be the same width as the adjacent sidewalks with the approval of the City Engineer. Rural street sections should have a 5' detached sidewalk or 10' detached pathway on one side with access points at least every 500 feet.  
 \*Nonresidential cul-de-sac dimensions may differ

24

24

24

Figure 8.1: Typical **65' Major Arterial Street Section**

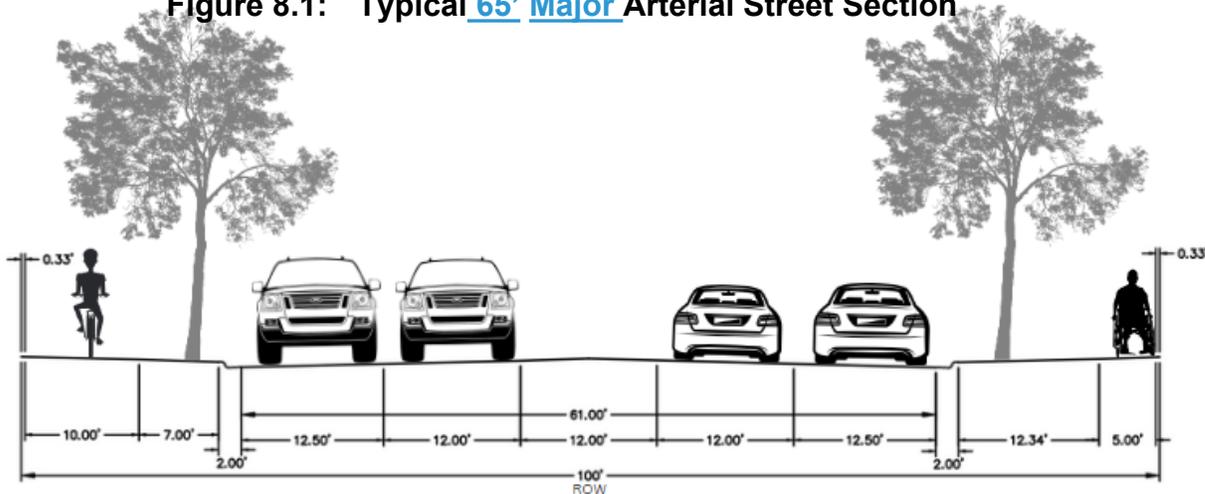


Figure 8.2: Typical **40' Major Collector and Commercial Street Section**

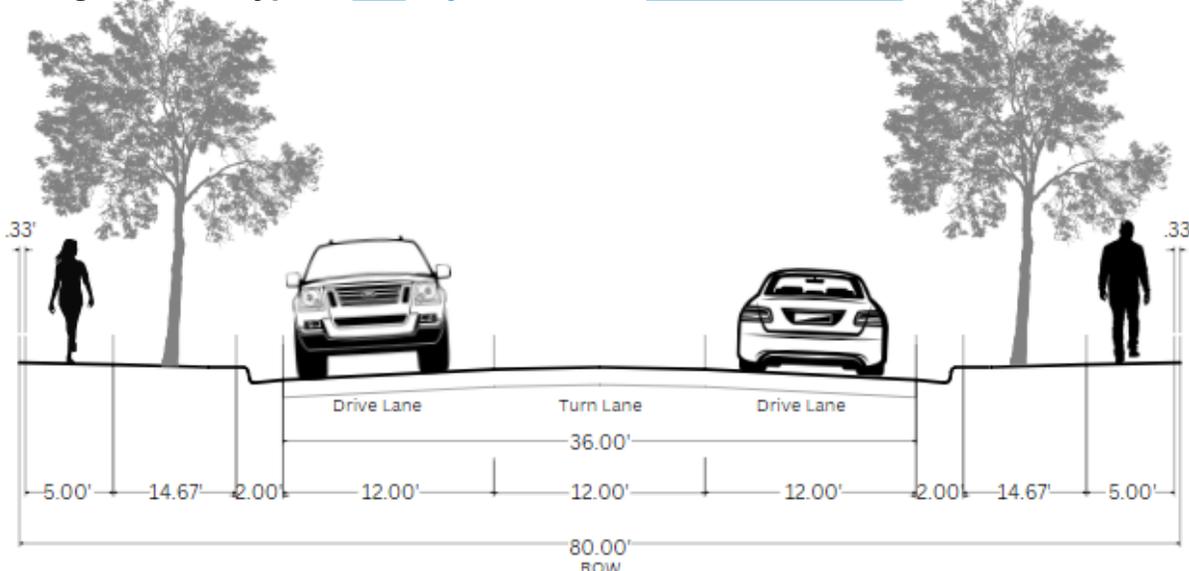
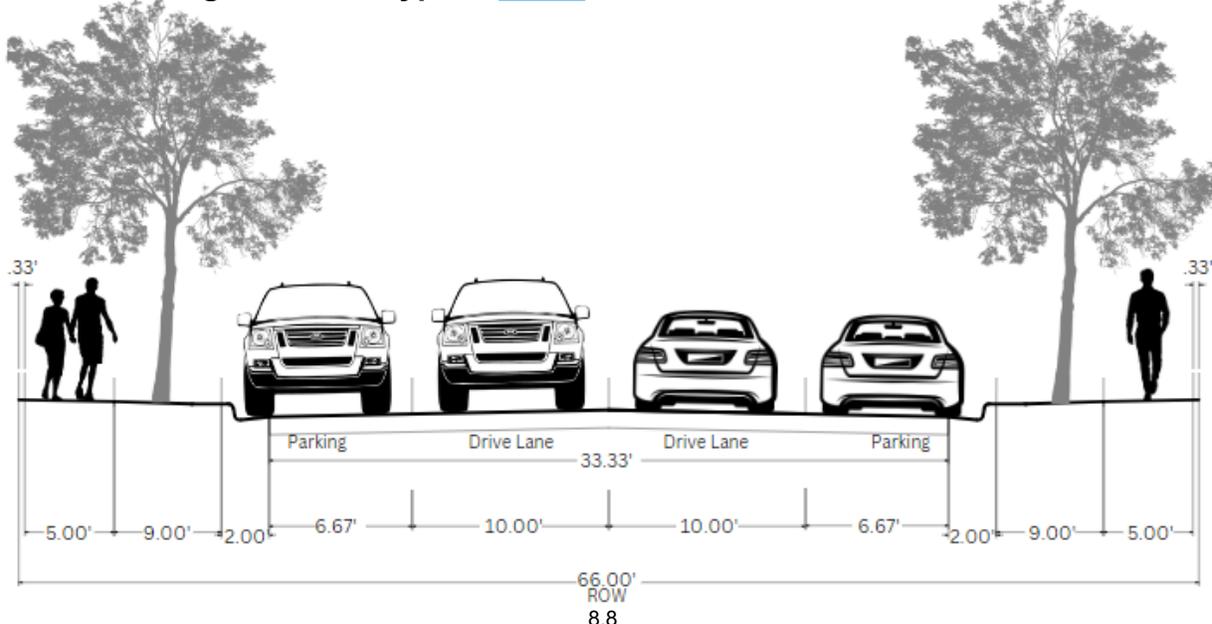
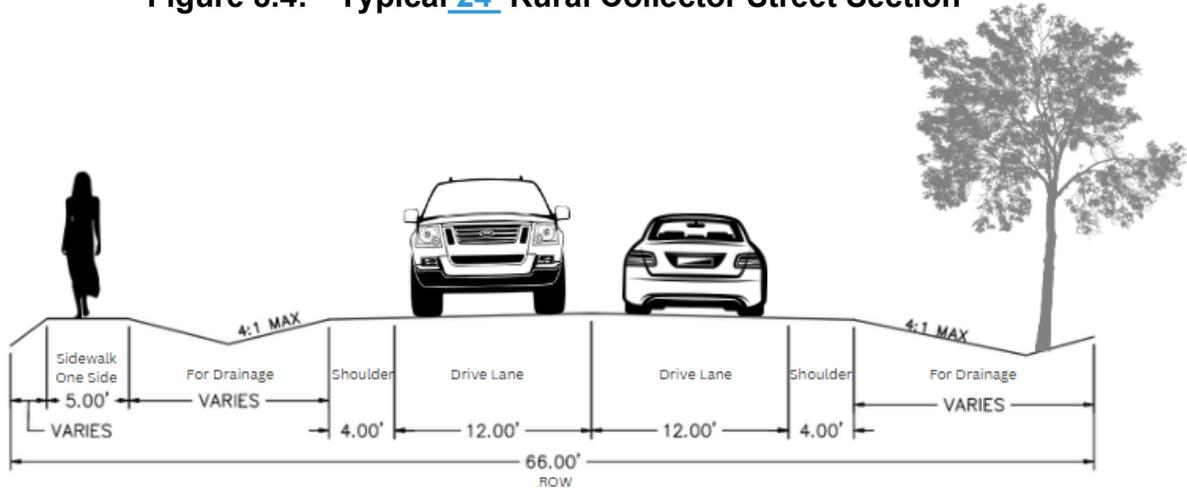


Figure 8.3: Typical **37'4" Local Residential Street Section**



24

Figure 8.4: Typical 24' Rural Collector Street Section



### **8.3.2 Separate Turning Lanes.**

**8.3.2.1** Separate turning lanes may be constructed on arterial and collector streets but will, as a rule, not be found on local streets.

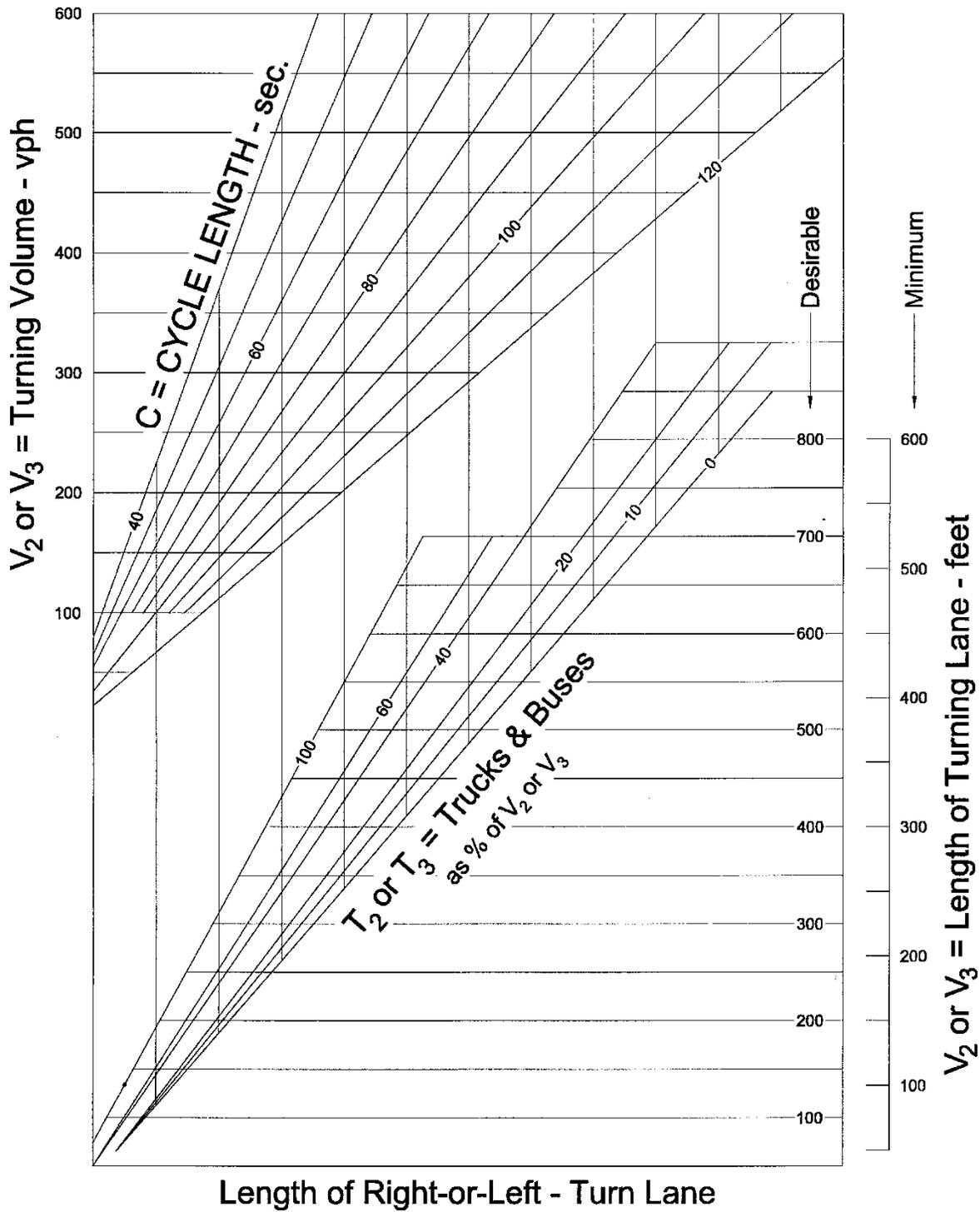
**8.3.2.2** Where separate turning lanes are constructed on the basis of a capacity analysis at the intersection, a width of 12 feet will be used for arterial streets where truck traffic is involved and 11 feet in width for other streets.

**8.3.2.3** A directional median or  $\frac{3}{4}$  turn or partial opening is allowed in a median section and allows for right in, right out, and left in and/or u-turn movements. The left out movement is prohibited. This directional median opening improves safety at intersections and has been proven to reduce crash rates.

#### **8.3.2.4 Left-turn Lane Storage Lengths for New Facilities.**

**8.3.2.4.1** Left-turn lane storage design at both signalized and unsignalized intersections for proposed street design plans may be determined from use of a traffic analysis software or Figure 8.54. New streets will use the desirable lengths. Minimum design lengths will only be permitted under constraints imposed by geometrics of existing streets. Lengths of dual left-turn lanes shall be independently designed.

**Figure 8.5: Design of Left-Turn Storage Length Volume-Based Nomograph For At-Grade Signalized Intersections**



### 8.3.3 Parking.

**8.3.3.1** Parking lanes will not be allowed on arterial streets. Parking lanes may not be allowed on major collector streets.

**8.3.3.2** No diagonal or perpendicular parking will be allowed on any City street except in the downtown commercial district or as approved by the City Engineer Council.

**8.3.3.3** Where on-street parking is provided, the parallel lane width shall be a minimum of eight (8) feet, which would include the gutter pan.

### 8.3.4 Medians.

**8.3.4.1** A median is a physical barrier that separates traffic traveling in opposite directions. Medians should be constructed on arterial streets with four or six lanes of through travel. Medians should be constructed at arterial to arterial intersections to provide for more capacity, safety, and improve the operations of the roadway.

Median openings are normally designated at collector street intersections. These intersections are normally at each quarter mile location intersecting the arterial street. These openings may be full movement intersections that provide both left in and left out maneuvers. These openings also may be controlled by a traffic signal.

**8.3.4.2** Full median breaks shall not be allowed closer than 1,000 feet from an arterial to arterial intersection, unless an approved exception by the City Engineer.

**8.3.4.3** The median width to accommodate a left turn lane is typically 16 feet. The minimum width of a median may be 4 feet back of curb to back of curb.

**8.3.4.4** Medians and boulevards are not typically desired on local streets. However, when permitted, the median or boulevard shall conform to the same design standards as set forth for arterial streets.

**8.3.4.5** Median design may include an irrigation system and landscaping plan to enhance the street corridor. A median landscape design plan shall be approved by the City Engineer. The plan shall include type of groundcover, trees, low shrubbery, and or other vegetation which will be approved by the City Engineer. If the median width is less than 6 feet wide, other treatments may be explored, for example colored and/or stamped concrete, concrete pavers. Asphalt is not considered an acceptable paving material for medians. The slopes across a median should be at a minimum 1% from

back of curb to the middle of the median to allow for proper drainage off of the median.

**8.3.4.6** U turns at arterial and collector street intersections may be considered and approved if acceptable right-of-way width is acquired and/or dedicated. U turns will be allowed at traffic signalized and unsignalized intersections where it is signed appropriately.

In addition, constructing front or rear service road from a collector street to intersect the arterial street at the traffic signalized intersection should be explored to compliment U turn accessibility.

**8.3.4.7** Splash guards may be designed in the median. The minimum splash guard width shall be 18 inches.

**8.3.5: Roundabouts.** Roundabouts are considered a form of traffic control. Roundabouts shall be considered as two types: (a) modern roundabouts and (b) mini-roundabouts.

**Purpose.** The roundabout is a traffic control device in lieu of a multiway stop or a traffic signal. Roundabouts may assist in improving the performance of intersections that have the following characteristics:

- a. High number of accidents
- b. High delays
- c. 4 legs or more or unusual geometry
- d. Frequent U-turns
- e. High left-turn movements

**8.3.5.1 Modern Roundabouts.** Modern roundabouts shall be specially designed to the need on high traffic volume streets and used to improve traffic flow.

1. **Design Basis.** The design shall be in accordance with the *Federal Highway Administration (FHWA), Roundabouts: an Informational Guide, Publication No. FHWA-RD-00-067*, or other design criteria approved by the City Engineer. Each design shall have a peer review.
2. **Design Vehicle.** Modern roundabouts shall be designed to accommodate Wheel Base (WB)-67 trucks.
3. **Roadway Width.** The circulatory roadway width shall be a minimum of 1.2 times the width of the widest entering roadway. This width may

include the apron when approved by the City Engineer. Truck aprons with a minimum width of 8 feet shall be provided on the perimeter of the central island.

Each roadway section shall be analyzed to conditions that are available to that particular intersection. Such items as available Right-of-Way (ROW), special or existing features, and number of lanes and roadway width entering the intersection shall be a consideration in determining the width of the roundabout roadway.

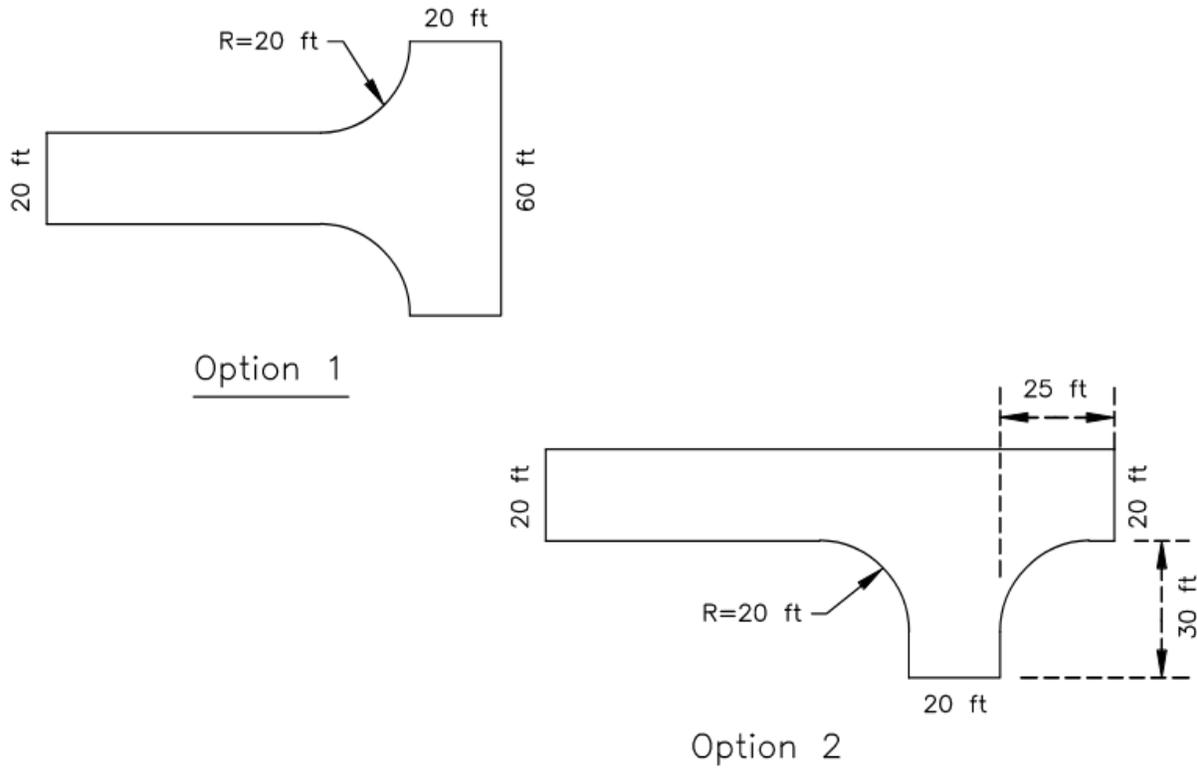
4. Design Entry Speed. Maximum design entry speed for urban roundabout shall not exceed 25 mph. Maximum design entry speed for rural roundabout shall not exceed 30 mph.
5. All modern roundabouts landscaping plans need to be approved by the City Engineer.

**8.3.5.2 Mini-Roundabouts.** Mini-roundabouts may be allowed in a neighborhood setting to improve intersection characteristics. Mini-roundabouts may be designed in conditions where a maximum of 1 lane may be entering per approach. The center median of a mini-roundabout may be designed so that the median may be mountable in some cases.

1. Design Basis. The design shall be performed in accordance with the *FHWA, Roundabouts: an Informational Guide, Publication No. FHWA-RD-00-067*, or other design criteria approved by the City Engineer. Each design shall have a peer review.
2. Design Vehicle. Mini roundabouts shall be designed to accommodate WB-50 vehicles. Consideration to emergency vehicles must also be explored with the City during design.
3. Roadway Width. Each roadway section shall be analyzed to conditions that are available to that particular intersection. Such items as available right-of-way, special or existing features, and roadway width entering the intersection shall be a consideration in determining the width of the mini-roundabout.
4. All mini-roundabouts landscaping plans need to be approved by the City Engineer.

**8.3.5.3 Turn Arouds.** Turnarounds are required at the end of dead-end streets. See Figure 8.6 for typical turnaround detail

Figure 8.6: Typical Turnarounds



**8.3.6 Traffic Calming.** Traffic calming is the process by which vehicular speeds and volumes on local streets are reduced to acceptable levels. This is achieved through the installation of approved devices such as traffic circles, flares, and center islands. Traffic calming serves the purpose of reducing cut-through traffic, truck traffic, excessive speeding, noise, vibration, air pollution, and accidents in an attempt to provide a safer environment for motorists and pedestrians.

Traffic calming is limited to residential streets with a posted speed limit of 25 mph.

Traffic calming devices may be installed if the traffic volume exceeds, or is projected to exceed, 1,000 vehicles per day; and if the 85th percentile speed of traffic exceeds, or is reasonably expected to exceed, 30 mph.

Traffic calming devices shall be designed to accommodate emergency vehicles that may use the local street. All final construction plans are to be approved by the City Engineer.

Landscaping agreements for the continued care of vegetation within traffic circles and center islands shall be considered with adjacent property owners and determined on a case by case basis.

**8.3.6.1 Flares.** A flare is a roadway narrowing used to achieve speed reductions. Flares are usually coupled with sidewalks and serve to make streets more pedestrian friendly by reducing the amount of roadway the pedestrian is exposed to. They also draw motorists' attention to pedestrians via the raised peninsulas.

1. **Street Characteristics:** Flares may be installed on streets that have on-street parking. Flares can be located at street intersections or mid-block.
2. **Pedestrian Generators:** Flares should be considered on streets adjacent to pedestrian generators such as schools, parks, and bike paths.
3. **Width of Flares:** Flares shall be constructed so that driving lanes are no less than 10 feet wide.

**8.3.6.2 Center Islands.** Center Islands are raised islands located at the centerline of a street that narrows the travel lanes at that location. When used in conjunction with sidewalks, center islands can provide a refuge area for pedestrians to wait while traffic passes. Center islands can be located near intersections or mid-block.

1. **Street Characteristics:** Center islands may be used downstream of intersections to reduce the speed of turning vehicles. Center islands may also be used on curves to reduce vehicle speeds and prevent motorists from driving into the path of oncoming vehicles.
2. **Length of Center Islands:** Center islands should be constructed in short interruptions rather than as a long median that channelizes and separates opposing flows. Island lengths shall be between 25 feet and 75 feet.
3. **Width of Center Islands:** Center islands shall be constructed such that the driving lane, excluding drainage gutter, is limited to 11 feet in each direction.
4. **Pedestrian Characteristics:** Center Islands may be required to accommodate pedestrians.

## 8.4 Sidewalks

**8.4.1 General Standards and Location.** Sidewalks shall be constructed on both sides of all roadways unless specifically waived by the City Council. Any sidewalk design standard listed in this section that is unable to be met is required to be waived by the City Council. Generally, the sidewalks shall be located four (4) inches from the property line within the street right-of-way.

**8.4.2 Sidewalk Curb Ramps.** State law requires that curb ramps be installed at all intersections and at certain mid-block locations for all new construction or reconstruction of curb and sidewalk. Curb ramps shall be constructed in accordance with the City of Watertown Standard Plates. Curb ramps may be shown at all curb returns or called out by a general note on the development plans, but must be shown (located) at all "T" intersections. Whenever referencing a curb ramp, specify the City of Watertown Standard Plates to be used to construct that ramp.

**8.4.3 Sidewalk Curb Ramp Landing.** The minimum dimensions for a landing shall be 60" by 60". A landing shall not have a grade exceeding 2% in any direction. If a landing is at a signalized intersection and has pedestrian push buttons the horizontal distance between the edge of the landing and the push button location shall not exceed 10".

**8.4.4 Sidewalk Width.** Minimum sidewalk width shall be as shown in table 8.1. In areas where high pedestrian traffic is anticipated by the City Engineer's Office it may be necessary to install wider sidewalks to allow for an adequate level of service.

**8.4.5 Sidewalk Cross Slopes.** The maximum cross slope for a sidewalk is 2%. This includes where sidewalks cross driveways. The minimum cross slope is 1%.

**8.4.6 Sidewalk Grade.** All grades on a sidewalk shall meet the current Americans with Disabilities Act standards.

**8.4.7 Sidewalk Surface.** A sidewalk shall have an accessible vibration free route that is at least 60" wide. The number of surface variations such as junction boxes, grates, decorative pavers, etc. in the accessible vibration free route should be minimized. If grates are present the openings should run perpendicular to the traveled way, with less than a 1/2" wide openings.

**8.4.8 Sidewalk Vertical Clearance.** Sidewalks which go under a roadway or structure shall have a minimum clearance of 8' from the top of the sidewalk to the lowest part of the structure.

## 8.5 Bicycle Paths

**8.5.1 General.** The current *AASHTO Guide for the Development of Bicycle Facilities* shall be used as a design guide for the design of bicycle paths. A bicycle path, also referred to as a shared use path, is defined as a bikeway physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way. Bike paths may also be used by pedestrians, skaters, wheelchair users, runners, and other non-motorized users.

**8.5.2 Bicycle Path Width.** A bicycle path should have a preferred minimum of a 10' wide area of travel. Under special circumstances the City Engineer may allow a narrower path.

**8.5.3 Bicycle Path Cross Slopes.** The maximum cross slope for a bicycle path is 2%. The minimum cross slope is 1%.

**8.5.4 Bicycle Path Grade.** All grades on a bicycle path shall meet the current Americans with Disabilities Act standards.

**8.5.5 Bicycle Path Vertical Clearance.** Bicycle paths which go under a roadway or structure shall have a minimum clearance of 8' from the top of the path to the lowest part of the structure.

**8.5.6 Bicycle Path Surfacing.** As directed by the City Engineer.

**8.5.7 Paved Bicycle Path Surface.** A paved bicycle path shall have an accessible vibration free route that is at least 60" wide. The number of surface variations such as junction boxes, grates, decorative pavers, etc. in the accessible vibration free route shall be minimized. If grates are present the openings should run perpendicular to the traveled way, with less than 1/2" wide openings.

## 8.6 Drainage

Drainage systems shall be designed in accordance with Chapter 11—Drainage Improvements. Development plans, including the drainage report, shall be considered as part of the street design and will be required for concurrent review with the street construction plans. Safe conveyance of traffic is the major function of streets; the storm drainage function of the street must therefore be designed to the limits set forth in Chapter 11—Drainage Improvements.

**8.6.1 Valley Gutters.** Valley gutters shall be constructed in accordance with the City of Watertown Standard Plates. Valley gutters are not permitted across arterial streets and are discouraged across collector streets. Valley gutters are not allowed on streets with storm sewer systems.

**8.6.2 Inlets.** Inlets shall be located to intercept the curb flow at the point curb flow capacity is exceeded by the storm runoff. Refer to Chapter 11—Drainage Improvements for curb capacity. Inlets shall also be installed to intercept cross-pavement flows at points of transition in superelevation. Due to the presence of curb ramps, inlets are not allowed in the curb return, but will be located at the tangent points of the curb returns. In general, inlets shall be placed on the upstream side of the intersection so as to intercept the water before it reaches the pedestrian crosswalk.

**8.6.3 Cross-slope.** Except at intersections or where superelevation is required, streets, in general, shall be level from top of curb to top of curb (or flowline to flowline) and shall have a one and one-half (1.5) percent to three (3) percent crown as measured from centerline to lip of gutter, or lip of median gutter to lip of outside curb on roadways with medians. Where the crownpoint is not centered in the street, the crownpoint can be no further out than the quarter point of the street.

**8.6.4 Temporary Erosion Control.** Temporary erosion control is required at the ends of all roadways that are not completed due to project phasing, subdivision boundaries, etc., in accordance with Chapter 12 - Erosion and Sediment Control and with the Subdivision Ordinance of the City of Watertown.

**8.6.5 Sidewalk.** Storm water from concentrated points of discharge shall not be allowed to flow over sidewalks, but shall drain to the roadway by use of storm sewers. Sidewalk chases will not be allowed unless specifically approved by the City Engineer. If permitted, sidewalk chase sections shall not be located within the driveway.

**8.6.6 Edge Drains.** Edge drains shall be constructed on all new or reconstructed roadways. Edge drains are required to provide adequate subgrade drainage for protection of the pavement materials. The requirement for edge drains may be waived by the City Engineer, if the subgrade soils provide adequate drainage or if there is no available location for the discharge of the water from the edge drains. Edge drains shall be installed behind the curb. Where reconstruction does not include curb & gutter replacement, edge drains may be installed adjacent to the curb & gutter in the roadway. See standard plates for construction details.

## **8.7 Horizontal Alignment**

**8.7.1 Horizontal Curves.** Any angular break in horizontal alignment of more than two (2) degrees shall require a horizontal curve (Table 8.1).

**8.7.2 Curb Return Radius.** Minimum curb return radius shall be as shown in Table 8.1. Where truck traffic is significant, curb return radii shall be provided in accordance with AASHTO standards.

**8.7.3 Construction Signs and Barricades.** Design and construction shall comply with the requirements of the *Manual on Uniform Traffic Control Devices*, latest edition. Details shall be shown on the construction drawings, and installation shall be provided by the contractor and/or owner.

**8.7.4 Superelevation.** The use of superelevation is discouraged for all streets. However, where superelevation is required for curves, arterial streets and collector streets, horizontal curve radius and superelevation shall be in accordance with the recommendations of the AASHTO standards. Superelevation shall not be used on local roadways. All roadway designs utilizing superelevation are subject to review and acceptance by the City Engineer.

**8.7.5 Spiral Curves.** Spiral curves shall not be used on streets within the City (State highways excluded) except upon written acceptance of the City Engineer.

**8.7.6 Cul-de-sacs.** The following criteria shall be used for the horizontal geometry of cul-de-sac turnarounds.

- |                                                                                                                                                            |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| (1) Minimum property line radius:                                                                                                                          | (see Table 8.1) |
| (2) Minimum back of curb radius:                                                                                                                           | (see Table 8.1) |
| (3) Maximum length of cul-de-sac<br>measured along centerline, between<br>the radius point of the turnaround and<br>the R.O.W. line of the abutting street | 500.0 feet      |

**8.7.8 Transition Length.** If lanes are added, deleted, or adjusted, it will be necessary to construct a transition section for the safe conveyance of traffic. The following formula shall be applied to the taper or lane change necessary for this transition:

$$L=WS^2/60$$

where:

- L = Length of transition in feet
- W = Width of offset in feet
- S = Speed limit or 85th percentile speed

## 8.8 Vertical Alignment

**8.8.1 Changing Grades.** The use of grade breaks, in lieu of vertical curves, is not encouraged. However, if a grade break is necessary and the algebraic difference in grade does not exceed eight tenths (0.008 ft/ft) of a percent, the grade break will be permitted.

**8.8.2 Vertical Curves.** Design controls for vertical alignment must be in accordance with AASHTO standards. When the algebraic difference in grade (A) is at or exceeds eight-tenths (0.008 ft/ft) of a percent, a vertical curve is to be used. All vertical curves shall be labeled, in the profile, with length of curve (L) and K (defined as L/A).

**8.8.3 Intersections.** The following criteria shall apply at intersections.

**8.8.3.1** The grade of the “through” street shall take precedence at intersections. At intersections of roadways with the same classification, the more important roadway, as determined by the City Engineer, shall have this precedence.

**8.8.3.2** The elevation at the end of curb return on the through street is always set by the grade of the through street in conjunction with normal pavement cross-slope.

**8.8.3.3** Carrying the crown of the side street into the through street is not permitted.

**8.8.3.4** Dipping the flowline to the extent that the lip of gutter is dipped is not permitted, except as specified by Standard Plates concerning curb opening inlets. Tipping an inlet for the benefit of drainage is also not permitted.

**8.8.3.5** A more detailed review shall be performed for arterial-arterial intersection to maximize drivability.

**8.8.3.6** Flowline profiles and pavement cross-slopes shall be shown through an intersection until a normal cross-section is obtained. Elevations on a 15-foot grid shall be shown on a plan view drawing. This information shall be submitted using a scale of 1" = 20' horizontally and 1" = 2' vertically.

**8.8.3.7** Parabolic or curved crowns are not allowed. In no case shall the pavement cross-slope at intersections exceed the grade of the through street.

**8.8.3.8** The rate of change in pavement cross-slope, when warping side streets at intersections, shall not exceed one (1) percent every twenty-five (25) feet horizontally on a local roadway, one (1) percent every thirty-seven and one-half (37.5) feet horizontally on a collector roadway, or one (1) percent every fifty six and one-half (56.5) feet horizontally on arterial roadways.

**8.8.4 Curb Returns.** Minimum fall around curb returns shall be one-half of one (0.5) percent.

### 8.8.5 Connection with Existing Roadways

**8.8.5.1** Existing grade(s) shall be shown for a sufficient distance to assure that horizontal and vertical curve requirements are being or can be met with field verified as-builts showing stations and elevations at twenty-five (25) foot intervals. In the case of connection with an existing intersection, these as-builts are to be shown within a one hundred (100) foot radius of the intersection. This information shall be included in the plan and profile that shows that proposed roadway. Limits and characteristics of the existing improvement are the primary concern in the plan view. Such characteristics include horizontal alignment, offset intersections, limits of the improvements, etc.

**8.8.5.2** Previously approved designs for the existing improvement are not an acceptable means of establishing existing grades; however, they are to be referenced on the construction plan where they occur.

**8.8.5.3** The basis of the as-built elevations shall be the same as the design elevations (both flowline or both top of curb, etc.) when possible.

### 8.9 Off-Site Design

The design grade, and existing ground at that design grade, of all roadways that dead end due to project phasing, subdivision boundaries, etc., shall be continued, in the same plan and profile as the proposed design, for at least three hundred (300) feet or to its intersection with another roadway. This limit shall be extended to six hundred (600) feet when arterial roadways are being designed.

### 8.10 Construction Traffic Control

#### 8.10.1 Pedestrian Traffic

**8.10.1.1** Every precaution shall be taken to ensure that construction work does not interfere with the movement of pedestrian traffic, which shall be maintained on the sidewalk at all times and flagmen provided for guidance as necessary.

**8.10.1.2** Where an excavation interrupts the continuity of the sidewalk, the Contractor shall provide suitable bridge or deck facilities, to be supplemented by the use of such proper devices and measures as prescribed in the *Manual on Uniform Traffic Control Devices*, latest edition, for the safe and uninterrupted movement of pedestrian traffic. The edges or ends of the pedestrian bridge or decking shall be beveled or chamfered to a thin edge to prevent tripping. All interruptions shall be limited to 30 days, unless approved by the City Engineer.

**8.10.1.3** Temporary diversion walkways shall be hard surfaced and electric lighting shall be provided and kept continuously burning during hours of darkness, when required by the City Engineer.

**8.10.1.4** Unless otherwise authorized by the City Engineer, pedestrians shall not be channeled to walk on the traveled portion of a roadway.

**8.10.1.5** Under certain conditions, it may be necessary to divert pedestrians to the sidewalk on the opposite side of the street. Such crossings shall only be made at intersections or marked pedestrian crossovers.

**8.10.1.6** Facilities satisfactory to the City Engineer shall be provided for pedestrians crossing at corners, pedestrian crossovers, and public transportation stops.

## **8.10.2 Vehicular Traffic.**

**8.10.2.1** Construction work zone traffic shall be controlled by signs, barricades, detours, etc., which are designed and installed in accordance with the *Manual on Uniform Traffic Control Devices*, latest edition. A traffic control plan shall be submitted to and approved by the City Engineer, or designated agent, prior to start of any construction.

**8.10.2.2** For construction of new facilities, traffic control should strive to keep the motorist from entering the facility. The primary means to accomplish this are by use of temporary barricades, located in advance of the construction area and with appropriate signing. New construction shall not be opened to traffic, and the construction traffic control removed, without the approval of the City Engineer.

**8.10.2.3** The details of the traffic control plan must be shown on a map. For minor projects or local roadways, a neat sketch of the roadways and the proposed control devices will suffice. For major projects or major roadways, the traffic control plan shall be superimposed on as-builts, construction plan drawings, or other detailed map.

**8.10.2.4** The *Manual on Uniform Traffic Control Devices*, latest edition, shall be the basis upon which the traffic control plan is designed, in concert with proper, prudent, and safe engineering practice. All necessary signing, striping, coning, barricading, flagging, etc., shall be shown on the plan.

**8.10.2.5** Any plan for traffic control during construction that indicates a complete closure of an arterial or collector street must show detour routes and must be approved by the City Engineer. Requirements as to rerouting of traffic, signing, time of closure, and length of closure will be determined on a case-by-case basis. When a local street is to be closed to traffic, the City

Engineer, Police, and Fire Department must be notified, preferably 24 hours in advance.

**8.10.2.6** Directional access on roadways may be restricted (minimum travel lane width in construction area is ten [10] feet), but proper controls including flagging must be indicated. Removal of on-street parking shall be considered, and noted where applicable.

## **8.11 Speed Change Lanes**

The design of the arterial street system depends upon the proper control of access to developments. The location and design of access points must minimize traffic hazards and interference to through-traffic movements. In order to ensure proper access control, the following standards for deceleration lanes have been established.

**8.11.1 Where Required.** Speed change lanes may be required along segments of arterial or collector streets if the proposed development constitutes a potential for creating a traffic hazard or unnecessarily impedes through-traffic movements as determined by the Traffic Impact Report or the City Engineer. A high volume access must be provided with a turning or speed change lane to allow the driver to maneuver out of the main travel lanes before slowing down. Speed change lanes and left-turn lanes must be provided in the center or median of the road for left-turning traffic at a high volume access. If such lanes cannot be provided, left turns will be restricted.

**8.11.1.1** Speed change lane for right-turning movements will be required according to Table 8.2:

**Table 8.2: Volume Warrants For Speed Change Lanes For Right-Turning Movements**

	POSTED SPEED OF STREET IN MPH				
	Less than 25	26 to 40	41 to 50	51 or greater	For
If the design hour volume of the high-way lanes will exceed	500 1400	400 1200	200 800	150 600	2-lane streets 4 or more lanes
and the designated volume of the access approach will exceed	50 70	40 60	20 40	15 25	2-lane streets 4 or more lanes

For streets with four or more through travel lanes, design hour volumes shall be measured only in the direction of the access approach.

**8.11.1.2** For left-turning movements, speed change lanes will be required according to Table 8.3:

**Table 8.3: Volume Warrants For Speed Change Lanes For Left-Turning Movements**

	POSTED SPEED OF STREET IN MPH				
	Less than 25	26 to 40	41 to 50	51 or greater	For
When design hour volume of the high-way will exceed	500 1000	400 900	200 600	150 400	2-lane streets 4 or more lanes
and the left-turning design hour volume into the access approach will exceed	50 70	40 60	20 40	15 25	2-lane streets 4 or more lanes

For streets with four or more through travel lanes, design hour volumes shall be measured only in the direction of the median speed change lane.

**8.11.1.3** For both tables, where the existing street design hour volume is below the values in the tables, a 20-year prediction shall be made and compared to the table.

**8.11.1.4** Where public safety so requires, due to specific site conditions, such as sight distance, a turn lane may be required even though the warrants in Tables 8.2 and 8.3 are not met. Where the design hour volume of the street is twice the street design hour volume in Tables 8.2 and 8.3, the City may require a minimum speed change lane for any access approach.

**8.11.2 Speed Change Lane Design**

**8.11.2.1** On highway arterial and collector streets in the City, the design of acceleration/deceleration lanes shall meet the minimum requirements as shown in Tables 8.4 and 8.5, providing sufficient off-site right-of-way is available. These absolute minimum requirements were developed recognizing the severe limitations that currently exist on right-of-way availability for most of the urban street network. Where grades are significant, modifications to these lengths will be required by the City. If off-site right-of-way is insufficient, lanes will be designed to maximize the use of available right-of-way at the time that construction plans receive final approval.

**Table 8.4: Acceleration Lane and Taper Lengths**

(1) SPEED (MPH)	LANE LENGTH		TAPER LENGTH
	Stop Condition	From 15 mph(2)	
30	150'	125'	120'
35	175'	150'	150'
40	250'	200'	180'
45	300'	250'	180'

(1) 85th percentile speed.

(2) Assumes vehicles start at 15 miles per hour.

**Table 8.5: Deceleration Lane and Taper Lengths**

SPEED (MPH)	LANE LENGTH		TAPER LENGTH
	15 mph Turn*	Stop Condition	
30	100'	125'	120'
35	125'	150'	150'
40	175'	225'	180'
45	200'	250'	180'

\* Assumes vehicle turns at speed of 15 mph at the end of the deceleration lane.

**8.11.3 Exemptions.** Requests for exemption from the requirements for a deceleration lane shall be based upon a traffic engineering study that presents trip generation data for the proposed development in terms of impacts upon through-traffic flows. Such requests shall be reviewed by the City Engineer and may be approved, except that such an approval cannot be granted if through-traffic would be impeded more than three (3) percent of the total time or more than five (5) percent of the time during peak traffic flow periods or if other unique circumstances warrant special design considerations.

## 8.12 Pavement Thickness

Design of pavement thickness for collector and arterial streets and local streets in industrial and commercial zoned areas shall be based on *AASHTO Guide for Design of Pavement Structures*, latest edition. Pavement design shall be based on an inherent reliability of 75 percent. For traffic conditions where the equivalent 18 kip/single axle loading is less than 1,000,000, the low-volume road design method may be used. Recommendations and subgrade properties developed by the Geotechnical Exploration Report shall be used in the design of the pavement structure.

**8.12.1** Industrial, Collector, and Arterial Streets must be designed for pavement thickness on an individual street-by-street basis. However, in no event may the pavement thickness be less than that specified in Table 8.6. Local Residential and Commercial Streets need not be designed on an individual basis, but must meet the minimum pavement thickness as set forth in Table 8.6.

**8.12.2** Minimum compressive strength for Portland Cement concrete paving shall be 4000 psi at 28 days.

**8.12.3 Traffic Data.** Where traffic data is available, actual counts shall be used along with projections of traffic growth in determining the pavement design. If traffic data is not available, Table 8.7 may be used to provide data for the pavement design. Traffic data for all arterial streets will be determined by the City Engineer.

**Table 8.6  
Minimum Pavement Thickness Requirements**

	Local Residential Streets	Commercial, Industrial & Collector Streets	Arterial Streets
<u>Portland Cement Concrete</u>	6"	8"	8"
Aggregate Base	6"	8"	12"
<u>Asphalt Concrete</u>	4"	6"	6"
Aggregate Base	12"	12"	12"

24

**Table 8.7  
Traffic Volumes**

Street Classification	ADT (2 way)	No. of Lots	18-kip ESAL Traffic	AASHTO Traffic Level
Cul-de-sacs and Local Residential	200	20-30	10,000-50,000	Low
Local, Local Multi-Family, or Commercial	300-700	60-140	50,000-300,000	Low
Local Industrial	200-700		400,000-600,000	Medium
Collector	7,000		400,000-1,000,000	High
Arterial	To be determined by the City Engineer			

**8.13 Rural Street Standards**

Rural streets, including local, collector, and arterials, shall conform to the current edition of the *AASHTO Policy on Geometric Design of Highway and Streets*. Reference should be made to the current edition of the *AASHTO Roadside Design Guide* where high fills, right-of-way restrictions, watercourses, or other issues render a design where recoverable slopes are not practical. All rural street locations will be approved by the City Engineer, and limited to those locations allowed by zoning district or other land use or subdivision regulation guidelines.

Where bicycle facilities are included as part of the design, reference should be made to the current edition of the *AASHTO Guide for the Development of Bicycle Facilities*.

## **8.14 Rural Subdivision Road Standards**

**8.14.1** Subdivisions outside of the City limits and within the extraterritorial platting jurisdiction shall comply with these requirements. Other Sub-Divisions within the City Limits may use these standards if consistent with adjoining sub-divisions and densities are less than one house per acre.

**8.14.2** Access shall be determined by street classification. Roadway serving the subdivision must be hard surfaced as approved by the City Engineer.

**8.14.3** Driveways shall be hard surfaced and comply with Figure 5.3 of the Engineering Design Standards.

**8.14.4** Minimum width of the driving surface shall be as shown in Table 8.1 and the minimum pavement thickness shall be as shown in Table 8.6. Ditches shall have a maximum 4:1 side slope. Additional lanes may be required for higher traffic roadways as determined by the City Engineer.

**8.14.5** A plan and profile for connection to existing trunk sanitary sewer and its extension upstream is required. Where trunk sewers cross roadways the ultimate roadway grade shall be called out.

**8.14.6** An access road agreement or other arrangements for maintenance of detention ponds and/or BMP facilities shall be provided by association or other perpetual contract.

**8.14.7** Culverts in the street right-of-way shall comply with county requirements. Flared end sections or slope concrete headwalls are required on all culverts within the road right-of-way.

**8.14.8** The size of culverts shall be determined by a drainage study for the entire subdivision.

**8.14.9** The City Engineer will be responsible for accepting final street and drainage plans and coordination of road access and approach permits with County, Township, and SDDOT officials.

**8.14.10** Traffic control signs and street name signs shall be properly posted. Street names shall be approved by the City Engineer.

## **Chapter 9**

### **Sanitary Sewers**

**Chapter 9**  
**Sanitary Sewers**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
9.1	General Requirements	9.1
9.2	Plan Submittals	9.1
9.3	Determination of Flow	9.1
9.4	Facility Design	9.3

## Chapter 9 Sanitary Sewers

### 9.1 General Requirements

9.1.1 **Design.** The design for sanitary facilities shall be in conformance with the following.

1. “Recommended Standards for Wastewater Facilities Great Lakes-Upper Mississippi River Board of State Public Health and Environmental Managers.” Edition (Ten State Standards) most current version.
2. Requirements and Standards of the South Dakota Department of Agriculture and Natural Resources.
3. City of Watertown Design Standards, Standard Specifications, and Standard Plates.
4. South Dakota State Plumbing Code.
5. Uniform Plumbing Code of International Association of Plumbing and Mechanical Officials.
6. Conflict—In case of a conflict between the above design standards, the most restrictive requirement shall apply.

9.1.2 **Construction Standards.** Construction standards shall be the most recent revision of the City of Watertown Standard Specifications and Standard Plates together with the latest addenda. All details, materials, and sewer appurtenances shall conform to these standards.

**9.2 Plan Submittals.** See Chapter 13 for Submittal requirements.

### 9.3 Determination of Flow

9.3.1 **Lateral Sewers.**

1. Discharge ( $Q_A$ ) Average Daily Flow

Equation 1:  $\text{Area} \times \text{Area Density} \times \text{Unit Density} \times \text{Rate} = \text{Average Daily Flow}$

Equation 2:  $\text{Number of Units} \times \text{Unit Density} \times \text{Rate} = \text{Average Daily Flow}$ . Density for multiple dwelling units shall be not less than 2.5 persons/unit. Density for single family dwelling units shall be not less than 3.5 persons per unit.

2. Discharge ( $Q_P$ ) Peak Lateral Sewer Flow  
Average Daily Flow x 400%—Peak Lateral Sewer Flow
3. Design Density and Rate—(See paragraph 9.3.5)

**9.3.2 Trunk Sewers.**

1. Discharge ( $Q_A$ ) Average Daily Flow  
Equation 1: Area x Area Density x Unit Density x Rate = Average Daily Flow  
Equation 2: Number of Units x Unit Density x Rate = Average Daily Flow
2. Discharge ( $Q_P$ ) Peak Trunk Flow  
Average Daily Flow x 250% = Peak Trunk Sewer Flow
3. Design Density and Rate—(See paragraph 9.3.5)

**9.3.3 Area.** Gross area shall be used in determining design flows and shall include streets and alleys but exclude parks, school grounds, and similar dedicated open space.

**9.3.4 Special Design Densities.** Special design densities shall be subject to approval by the City Engineer based on methodology provided by the design professional.

**9.3.5 Density Design Table.**

Land Use	Area Density	Unit Density	Rate*
Low Density Residential	4 units/acre	3 people/unit	100 gpcd
Med. Density Residential	8 units/acre	2 people/unit	100 gpcd
High Density Residential	16 units/acre	2 people/unit	100 gpcd
Office & Institutional	Special Design Density—dependent on water use		
Commercial	Special Design Density—dependent on water use		
Industrial	Special Design Density—dependent on water use		

\*gpcd—gallons per capita per day

## 9.4 Facility Design

- 9.4.1 **Capacity of Pipe.** The Manning Equation shall be used to determine pipe capacities. The design Manning’s “n” for all Pipe Materials:

“n” = 0.013

$$Q = VA = \left( \frac{1.49}{n} \right) AR^{\frac{2}{3}} \sqrt{S} \quad [\text{U.S.}]$$

- 9.4.2 **Velocity within Pipe.**

Min. at peak flow = 2 feet per second (fps)

Max. at peak flow = 14 feet per second (fps)

- 9.4.3 **Approved Pipe Materials.** Refer to Standard Specifications.

- 9.4.4 **Force Main Minimum and Maximum Velocity.**

The minimum force main velocity shall be 2 feet per second.

Suction and discharging piping for lift stations shall be sized so that the maximum velocities do not exceed 5 feet per second and 8 feet per second, respectively.

Dual force mains will be required if the initial force main velocities cannot meet the minimum velocity standards or if odor problems are anticipated.

- 9.4.5 **Size of Sewer Pipe.** No gravity sanitary sewer to be maintained by the City shall be less than 8-inch diameter. Minimum size of building sanitary sewer stub-outs shall be 4-inch diameter. All sanitary sewer services other than single-family residential units (example: commercial, industrial, office, multifamily, etc.) shall be a minimum of 6-inch diameter. No private lateral sewer shall be less than 6 inches in diameter; however, 8-inch diameter sewers are recommended. Six-inch diameter pipe may be used as private laterals where there are relatively low flows, a small number of people to be served, future extensions are not anticipated, and the sewer is capable of handling the design flows. The justification for using the 6-inch pipe shall be provided by the design professional in writing. The possibility of cleaning problems shall be identified by the design professional and accepted by the development.

- 9.4.6 **Depth of Sewer.** Gravity sewers shall have a minimum depth of seven (7) feet unless approved by the City Engineer, where practical. They shall be deep enough to serve all basements, designed with a 2 percent grade on building sewers (absolute minimum of 1 percent). They should be well below the frost line at all points and lower than any water lines placed in

the same street. Insulation shall be required above the sanitary sewer where the dimension from the finished grade elevation to the top of the pipe is 5-7 feet or less (see the Standard Plates for pipe insulation details). Risers on service stub-outs shall be provided for sewers greater than 12 feet deep as measured at the building line (see the Standard Plates for riser details). Maximum depth of sewer shall not exceed the depth recommended by the pipe manufacturer.

9.4.7 **Alignment of Sewers.** Sewers shall be straight between manholes. The pipe manufacturer’s recommended maximum deflection may not be exceeded. All sanitary sewers on curved streets shall be located in the center of the street. Where it is not possible to maintain the centerline location on a curved street (ex: road centerline radius of curvature less than 200 feet), the sanitary sewer shall be located as close to the centerline as possible and at a distance of at least 10 feet from the back of curb.

9.4.8 **Physical Requirements.**

1. **Minimum Manhole Diameter.** 48 inches
2. **Maximum Manhole Spacing.** The maximum manhole spacing for all sanitary sewers shall be 400 feet.

Note: Exceptions will be permitted within a development; however, said exceptions shall not be for more than 5 percent of the manholes in the development. Said exceptions shall not exceed 50 feet.

3. **Minimum Grade.** All sewers shall be designed and constructed to give mean velocities, when flowing full, of not less than 2.0 feet per second, based on Manning’s formula using an “n” value of 0.013. Based on an “n” value of 0.013, the following are the minimum slopes which should be provided; however, slopes greater than these are desirable:

Nominal Sewer Size	Minimum Slope (ft./100 ft.)
8 inch	0.40
10 inch	0.28
12 inch	0.22
15 inch	0.15
18 inch	0.12
21 inch	0.10
24 inch	0.08
27 inch	0.067
30 inch	0.058
36 inch	0.046

9.4

4. **Minimum Manhole Drop**

Same pipe size—0.10 feet

Change in pipe size—match 0.8 depth point of all lines as a minimum, and match tops of pipes whenever possible.

5. **Maximum Manhole Drop**

Without drop connection—2 feet as measured from invert to invert. Where drop is less than 2 feet and the invert should be filleted to prevent solids deposition. If drop is greater than 2 feet, outside drop connections shall be utilized unless approved by the City Engineer.

6. **Manhole Covers, Manhole External Frame Seals, and Manhole Markers.** For approved types of manhole covers, refer to Standard Specifications. If the possibility of surface runoff cannot be avoided, a solid manhole cover, having an integral self-sealing type gasket that can be bolted closed, must be used.

Manhole external frame seals shall be required on all manholes where the possibility of surface water entering exists. A note shall be added to the construction plans to indicate where and what type is to be installed.

Steel delineator posts and markers shall be used in areas outside of the dedicated street right-of-way and areas designated by the City Engineer. (see the supplemental standard specifications and standard plates).

Maximum height of rings on manholes shall be 17-inches.

7. **Access to Manholes Outside of the Street Right-of-Way.**

Manholes outside the street right-of-way shall be subject to the acceptance of the City Engineer. Manholes must be located in areas which allow direct access by maintenance vehicles. Manholes must be surrounded by a hard surface of sufficient size to provide access for Jetting and Televising Vehicles.

8. **Industrial Sewer Monitoring Facility.**

Any new building constructed or proposed to be constructed that may be occupied by a facility that may meet the definition of a Significant Industrial User (SIU) in Watertown Ordinance 17.0101 shall install a sewer monitoring facility on each connection to the sanitary sewer. The monitoring facility shall be situated outside of the building on the user's premises and shall receive the discharge from the entire facility. At a minimum, the sewer monitoring facility shall continuously monitor the flow rate and be able to facilitate grab and composite

monitoring of the discharge. The sewer monitoring facility shall be approved by the Wastewater Superintendent.

9. **Crossings.** Sanitary sewer crossings of storm sewers shall have no less than 6 inches of clearance. Special structural support and insulation will be required if there is less than 18 inches clearance (see the Standard Plates for insulation details). The minimum horizontal clearance shall be 2 feet. Clearance refers to the distance from the outside of the sewer pipe to the outside of the storm sewer pipe.

Sanitary sewer crossings of other utilities shall be done in accordance with Ten States Standards, State of South Dakota standards, and Supplemental Standard Specifications and Standard Plates.

10. **Standard Plates.** See Supplemental Standard Specifications and Standard Plates for such details as manholes, drop connections, risers, and other appurtenances.
11. "Dead end" manholes on line segments shall be extended beyond the midpoint of the last serviced lot.
12. Sanitary sewer lines ending at development phase boundaries that do not terminate with a manhole shall be ended with a bell end section of pipe and watertight plug. A one foot or less section of pipe with a glued-on cap inserted into the bell end of the pipe will be allowable as a watertight plug. Couplings will not be allowed for this type of connection unless there is a change in pipe material.
13. Private sewer service clean-outs will not be allowed in the public right-of-way. All clean-outs shall be protected with approved cover protection (see Standard Plates).
14. Manholes located at the end of cul-de-sacs shall be located 5 to 10 feet from the back of curb and gutter.

#### 9.4.9 Sewer Services.

- 9.4.9.1 **Connections to Manholes.** Individual services may not be connected into manholes unless permitted by the City Engineer. Permitted service connections shall enter the manholes at the inverts.

#### 9.4.9.2 Regular Services.

1. Each structure shall be served by a separate service line connected to a public or private sanitary lateral sewer. The service should be perpendicular to the lateral sewer line in the public right-of-way. Single-family attached housing

(twin homes, duplexes, etc.) will be required to have separate services for each living unit. The service for each living unit shall not be located under the property of the adjacent living unit.

2. Sewer services must meet all the requirements of the Supplemental Standard Specifications and Standard Plates.
3. All platted lots of a proposed subdivision are to front on and have a separate sewer service to a public sanitary sewer main without crossing any adjacent properties. Additional sewer services will be required for each additional principal structure on a given lot.
4. Residential service lines shall be constructed to the property line as a part of the street construction project.
5. Sewer services across one lot to provide service to an adjacent lot in a proposed subdivision may be approved, provided that all of the following conditions are met:
  - a. Proposed subdivision does not exceed two lots.
  - b. A private utility easement 20 feet in width is provided across the burdened lot (to be occupied by sewer service only).
  - c. The City Engineer determines that a sewer main extension will not be necessary to perpetuate the system and in all likelihood no future development of abutting properties will benefit from a main extension.
6. A shut-off valve should be placed on sanitary sewer lines and services that are in the floodway.

9.4.10 **Sewage Lift Stations.** The Standard City Specifications and Standard Details for sewage lift stations shall be used for all stations unless a separate design is determined necessary by the City Engineer. Example specifications and drawings can be obtained from the City Engineer's Office for reference. Lift stations shall be submersible lift stations with separate valve manholes. No sanitary sewage shall be allowed to be discharged into a newly constructed lift station wet well until final completion is made and notification is made by the City accepting operation responsibilities.

9.4.10.1 **Specific Equipment Required.** The sewage lift station shall be supplied with, but not be limited to, the following specific items:

- Separate Wet Well and Valve Manhole
- Wet Well shall be coated with an approved Interior Wet Well High Performance Coating System
- A minimum of two submersible non-clog wastewater pumps, each having a capacity sufficient to pump the peak design flow.
- A Guide Rail System for removal and replacement of pumps without entering Wet Well.
- Sealed Mercury Float Switches to send signals to Pump Control System at specific liquid levels.
- Exterior Power Board with the following:
  - Main Disconnect
  - Manual Transfer Switch and Emergency Generator Receptacle
  - Motor Starters and Overcurrent Protection
  - Pump Control Panel and Control System to operate pumps in a specified sequence, in response to variations in the liquid level. Output from the Pump Controller shall be sent via standard equipment provided by existing telemetry system supplier to the Watertown Wastewater Treatment Facility for monitoring purposes. The minimum conditions to be monitored shall be as follows:
    - Pump(s) Run
    - Low Alarm
    - High Alarm
    - Pump(s) Fail Overload
    - Pump(s) Fail Over-temp
    - Pump(s) Fail Seal Fail
    - Power Fail
    - Loss of Signal

9.4.10.2 **Wet Well Design.** The wet well design shall be coordinated with pump sizing in order to avoid frequent on/off cycling of the pumps. To prevent septicity, inflow into the wet well without pumping should not exceed approximately 30 minutes.

Cycle time is the total time between starts of an individual pump and can be determined by comparing the volume between the “on” and “off” levels in the wet well with the pump capacity. Cycle time is computed as follows:

Where:

$$CT = V/(D-Q) + V/Q$$

CT = Cycle Time (minutes)

V = Wet Well Volume between On and Off Levels (gallons)

D = Rated Pump Capacity (gallons per minute) and

Q = Wet Well Inflow (gallons per minute)

With a given wet well volume and pumps of uniform pumping rate, minimum cycle time will occur when the rate of inflow is equal to one-half of the discharge rate of the individual pump under consideration and the formula for cycle time simplifies to  $CT = 2V/Q = 4V/D$ . An effective wet well volume of at least 2.5 times the discharge rate of the pump is required.

The operating volume of the wet well shall be designed to provide the following maximum motor starting times at the design pumping rates.

Motor Size, hp	Maximum Motor Starting Times
0–25	6 starts per hour
26–35	5 starts per hour
36–60	4 starts per hour

- 9.4.10.3 **Pump Design.** The operating speed of the pumps shall not exceed 1,800 rpm. The test sphere minimum diameter shall be no less than 3 inches in diameter. The minimum discharge diameter shall be no less than 4 inches.
- 9.4.10.4 **Power Supply.** The power supply shall be 240 or 208 volt, 60 Hz, 3-phase.
- 9.4.10.5 **Access to the Lift Station.** An access to the lift station will be required and shall be shown on the construction drawings. The access shall meet minimum thickness and materials standards for streets. The surfacing used shall be asphalt or concrete.
- 9.4.10.9 **Odor Control.** Odor control shall be provided at the lift station and/or the force main discharge when required by the City Engineer.

## **Chapter 10**

### **Water Mains**

**Chapter 10  
Water Mains**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
10.1	General	10.1

## **Chapter 10**

### **Water Mains**

#### **10.1 General**

Public water main facilities within the City of Watertown are owned and operated by the Watertown Municipal Utilities. All installations of new water mains and connections to existing water mains shall be coordinated with the Watertown Municipal Utilities.

**10.1.1 Design:** The design for water main facilities shall be in conformance with the Watertown Municipal Utilities Water Department Polices and design standards and the most current edition of the following standards:

1. *Recommended Standards for Water Works, Great Lakes—Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers (Ten State Standards).*
2. Requirements and Standards of the South Dakota Department of Environment and Natural Resources.
3. American Water Works Association Standards.
4. South Dakota Plumbing Code.
5. Uniform Plumbing Code.
6. International Fire Code and referenced NFPA Standards.

**10.1.2 Construction Standards.** Construction standards shall be in conformance with the Watertown Municipal Utilities Water Department Polices.

**10.1.3** Where a conflict occurs between the above standards, the most restrictive requirement shall apply.

## **Chapter 11**

### **Drainage Improvements**

### Drainage Improvements

<b>Section</b>	<b>Topic</b>	<b>Page</b>
11.1	Introduction	11.1
11.2	Storm Drainage Plans	11.1
11.3	Design Storm Calculations	11.2
11.4	Storm Sewers	11.7
11.5	Storm Sewer Appurtenances	11.10
11.6	Culverts	11.15
11.7	Open Channel Flow, Major Drainageway	11.17
11.8	Street Flow Capacity	11.18
11.9	Detention Storage	11.21

#### Appendix

##### Figures

Best Management Practices Manual  
Post-Construction Stormwater Best Management Practices  
Prepared for City of Watertown

## Chapter 11

### Drainage Improvements

#### 11.1 Introduction

The City of Watertown, with the assistance of CH2MHill, has prepared a “Post-Construction Stormwater Best Management Practices Manual” (PCS Manual) as a guide for developing a post-construction stormwater management plan that incorporates best management practices (BMP’s) appropriate for the City of Watertown.

All construction activities shall be in conformance with the City of Watertown’s “Post-Construction Stormwater Best Management Practices Manual”. A copy of the manual has been included as an Appendix to this chapter.

The PCS Manual details the requirements of the City of Watertown’s Post-Construction Stormwater Management in New Development and Redevelopment Program and provides the resources necessary for meeting those requirements.

When considering the applicability of the requirements in the City of Watertown’s Post-Construction Stormwater Management in New Development and Redevelopment Program, gravel surfaces constructed prior to the adoption of the Post-Construction Stormwater and Erosion and Sediment Control Best Management Practices Manuals (April 2008) shall be considered impervious.

In addition to the information in the PCS Manual the following supplemental sections shall be included as part of this chapter of the Engineering Design Standards.

#### 11.2 Storm Drainage Plans

##### 11.2.1 Concept Drainage Plan

In addition to the requirements for Preliminary and Final Plans in Section 2 of the PCS Manual, a Concept Drainage Plan shall be submitted as part of the Development Sketch Plan.

The purpose of the Concept Drainage Plan is to identify any proposed drainage concerns regarding the development. Approximate flow paths and existing conditions will be provided. The Concept Drainage Plan will provide information in accordance with any Master Drainage Plans performed by the City.

## 11.3 Design Storm Calculations

### 11.3.1. Introduction

Presented in this section are the criteria and methodology for determining the storm runoff design peaks and volumes to be used in the City of Watertown for the preparation of storm drainage studies, plans, and facility design.

### 11.3.2. Design Frequencies

The residential, commercial, and industrial design storm return frequency shall not be less than 5 years for the minor storm and 100 years for the major storm

### 11.3.3. Design Rainfall

The design rainfall depths and intensities to be used for the Watertown area shall be based on the values shown in Exhibit 1 (PCS Manual).

### 11.3.4. Rational Method

The Rational Method of calculating storm water runoff is generally acceptable for highly impervious sites less than 100 acres in size; however, it may not be considered an adequate design tool for sizing large drainage systems. All composite runoff coefficients shall be based on the values shown in Exhibit 2 (PCS Manual). The slopes listed for the semi-pervious surfaces are the proposed finished slope of the tributary area.

The Rational Method is based upon the following formula:

$$Q = CIA \quad \text{(Equation 1)}$$

Where:

Q = Peak Discharge (cfs),  
C = Runoff Coefficient,  
I = Rainfall Intensity (inches/hour), and  
A = Drainage Area (acres).

When using the Rational formula, an assumption is made that the maximum rate of flow is produced by a constant rainfall which is maintained for a time equal to the period of concentration of flow at the point under consideration. Theoretically, this is the time of concentration,  $T_c$ , which is the time required for the surface runoff from

the most remote part of the drainage basin to reach the point being considered.

However in practice, the concentration time,  $T_c$ , is an empirical value that results in acceptable peak flow estimates.

#### **11.3.5. Time of Concentration and Travel Time**

As discussed in this Section,  $T_c$ , the time of concentration, is the time it requires for runoff to travel from the hydraulically most distant point of the watershed to the point of interest within the watershed.

Travel time,  $T_t$ , is the time it takes water to travel from one location to another in a watershed.

In the application of the Rational Method, the time of concentration must be estimated so that the average rainfall rate of a corresponding duration can be determined from the Watertown Rainfall Depths and Intensities Chart (Exhibit 1 - PCS Manual).

Water travels across a watershed as sheet flow, shallow concentrated flow, open channel flow, or some combination of these. The type that occurs is a function of the conveyance system and is best determined by field inspection. The minimum time of concentration shall be 15 minutes.

##### **a. Sheet Flow**

Sheet flow is flow over plane surfaces. It usually occurs in the headwater of streams. With sheet flow, the friction value (Manning's  $n$ ) is an effective roughness coefficient that includes the effect of raindrop impact; drag over the plane surface; obstacles such as litter, crop ridges, and rocks; and erosion and transportation of sediment. These  $n$  values are for very shallow flow depths of about 0.1 foot or so. Table 11.1 provides Manning's  $n$  values for sheet flow for various surface conditions.

For sheet flow of less than 300 feet, use Manning's kinematic solution (Overton and Meadows 1976) to compute  $T_t$ :

$$T_t = \frac{0.007 (nL)^{0.8}}{(P_2)^{0.5} s^{0.4}} \quad (\text{Equation 2})$$

Where:

- T = travel time (hr),
- N = Manning's roughness coefficient, Table 11.1,
- L = flow length (ft),
- $P_2$  = Two-year, 24-hour rainfall (in) = 2.4 inch for our area, and
- S = slope of hydraulic grade line (land slope, ft/ft).

This simplified form of the Manning's kinematic solution is based on the following: (1) shallow steady uniform flow, (2) constant intensity of rainfall excess (that part of a rain available for runoff), (3) rainfall duration of 24 hours, and (4) minor effect of infiltration on travel time.

### Limitations

- Manning's kinematic solution should not be used for sheet flow longer than 300 feet. Equation 2 was developed for use with the four standard rainfall intensity-duration relationships.
- South Dakota is a Type II intensity-duration relationship, as defined by the Soil Conservation Service (SCS).
- In watersheds with storm sewers, carefully identify the appropriate hydraulic flow path to estimate  $T_C$ . Storm sewers generally handle only a small portion of a large event. The rest of the peak flow travels by streets, lawns, and so on, to the outlet. Consult a standard hydraulics textbook to determine average velocity in pipes for either pressure or non-pressure flow.
- The minimum  $T_t$  used in Technical Release-55 (TR-55) Urban Hydrology for Small Watersheds is 0.1 hr (6 minutes).

**Table 11.1**  
Roughness Coefficients (Manning's n) for Sheet Flow

Surface Description	n <sup>1</sup>
Smooth surfaces (concrete, asphalt, gravel, or bare soil)	0.011
Fallow (no residue)	0.05
Cultivated soils:	
Residue cover ≤ 20%	0.06
Residue cover > 20%	0.17
Grass: <sup>2</sup>	
Short grass prairie	0.15
Dense grasses	0.24
Bermuda grass	0.41
Range (natural)	0.13
Woods: <sup>3</sup>	
Light underbrush	0.40
Dense underbrush	0.80

<sup>1</sup> The n values are a composite of information compiled by Engman (1986).

<sup>2</sup> Includes species such as weeping lovegrass, bluegrass, buffalo grass, blue grama grass, and native grass mixtures.

<sup>3</sup> When selecting n, consider cover to a height of about 0.1 ft. This is the only part of the plant cover that will obstruct sheet flow.

b. Shallow Concentrated Flow

After a maximum of 300 feet, sheet flow usually becomes shallow concentrated flow. The average velocity for this flow can be determined from Figure 11.1 (Appendix) in which average velocity is a function of watercourse slope and type of channel. Tillage can affect the direction of shallow concentrated flow.

After determining average velocity from Figure 11.1 (Appendix), use the following equation to estimate travel time for the shallow concentrated flow segment:

$$T_t = \frac{L}{3600 V} \quad (\text{Equation 3})$$

Where:

$T_t$  = travel time (hr),  
 $L$  = flow length (ft),  
 $V$  = average velocity (ft./sec.), and  
 3600 = conversion factor from seconds to hours.

c. Open Channel Flow

Open channels are assumed to begin where surveyed cross section information has been obtained, where channels are visible on aerial photographs, or where blue lines (indicating streams) appear on United States Geological Survey (USGS) quadrangle sheets. Manning's equation or water surface profile information can be used to estimate average flow velocity. Average flow velocity is usually determined for bank-full elevation.

Manning's equation is:

$$V = \frac{1.49 r^{2/3} s^{1/2}}{n} \quad (\text{Equation 4})$$

Where:

$V$  = average velocity (ft/s),  
 $r$  = hydraulic radius (ft) and is equal to  $a/p_w$ ,  
 $a$  = cross sectional flow area (ft<sup>2</sup>),  
 $p_w$  = wetted perimeter (ft),  
 $s$  = slope of the hydraulic grade line  
 (channel slope, ft/ft), and  
 $n$  = Manning's roughness coefficient for open channel flow.

Manning's  $n$  values for open channel flow can be obtained from standard hydraulic textbooks. After average velocity is computed using Equation 4,  $T_t$  for the channel segment can be estimated using Equation 3.

### **11.3.6. Rainfall Intensity (I)**

The intensity (I), is the average rainfall rate in inches per hour for the period of maximum rainfall of a given frequency having a duration equal to the time of concentration. After the design storm frequency has been selected, the rainfall intensity shall be obtained from the Watertown Rainfall Depths and Intensities Chart (Exhibit 1 - PCS Manual) using the time of concentration calculated above.

### **11.3.7. Runoff Coefficient (C)**

The runoff coefficient (C) represents the integrated effects of infiltration, evaporation, retention, flow routing, and interception, all of which effect the time distribution and peak rate of runoff. All composite runoff coefficients shall be based on the values shown in Exhibit 2 (PCS Manual). The values are presented for different surface characteristics as well as for different aggregate land uses. The coefficient for various surface areas can be used to develop a composite value for a different land use.

## **11.4 Storm Sewers**

### **11.4.1 Design Flow**

For areas smaller than 100 acres, the Rational Formula is acceptable to compute runoff. For areas larger than 100 acres, the Soil Conservation Service method or other acceptable computer applications shall be used.

### **11.4.2 Material and Installation**

All construction shall be in accordance with the approved Standard Specifications and Standard Plates for drainage improvements.

### **11.4.3 Location of Storm Sewers**

1. All public storm sewers shall be installed in the public easement or right-of-way. Storm sewer shall be placed as shown in Chapter 4. If storm sewer pipe is placed on back lot lines or otherwise placed across private property, a drainage easement is required provided the pipe is utilized to drain public storm water. If the storm sewer pipe is to be used for private storm water runoff, no easement is required on the property where the drainage is being collected.

**a. Placement**

Storm sewer must be extended to the far edge of the platted subdivision to be serviced, regardless of where the inlets are placed.

**b. Easements**

1. All easements must be mutually exclusive for the City of Watertown. Easements shall be identified as public utility and drainage easements. Final Drainage Plans shall identify the type of easement.
2. All drainage easements must be a minimum of 20 feet wide, additional width for access may be required. The pipe shall be placed only along the center of the easement, unless approved by the City Engineer.
3. No landscaping except grass may be placed in the easement.
4. No permanent structure may be placed in the easement.

**11.4.4 Size**

No public storm sewer shall be less than 15 inches in diameter. Trunk storm sewers must be a minimum of 18 inches in diameter.

All changes in pipe size must occur at a manhole, inlet, or junction box.

**11.4.5 Depth**

The minimum allowable sewer depth of cover shall be 18 inches.

**11.4.6 Pipe**

Storm Sewer pipes shall be sized to carry a five-year flow. Hydraulics of the sewer shall be analyzed. The hydraulic gradient shall remain below the gutter or ground surface elevation to prevent overflow.

Storm sewer pipe shall be reinforced concrete unless otherwise approved by the City Engineer. In certain cases the designer may wish to specify one type of pipe for a certain purpose, in which case no alternate should be given. The "class" of reinforced concrete pipe shall be shown on the plans.

Edge drain material shall be perforated PVC pipe with filter fabric sock. See Standard Plate for detail.

Storm sewer pipe made of other materials such as polyethylene may be approved by the City Engineer for private development storm sewer or storm sewer to be installed outside the public right-of-way.

Coefficients of roughness, "n," for use in the Manning formula as listed below shall normally be used:

<u>Type of Pipe</u>	<u>n</u>
Concrete	0.013
Polyethylene	0.010

#### **11.4.7 Velocity**

The minimum allowable velocity in a storm sewer shall be 3 feet per second (fps). The maximum velocity shall be 15 fps.

#### **11.4.8 Pipe Strength**

Pipe specified shall meet AASHTO HS-20 loadings.

#### **11.4.9 Alignment**

Sewer shall be installed with a straight alignment between structures with the following exception: In locations where layouts are such that a straight alignment is not practical, sewers may be curved. The curvature must be concentric with the curvature of the street. The pipe manufacturer's recommended maximum deflection angle shall not be exceeded. Storm sewer bends will be shown as required. The City Engineer may require a structure instead of a bend.

#### **11.4.10 Separation**

1. Storm sewer crossings of the water main will be performed in accordance with the Standard Specifications. Water main will be installed at least ten 10 feet horizontally from any storm sewer.

Crossings of water main and storm sewer will have a minimum of 18 inches clearance between the outside surface of the pipes.

2. Storm sewer crossings of sanitary sewer shall be performed in accordance with the Standard Specifications.

Sanitary sewer shall be installed at least 2 feet horizontally from any storm sewer.

Crossings of sanitary sewer and storm sewer will have a minimum of 6 inches clearance between the outside surface of the pipe. Special structural support and insulation will be required if there is less than 18 inches clearance (see the Standard Plates for insulation details).

#### **11.4.11 Ground Water Barriers**

When there exists a possibility that ground water may be diverted and follow the path of the new sewer, ground water barriers shall be constructed in adequate numbers to prevent ground water migration along sewer trenches.

### **11.5 Storm Sewer Appurtenances**

#### **11.5.1 Junction Boxes**

##### **1. Location**

Structures shall be installed at the upper end of each line, at changes in grade, size, curvature or alignment. The maximum spacing for structures shall be 400 feet for sewers 15 inches in diameter or less; 450 feet for sewers 18 inches and 21 inches in diameter; and 500 feet for sewers 24 inches in diameter and larger.

Trunk storm sewer is defined as any storm sewer 18 inches in diameter or larger that is used to convey storm water from two or more inlets.

Lateral storm sewer is defined as the storm sewer that connects to the trunk sewer system. Minimum lateral storm sewer pipe shall be 15~~2~~ inches in diameter.

Pipe Tee-Sections may be used to connect a lateral storm sewer to the trunk storm sewer when the lateral length between the Tee-Section and a structure is 75 feet or less.

Field connections to connect a lateral system to the existing trunk storm sewer system, as described in the previous paragraph, will only be permitted if conditions prohibit the installation of a structure, as determined by the City Engineer.

Structures must be located in areas which allow direct access by maintenance vehicles.

Bends may be used along the trunk system between structures when curvature alignment requires the bend and the maximum spacing between structures has not been exceeded. The City Engineer may require a structure instead of a bend.

For 18-inch-diameter storm sewer, the maximum total bend or curvature allowed is 22.5 degrees. For 24-inch-diameter storm sewer and larger, the maximum single bend allowed is 45 degrees. If more than one bend is required due to alignment curvature, the maximum angle per bend is 7.5 degrees. Maximum total curvature is 90 degrees for 24-inch RCP and larger.

## 2. Flow Channels

When there is an increase in sewer size of a smaller sewer connected with a larger one, the invert of the smaller sewer must be raised to maintain the same energy gradient. An approximate method of doing this is to place the 0.8 depth point of both sewers at the same elevation or to match the crown of the pipe. Structures that have a direction change of flow shall have a minimum 0.1-foot drop between the inverts.

Drop manholes shall be avoided whenever possible.

### 11.5.2 Outlets

1. Where a storm sewer discharges into a natural channel or irrigation ditch, an outlet structure shall be provided that will blend the storm sewer discharge into the natural channel flow in such a way as to prevent erosion of the bed or banks of the channel.
2. When the discharge velocity is low, or subcritical, the outlet structure may be one of the following:
  - a. Flared end section
  - b. Head wall
  - c. Wing walls
3. If the discharge velocity is high, or supercritical, prevention of erosion of the natural channel bed or banks in the vicinity of the outlet may require an energy dissipating structure.
4. All outlets shall have an apron consisting of one of the following:
  - a. Rip rap with geotextile fabric base
  - b. Concrete anchor mat
  - c. Concrete slab
  - d. Other approved methods

### 11.5.3 Inlets

#### 1. Introduction

A storm inlet is an opening into a storm sewer system for the entrance of surface storm runoff. There are three types of inlets: curb opening, grated, and combination. In addition, inlets may be further classified as being on a continuous grade or in a sump. The term “continuous grade” refers to an inlet so located that the grade of the street has a continuous slope past the inlet and therefore ponding does not occur at the inlet. The sump condition exists whenever water is restricted to the inlet area because the inlet is located at a low point. A sump condition can occur at a change in grade of the street from positive to negative or due to the crown slope of a cross street when the inlet is located at an intersection.

#### 2. Inlet Standards

Acceptable inlets for public streets shall be Type I curb opening or Type II combination. Curb opening inlets shall be used at true sumps or at sumps formed by crown slope of cross section at the intersection. Either curb opening type or combination inlets may be used on continuous grade. Grated inlets may be used for parking areas and open fields or other applications subject to approval by the City Engineer.

Reduction factors shall be applied to the theoretical calculated capacity of inlets based upon their type and function. The reduction factors compensate for effects which decrease the capacity of the inlet such as debris plugging, pavement overlaying, and in variations of design assumptions.

The allowable capacity of an inlet shall be determined by applying the applicable reduction factor from Table 11.2 to the theoretical capacity as presented in the following sections.

The size of outlet pipes from storm water inlets shall be based upon the theoretical capacity of the inlet, but shall not be less than 12 inches in diameter.

**Table 11.2  
Reduction Factors to Apply to Inlets**

<b>Condition</b>	<b>Inlet Type</b>	<b>% of Theoretical Capacity Allowed</b>
Sump	Grated	50%
Sump	Combination	65%
Continuous Grade	Deflector	75%
Continuous Grade	Longitudinal Bar Grate Incorporating recessed Transverse bars	60%
Continuous Grade	Combination	110% of that listed For type of grate utilized
Sump or Continuous Grade	Curb Opening	
	L = 3'	80%
	L = 6'	88%
	L = 8'	90%
	L = 10'	92%
	L = 15'	95%

**3. Curb Opening Inlet Hydraulics**

A curb opening inlet may operate under two different conditions of flow: (1) free flow conditions under which a free water surface is continuous into the inlet, or (2) submerged conditions, in which the inlet functions as an orifice. The continuous grade design procedures described herein assume that the inlets will be designed to operate under the free flow condition, since the gutter flow depth required to submerge the inlet is greater than the allowable street capacity.

The inlet dimensions evaluated herein are the standards used for Type I and II inlets.

**4. Sump Condition**

Presented in Figure 11.2 (Appendix) is a capacity nomograph for sump condition with a gutter depression at the inlet. This chart is an adaptation of a Bureau of Public Roads chart and is applicable to both the free flow and the submerged cases.

## 5. Continuous Grade

For the “continuous grade” condition, the capacity of the inlet is dependent upon many factors including gutter slope, depth of flow in the gutter, height and length of curb opening, street cross slope, and the amount of depression at the inlet. In addition, all of the gutter flow will not be intercepted and some flow will continue past the inlet area (“bypass”). The amount of bypass must be included in the downstream drainage facility evaluation as well as in the design of the inlet.

Inlet size and spacing is dependent upon the allowable use of streets for handling storm runoff. Section 11.86, of this chapter will address pavement encroachment and provide criteria for the maximum width of spread ( $W$ ) as addressed below.

When the allowable pavement encroachment has been determined, the theoretical gutter capacity for a particular encroachment can be determined by the use of Figure 11.3 (Appendix). To further simplify computations, Figure 11.4 (Appendix) is provided to enable direct determinations for various street sections. Figure 11.3 (Appendix) as well as the charts for inlet capacity provided in the Appendix of these standards will assist the designer in solving for the capacity of an inlet on a continuous grade. The procedure for properly sizing and determining inlet spacing is as follows:

- a. After the design has determined a total runoff discharge ( $Q$ ) flowing upstream of the inlet, enter Figure 11.4 (Appendix) for design  $Q$  and extend a vertical line down to intersect with the longitudinal gutter slope ( $S_o$ ). Extend a horizontal line from the point to the cross slope ( $S_x$ ) of the street being studied and extend a vertical line down from this point to the width of spread ( $W$ ). The depth of flow ( $D$ ) at the curb may also be determined if the vertical line intersecting the cross slope ( $S_x$ ) on the lower portion of the graph is extended horizontally to intercept the depth at the curb.
- b. Select the appropriate capacity chart from the Appendix for the type of inlet (Type I or II), street cross slope ( $S_x$ ) and longitudinal gutter slope ( $S_o$ ).
- c. Type I inlets: Enter the chart for the inlet length selected. Extend a vertical line up to intersect the curve for the width of spread ( $W$ ) determined in Step 1 and extend a horizontal line from this point to the inlet intercept ratio ( $Q_i/Q$ ).

Type II inlets: Enter the chart for the width of spread ( $W$ ) determined in Step 1. Extend a horizontal line across to intersect

the line for the longitudinal gutter slope ( $S_o$ ) and extend a vertical line from this point to the inlet intercept ratios ( $Q_i/Q$ ).

- d. Multiply the inlet intercept ratio ( $Q_i/Q$ ) determined in Step 3 times the total discharge ( $Q$ ) carried by the gutter, yields the quantity of water being intercepted by the inlet ( $Q_i$ ). For Type I inlets, the designer may want to repeat Steps 3 and 4 for other lengths of inlets.

After the theoretical capacity has been determined as outlined above, capacity reduction factors must be applied as listed in Table 11.2. The designer will need to choose which type of inlet is most effective based upon both hydraulic and economic considerations.

## 6. Capacity of Grated Inlets in Sump

As previously noted, grated inlets may be used for parking areas and open fields or other areas subject to approval by the City Engineer. The design procedure presented in the following section is based upon the assumption that the grated inlet is clear from debris and is operating at its maximum efficiency.

For a grated inlet operating under sump conditions, the reduction factors of Table 11.2 shall be applied.

Under sump conditions a grated inlet acts essentially as a series of orifices. Design charts indicate that the application of the orifice formula to the clear opening of the inlets gives satisfactory capacities for a clean inlet. Figure 11.5 (Appendix) shows the results of the tests. The head used shall be determined by the allowable depth of ponding for the installation at the design storm frequency.

## 11.6 Culverts

### 11.6.1 General

Culverts may be of any shape and construction as required by existing topographic features; provided, however, the size, location and type of construction of culverts shall be subject to acceptance by the City Engineer

Culverts within the major drainageways, as outlined in the Watertown Storm Water Master Drainage Plan, that are under arterials or railroads shall have sufficient capacity to pass all of the runoff from the 100-year storm considering 20 percent of the inlet plugged, for pipes under 48-inch diameter.

For all other streets, culverts must be designed to convey a minimum of 10-year flow with no street overtopping and must be large enough so that the 100-year flow over the top of the road does not exceed 18 inches in depth above the invert of the gutter.

### 11.6.2 Design Criteria

1. The following design criteria shall be utilized for all culvert design:
  - a. The culvert including inlet and outlet structures shall properly take care of storm water flow, bed-load, and debris at all stages of flow.
  - b. **Inlets.** Culvert inlets shall be designed to minimize entrance and friction losses. Inlets shall be provided with either flared-end sections or head walls with wing walls. Projecting ends will not be acceptable. For large structures, provisions shall be made to resist possible structural failure due to hydrostatic uplift forces.
  - c. **Outlets.** Culvert outlets shall be designed to avoid sedimentation, undermining of the culvert, or erosion of the downstream channel. Outlets shall be provided with either flared-end sections or headwalls, with wingwalls. Projecting outlets will not be acceptable. Additional outlet control in the form of riprap, channel shaping, dissipation structure, etc., may be required where excessively high discharge velocities occur. All structural outlet velocity dissipaters shall be underlain with a suitable filter fabric to protect against scour.
  - d. **Slopes.** Culvert slopes shall be such that neither silting nor excessive velocities and scour occur. Generally, the minimum slope of culverts shall be limited to 0.50 percent.
  - e. **Hydraulic Design.** Culverts shall be analyzed to determine whether discharge is controlled by inlet or outlet conditions for both the initial storm discharge and the major storm discharge. The value of the roughness coefficient ( $n$ ) used shall not be less than those specified by documentation of the culvert manufacturer. Computations for selected culvert sizes shall be submitted for review.
  - f. **Minimum Allowable Size.** The required size of the culvert shall be based upon adequate hydraulic design analysis. In no case, however, will approval be made for round culverts with less than 18 inches inside diameter, or for arched or oval shaped culverts with span-rise dimensions less than 24 inches x 18 inches nominal.

Culverts 15 inches or greater in diameter may be used for single-family residential access drives.

The minimum height of a reinforced box culvert should be 3 feet to facilitate cleanout and allow removal of forms during construction.

- g. **Multiple Culvert Installation.** Where physical conditions dictate, multiple culvert installations will be acceptable, provided the minimum size of any culvert to be used shall not be less than the requirements set forth above.
- h. **Structural Design.** The structural design of culverts shall conform to those methods and criteria recommended by the manufacturer of a specific type of culvert dependent upon the type of bedding, the method of installation, and the load.
- i. **Trash and Debris Deflector.** When, ~~in the opinion of~~determined by the City Engineer, debris accumulation for a particular drainageway appears to pose a significant probability of culvert plugging, trash racks or debris deflectors will be required.

## 11.7 Open Channel Flow, Major Drainageway

### 11.7.1 General

Major drainageways are the main corridors for storm water flow through developments and all other drainageways are considered as lateral drainageways.

See Figure 11.6A, 11.6B, 11.6C, and 11.6D (Appendices) for design standards for channel construction.

All channels will be designed with the 5-year storm frequency and the 100-year storm frequency considered.

Channels shall be designed in such a manner that flows at the critical depth and supercritical flows are avoided.

If increased flows are proposed for any channel, protection as required shall be provided for a natural channel. Channel protection will be designed to withstand forces that attempt to overtop the channel banks, deteriorate the channel lining, erode soils beneath the channel lining and erode unlined areas of the channel.

Open channels conveying storm water shall be designed using the Tractive Force Procedure\*. The permissible shear stress,  $T_d$ , is the force required to

initiate movement of channel lining material. Normal depths in the channel are calculated using Manning's equation. Manning's roughness coefficients for different ranges of depth are provided in Figure 11.6B. The coefficient of roughness generally decreases with increasing flow depth.

Shear stress,  $T$ , at normal depth, is computed for the lining by the following equation:

$$T = yds \quad \text{(Equation 5a)}$$

Where:

- $T$  = shear stress in lb/ft<sup>2</sup>
- $y$  = unit weight of water, 62.4 lbs/ft<sup>3</sup>
- $d$  = flow depth in feet
- $s$  = channel gradient in ft/ft

If the permissible shear stress,  $T_d$ , given in Figure 11.6C and 11.6D, is greater than the computed shear stress,  $T$ , the chosen channel liner is considered acceptable. If the computed shear stress is too great, select a liner with a higher permissible shear stress and repeat the calculations for normal depth and shear stress. In some cases, it may be necessary to alter the channel dimensions to reduce the shear stress.

All channels shall be designed with proper and adequate erosion control features. When required, drops or check dams shall be installed to control water surface profile slope.

Grass-lined channels or side slopes of concrete-lined channels will be seeded with a mixture as set forth in these Design Standards.

Lateral drainageways without a low flow storm sewer will only be permitted with the acceptance of the City Engineer.

For channels that cross a roadway and overflow the street section within design standards, it is acceptable to provide an easement for the 12-foot access strip along the backwater area. The remaining channel dedication will be per ordinance.

## 11.8 Street Flow Capacity

### 11.8.1 General

The criteria set forth herein will be used in analyzing and approving the adequacy of streets as a function of the drainage system. Both the minor and 100-year storm runoff must be considered and calculations showing such runoff at critical sections shall be submitted. Street, curb and gutter, valley gutters, and curb cuts shall conform to the Standard Specifications.

### 11.8.2 Street Capacity for Minor Storms

Pavement encroachment for the minor design storm shall not exceed the limitations set forth in the following table:

#### **Allowable Pavement Encroachment and Depth of Flow for Minor Storm Runoff**

<b>Street Classification</b>	<b>Maximum Encroachment*</b>
Local	No curb overtopping. Flow may spread to crown of street.
Collector	No curb overtopping. Flow spread must leave the equivalent of one 10-foot driving lane clear of water (one lane for two-lane street, two lanes for four-lane street).
Arterials	No curb overtopping. Flow spread must leave the equivalent of two 10-foot driving lanes clear of water; one lane in each direction.
Freeways	No encroachment is allowed on any traffic lane.

\*Where no curbing exists, encroachment shall not extend past property lines.

The storm sewer system shall commence at the point where the maximum allowable encroachment occurs. All residential and commercial storm sewers systems shall be designed for the five-year storm event. All industrial storm sewer systems shall be designed for the two-year storm event.

When the allowable pavement encroachment has been determined, the theoretical gutter carrying capacity for a particular encroachment shall be computed using the Modified Manning’s Formula for flow in a triangular channel as shown in Figure 11.3 (Appendix). To simplify computations, graphs for particular street shapes may be used as shown on Figure 11.5 (Appendix). An “n” value of 0.015 shall be used unless special considerations exist.

### 11.8.3 Street Capacity for Major Storms

The allowable depth of flow and inundated area for the major design storm shall not exceed the limitations set forth in the following table:

#### **Allowable Depth of Flow and Inundated Area for 100-Year Storm Runoff**

<b>Street Classification</b>	<b>Allowable Depth and Inundated Areas</b>
Local and Collector	Residential dwellings, public, commercial, and industrial buildings shall not be inundated at the ground line. Depth of water at the street crown shall not exceed 6 inches to allow operation of emergency vehicles. The depth of water over the gutter flow line shall not exceed 18 inches.
Arterial and Freeway	Residential dwellings, public, commercial, and industrial buildings shall not be inundated at the ground line. Depth of water at the street crown shall not exceed 6 inches to allow operation of emergency vehicles. The depth of water over the gutter flow line shall not exceed 18 inches.

### 11.8.4 Cross Street Flow

Cross street flow can occur by two separate means. One is runoff which has been flowing in a gutter and then flows across the street to the opposite gutter or inlet. The second case is flow from some external source, such as a drainageway or conduit, which will flow across the crown of the street when the conduit capacity beneath the street is exceeded. The maximum allowable cross street flow depth based on the worst condition shall not exceed the limitation stipulated in the following table.

### Allowable Cross Street Flow

Street Classification	Minor Storm Runoff	100-Year Design Storm Runoff
Local	6-inch depth at crown or in the valley gutter	18 inches of depth above gutter flow line
Collector	Depth of flow shall not exceed 6 inches above gutter flow line	18 inches of depth above gutter flow line
Arterial	None	6 inches or less over crown
Freeway	None	6 inches or less over crown

#### 11.8.5 Capacity Calculations

All theoretical flow capacities shall be reduced by the appropriate reduction factors as shown in Figure 11.7 (Appendix) to obtain allowable flow capacities.

#### 11.8.6 Drainage Tract Requirements

All backward draining cul-de-sacs and sump streets are required to have a minimum 20-foot-wide drainage easement shown on the plat for the purpose of conveying drainage. The easement shall meet the applicable requirements for storm sewer easements.

### 11.9 Detention Storage

#### 11.9.1 General

Detention ponds shall be designed and constructed at those locations identified by the City Engineer. The use of onsite detention is permitted at those locations where the onsite drainage system cannot be tied into an existing drainage system.

Onsite detention may be used if the development cannot provide adequate storm sewer systems to achieve the required storm sewer standards.

Parking lots which serve as detention storage ponds must not have a storage depth of more than 1 foot. It is recommended that notification signs be installed in parking lots which serve as detention ponds. The signs shall be permanent and high quality, meeting the SDDOT Specifications for Traffic Signs.

### **11.9.2 Design Storm**

Detention ponds along major drainageways as identified in the City Master Drainage Plan shall be designed for a 100-year design flow.

Other detention ponds shall be designed such that the 5-year return storm is conveyed through the principal outlet assembly and the 100-year return storm is conveyed through the overflow assembly.

### **11.9.3 Release Methods**

Intermittent ponds shall drain completely.

Careful consideration must be given to the discharge of the surface release as to the elimination of erosion potential, and the capacity of the downstream surface water course. The release structure shall be designed to withstand the forces caused by the structure being overtopped during a larger than design storm.

A stage (foot) versus release rate (cfs) curve must be provided for the release structure.

### **11.9.4 Maximum Release Rate**

The detention pond volumes and release rate shall be designed to accommodate runoff generated by the development and post-developed upstream properties.

The release rate from the detention pond cannot exceed predevelopment rates for the 5-year and 100-year return storm when discharge is conveyed onto undeveloped property unless City-owned conveyance structures of adequate size are contiguous and downstream of the proposed discharge points.

### **11.9.5 Maintenance Requirements**

Detention ponds and similar areas, not required as a necessary part of the major drainage system as outlined in the City Master Drainage Plan, may be accepted by the City for maintenance only if such land provides another useful public service such as a public park or wildlife area.

All detention areas shall have a 30-foot-wide access to a public right-of-way if they are not located adjacent to a public right-of-way.

Detention pond properties greater than two acres in size where discharge is generated from publicly maintained infrastructure may be considered for

dedication to the City during preliminary plan approval. The ponds must have a maintenance bench providing access to all pond areas. The bench shall be 12' wide with a cross slope no greater than 10%. If the bench is located along a future recreational trail, the maximum cross slope may be reduced to meet trail requirements. Property delineation markers shall be installed upon dedication of the property in locations specified by City. All other detention ponds shall be privately maintained.

#### **11.9.6 Adjacent Property Elevations**

The property corner elevation of properties abutting a detention pond shall be 1 foot above the 100-year design storm.

Recommended minimum ground elevations for homes abutting or affected by the detention pond shall be 2 feet above the overflow elevation. Recommended minimum ground elevation for homes abutting or affected by detention ponds will be a minimum of 4 feet above the 100-year pond high water elevation if an overflow system is not available or at an elevation that provides an additional 50 percent storage.

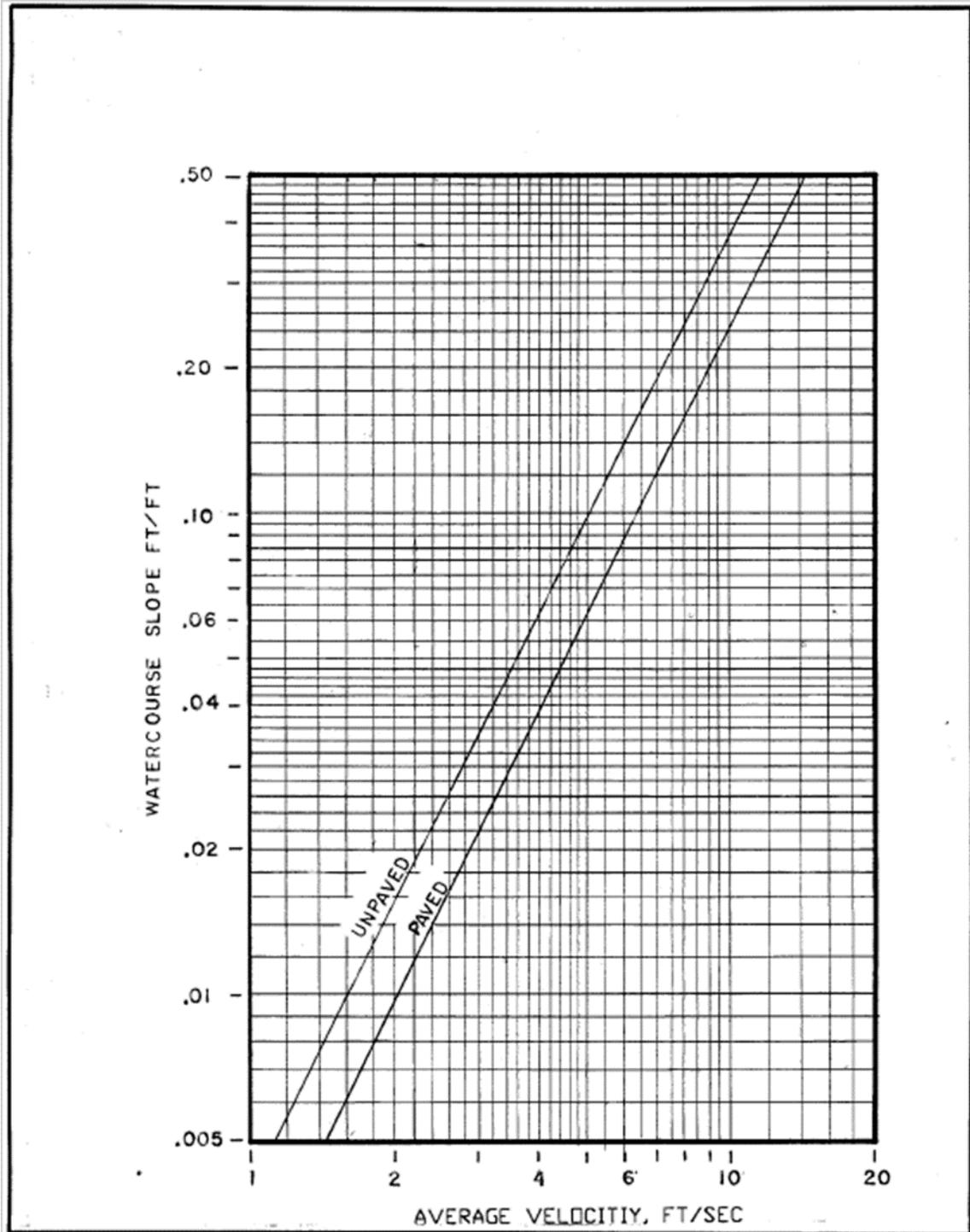
# APPENDIX

## FIGURES

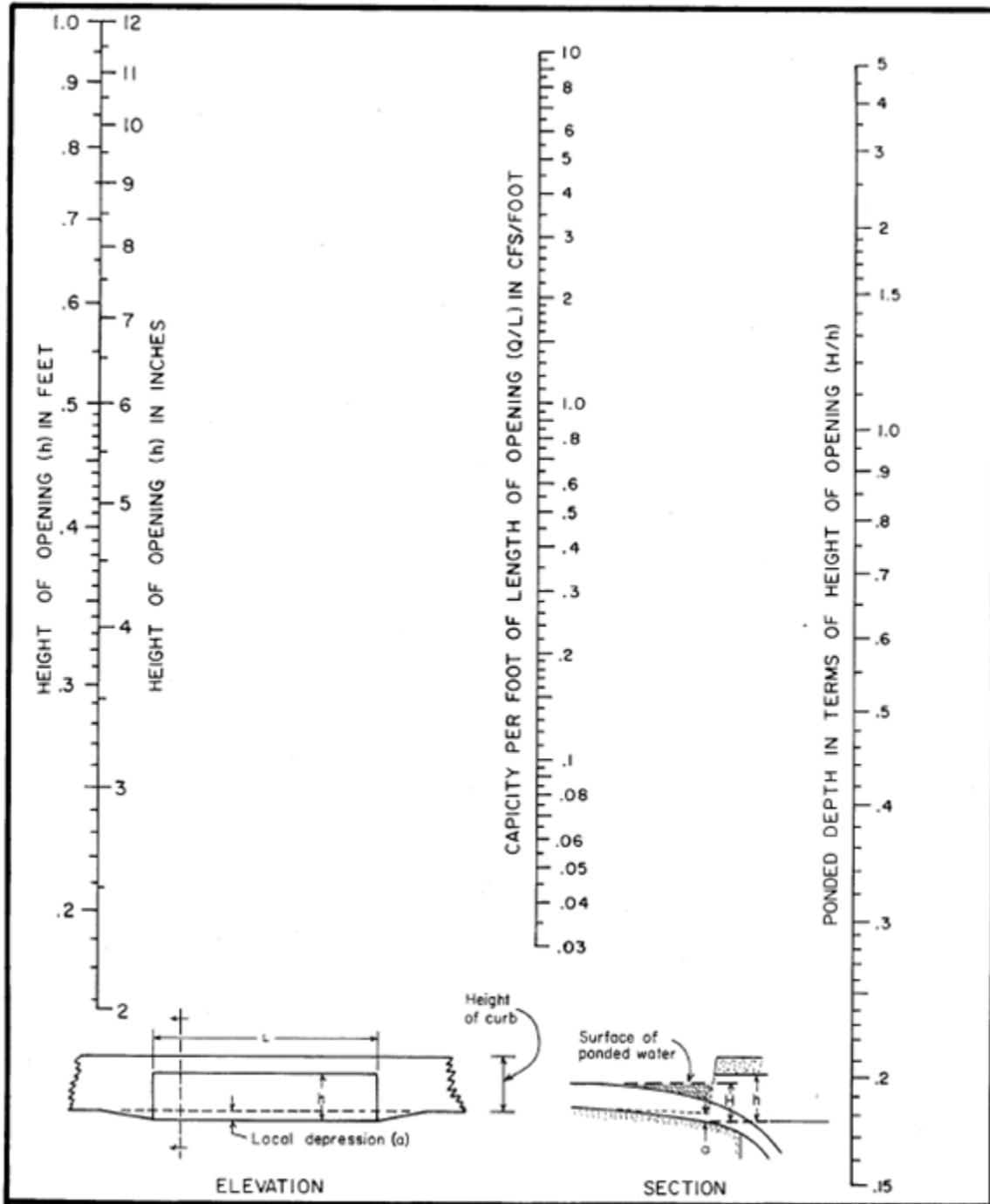
and

Best Management Practices Manual  
**Post-Construction Stormwater Best Management Practices**  
Prepared for City of Watertown

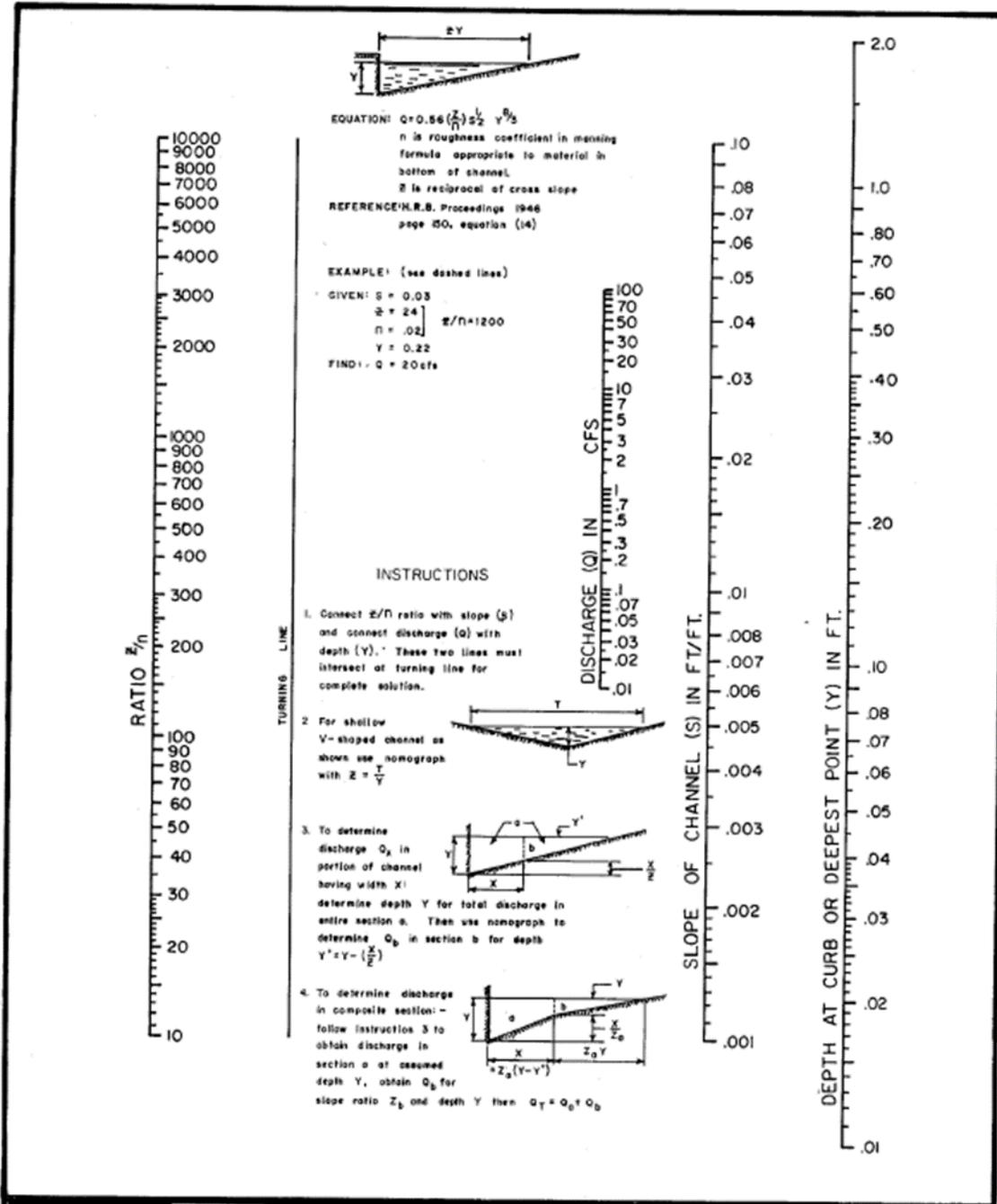
**Figure 11.1**  
**Average Velocities for Estimating**  
**Travel Time for Shallow Concentrated Flow**



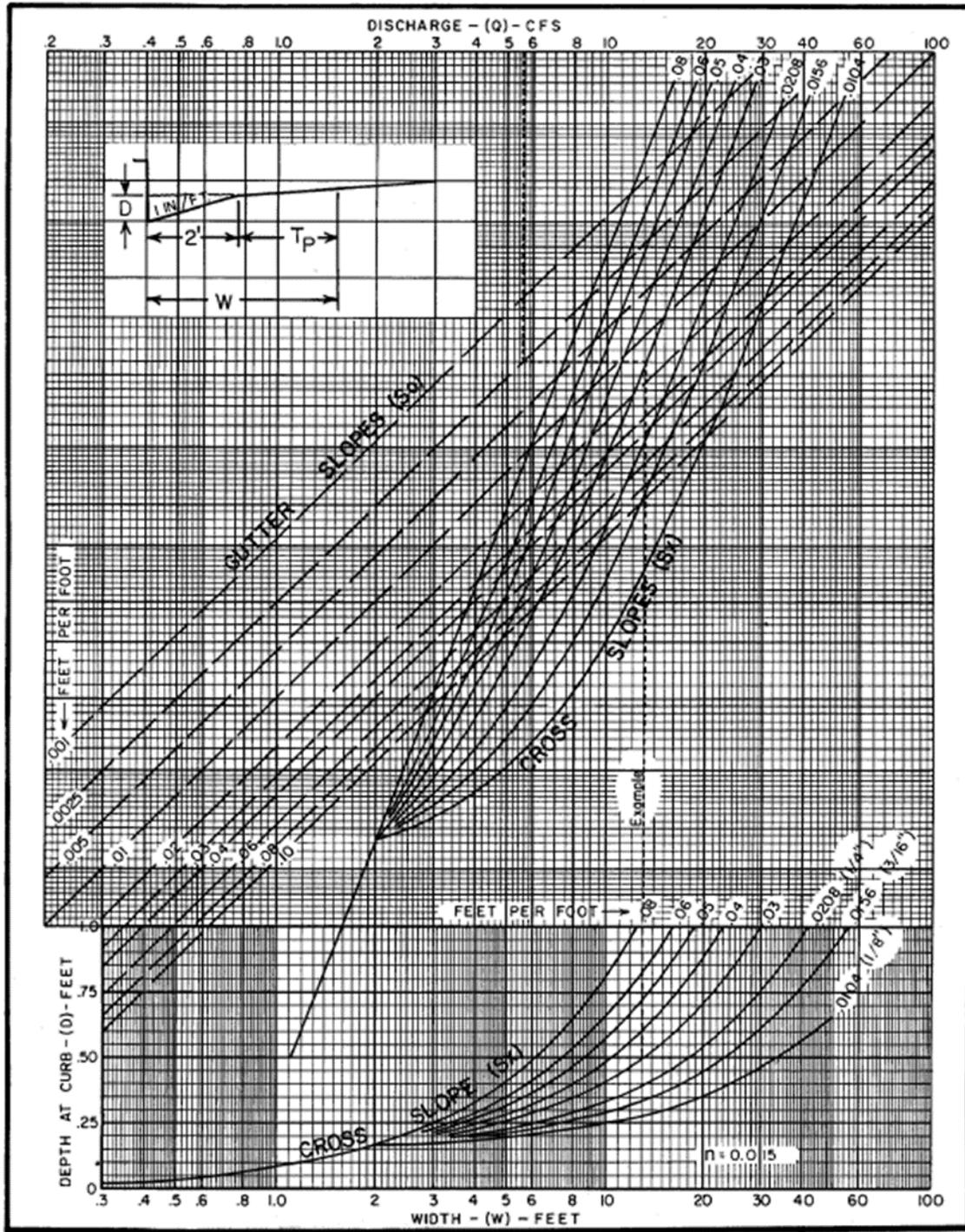
**Figure 11.2**  
**Capacity of Curb Opening Inlet**  
**at Low Point in Grade**



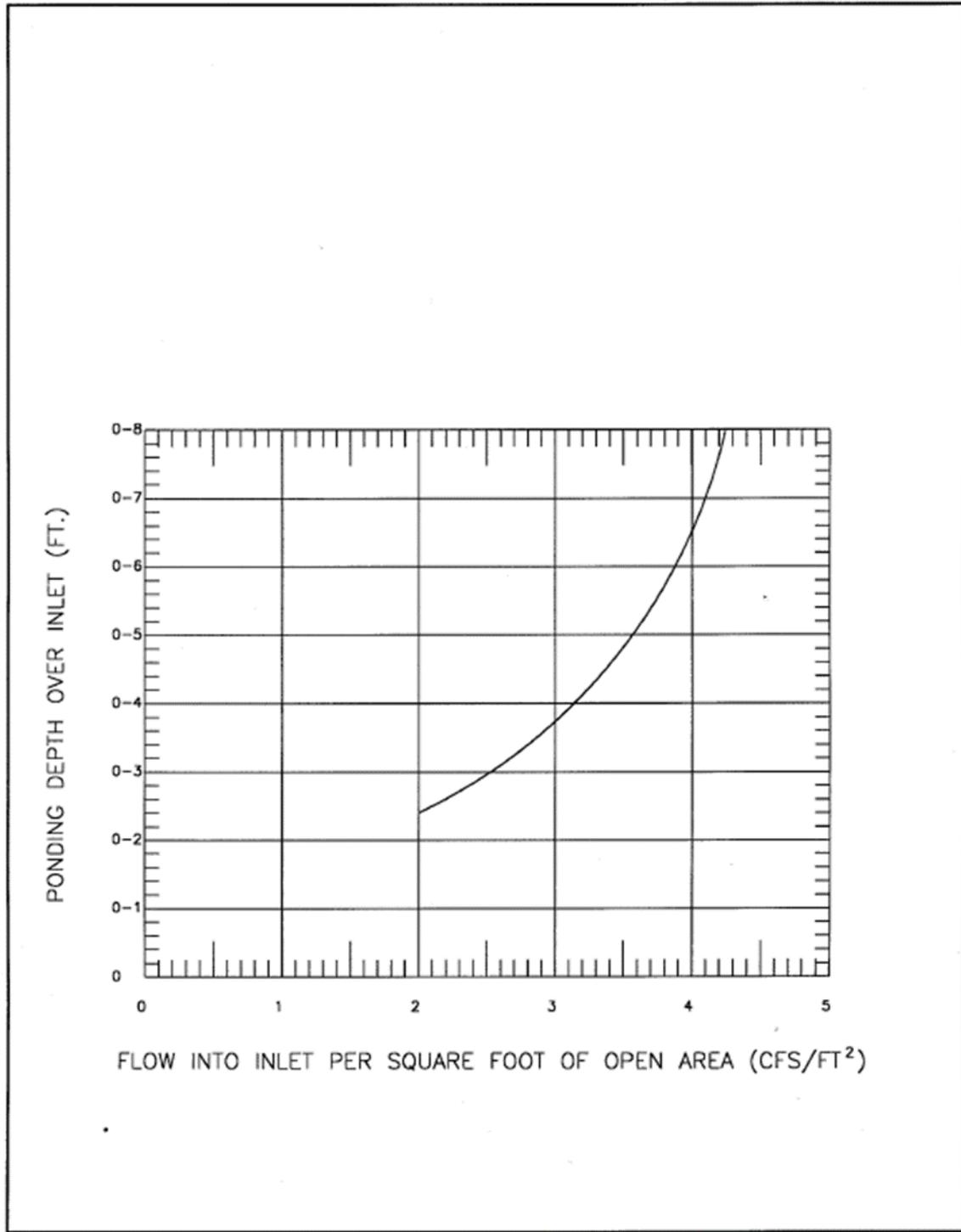
**Figure 11.3  
Nomograph for Flow  
In Triangular Channels**



**Figure 11.4**  
**Flow Characteristic Curves**



**Figure 11.5**  
**Capacity of a Grated Inlet**  
**in Sump**



**Figure 11.6A  
Channel Design Criteria**

DESIGN CRITERIA	RESIDENTIAL LATERAL WITH PIPE	NON-RESIDENTIAL LATERAL / CONCRETE CHANNEL	MAJOR DRAINWAY
GRASS SIDE SLOPES	4:1 OR FLATTER	4:1 OR FLATTER	4:1 OR FLATTER
FREE BOARD (100 YEAR STORM)	0.5 FOOT	0.5 FOOT	$H = 0.5 + V^2/2g$ MIN. 1 FOOT
BOTTOM WIDTH MINIMUM	4 FOOT	6 FOOT	6 X DEPTH OF 100 Yr. FLOW
DEPTH (100 YEAR STORM)	MAX. 2 FOOT	MAX. 2 FOOT	PER MASTER DRAINAGE PLAN
SLOPE MINIMUM	1%	0.5%	0.2% - 0.6% (NATURAL)
LOW FLOW PIPE / CHANNEL	18" MIN. RESIDENTIAL & COMMERCIAL 2 YEAR INDUSTRIAL	2 YEAR CAPACITY CROSS-SLOPE 1/4" PER FOOT	N/A
RADIUS	N/A	N/A	2 X TOP WIDTH AND > 100 FEET CENTERLINE
VELOCITY	N/A	MIN. 2 FOOT/SEC. 5 YEAR	MIN. 2 FOOT/SEC. 5 YEAR

**Figure 11.6B  
Mannings “n” Values  
For Channel Protection Criteria**

MANNINGS “n” VALUE FOR DEPTH RANGES			
LINING TYPE	DEPTH		
	0 - 0.5 FEET	0.5 - 2.0 FEET	> 2.0 FEET
WOVEN PAPER NET	0.016	0.015	0.015
JUTE NET	0.028	0.022	0.019
FIBERGLASS ROVING	0.028	0.021	0.019
STRAW WITH NET	0.065	0.033	0.025
CURLED WOOD MAT	0.066	0.035	0.026
SYNTHETIC MAT	0.036	0.025	0.021
GRAVEL RIPRAP (1" D50)	0.044	0.033	0.030
GRAVEL RIPRAP (2" D50)	0.066	0.041	0.034
GRAVEL RIPRAP (6" D50)	0.104	0.069	0.035
GRAVEL RIPRAP (12" D50)	N/A	0.078	0.040

Adapted From: FHWA, HEC-10, NPS, 1993, page 37

**Figure 11.6C  
Allowable Shear Stress  
For Channel Liners**

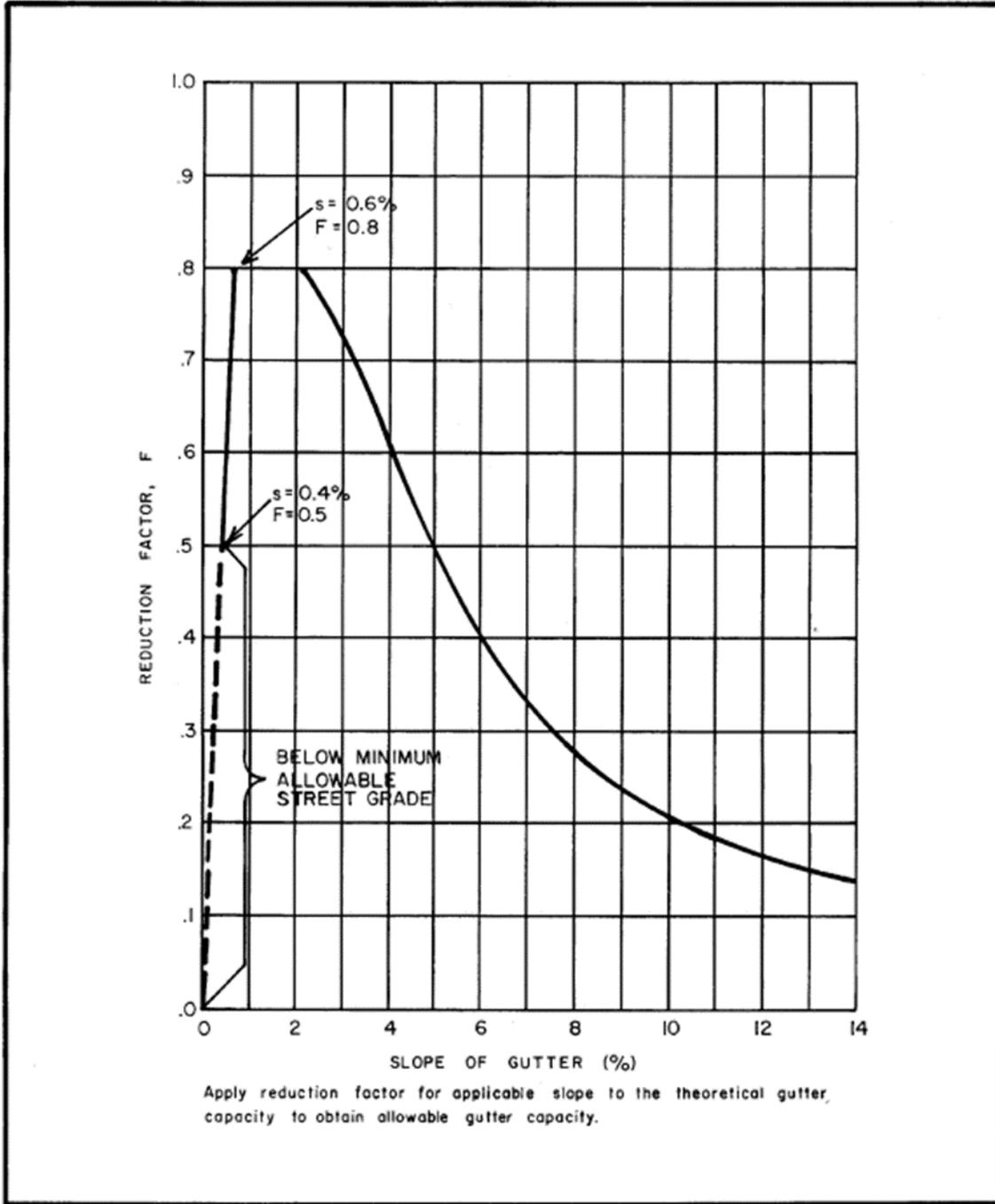
ALLOWABLE SHEAR STRESSES FOR CHANNEL LININGS		
LINING TYPE	COMMENTS	SHEAR STRESS, Td (Lbs/Square Foot)
WOVEN PAPER NET	SUBMITTED BY DESIGN ENGINEER	0.15
JUTE NET	SUBMITTED BY DESIGN ENGINEER	0.45
FIBERGLASS ROVING	SUBMITTED BY DESIGN ENGINEER, SINGLE	0.60
FIBERGLASS ROVING	SUBMITTED BY DESIGN ENGINEER, DOUBLE	0.85
STRAW WITH NET	SUBMITTED BY DESIGN ENGINEER	1.45
CURLED WOOD MAT	SUBMITTED BY DESIGN ENGINEER	1.55
SYNTHETIC MAT	SUBMITTED BY DESIGN ENGINEER	2.00
VEGETATIVE, CLASS A	WEEPING LOVEGRASS, YELLOW BLUESTEM	3.70
VEGETATIVE, CLASS B	BERMUDA, BLUE GRAMA, NATIVE GRASS MIXTURES	2.10
VEGETATIVE, CLASS C	BERMUDA, KENTUCKY BLUE, CENTIPEDE	1.00
VEGETATIVE, CLASS D	BERMUDA, BUFFALO, GRASS LEGUME	0.60
VEGETATIVE, CLASS E	BERMUDA	0.35
GRAVEL RIPRAP	D50 STONE SIZE = 1 INCH	0.33
GRAVEL RIPRAP	D50 STONE SIZE = 2 INCH	0.67
ROCK RIPRAP	D50 STONE SIZE = 6 INCH	2.00
ROCK RIPRAP	D50 STONE SIZE = 12 INCH	4.00

Adapted From FHWA, HEC-22, APRIL 1993, pages 33 and 36

**Figure II.6D  
Allowable Shear Stresses  
For Outlet Protection**

<b>Lining Type</b>	<b>Comments</b>	<b>Shear Stress, Td (lbs / sq. ft.)</b>
Rock Riprap	Class A	4.00
Rock Riprap	Class B	5.00
Rock Riprap	Class C	7.80

**Figure 11.7**  
**Reduction Factor for**  
**Allowable Gutter Capacity**



---

*Best Management Practices Manual*

# **Post-Construction Stormwater Best Management Practices Manual**

Prepared for  
**City of Watertown**

April 2008

Prepared by



# Executive Summary

---

## Purpose

The Watertown *Post-Construction Stormwater Best Management Practices Manual (Manual)* details the requirements of the City of Watertown's Post-Construction Storm Water Management in New Development and Redevelopment Program (Program) and provides the resources necessary to meet these requirements. The expected audience for this document is new or redevelopment site owners and their consultants.

## Overview

This document provides resources to develop a post-construction stormwater management plan that incorporates best management practices (BMPs) appropriate for the City of Watertown. The following areas are discussed:

**Applicability.** The applicability of requirements outlined in this *Manual* is discussed.

**Storm drainage plans.** Requirements for analyzing a storm drainage system and submitting plans to the City are presented.

**Storm sewers.** General guidelines for storm sewers are presented.

**Open channel flow/major drainage way.** General guidelines for drainage ways are presented.

**Best management practices.** A three-step process for identifying and implementing post-construction BMPs is presented. The following structural BMPs are discussed:

- Grass buffer
- Grass swale
- Porous landscape detention
- Extended detention basin
- Constructed wetlands basin
- Retention pond

**Maintenance plans.** Guidelines for preparing a BMP maintenance plan and requirements for maintenance agreements are presented.

# Contents

---

<b>Executive Summary</b> .....	<b>iii</b>
Purpose .....	iii
Overview .....	iii
<b>Acronyms</b> .....	<b>ix</b>
<b>Definitions</b> .....	<b>xi</b>
<b>1. Introduction</b> .....	<b>1</b>
1.1 Applicability .....	1
<b>2. Storm Drainage Plans</b> .....	<b>3</b>
2.1 General.....	3
2.2 Design Storm Provisions.....	4
2.2.1 Minor Storm Provisions .....	4
2.2.2 Major Storm Provisions.....	4
2.2.3 Water Quality Storm Provisions .....	4
2.3 Design Storm Calculations .....	5
2.3.1 Introduction .....	5
2.3.2 Design Rainfall .....	5
2.3.3 Rational Method.....	5
2.3.4 Other Hydrologic Methods .....	5
2.3.5 NRCS (SCS) Curve Number Method.....	6
2.4 Preliminary Drainage Plan .....	7
2.5 Final Drainage Plan .....	8
2.6 Existing Floodplain Map – Revisions.....	10
2.7 Review by Other Agencies .....	10
<b>3. Storm Sewers</b> .....	<b>11</b>
3.1 Design Flow Methods.....	11
3.2 Material and Installation.....	11
3.3 Location of Storm Sewers .....	11
3.4 Size of Storm Sewers.....	11
3.5 Minimum Allowable Depth .....	12
3.6 Pipe Requirements.....	12
3.7 Velocity Requirements .....	12
3.8 Pipe Strength Requirements.....	12
3.9 Alignment .....	12
3.10 Separation.....	12
<b>4. Open Channel Flow, Major Drainage Way</b> .....	<b>13</b>
4.1 General.....	13
4.1.1 Design Flows .....	13
4.1.2 Open Channel Flow .....	13
4.1.3 Flow Regime .....	14
4.2 Design Considerations .....	19
4.2.1 Design Velocity .....	19
4.2.2 Design Depth .....	20
4.2.3 Design Slope .....	20

Agenda Item 5.(d) Revisions of the Engineering Design Standards

4.2.4	Curvature .....	21
4.2.5	Freeboard .....	21
4.2.6	Erosion Control and Channel Lining.....	21
4.2.7	Riprap .....	22
4.2.8	Maintenance.....	24
4.2.9	Public Safety.....	25
4.3	Channel Design Criteria.....	25
4.3.1	Natural Channels .....	25
4.3.2	Grass-Lined Channels .....	25
4.3.3	Trickle and Low-Flow Channels.....	26
4.3.4	Composite Channels.....	27
4.3.5	Concrete-Lined Channels .....	27
4.3.6	Riprap-Lined Channels .....	28
4.3.7	Bioengineered Channels .....	29
<b>5.</b>	<b>Best Management Practices.....</b>	<b>31</b>
5.1	Three-Step Process of Best Management Practices .....	31
5.2	Grass Buffer .....	32
5.2.1	Description.....	32
5.2.2	General Application.....	32
5.2.3	General Properties .....	33
5.2.4	Maintenance Requirements .....	33
5.2.5	Design Considerations .....	34
5.2.6	Design Procedure and Criteria.....	34
5.3	Grass Swale.....	36
5.3.1	Description.....	36
5.3.2	General Application.....	36
5.3.3	General Properties .....	36
5.3.4	Maintenance Requirements .....	37
5.3.5	Design Considerations and Criteria .....	37
5.3.6	Design Procedure and Criteria.....	37
5.4	Incorporating Stormwater Quantity Control into Water Quality Capture Basins.....	38
5.4.1	Design Storm .....	39
5.4.2	Release Methods.....	39
5.4.3	Maximum Release Rate.....	39
5.4.4	Design Procedure.....	39
5.4.5	Adjacent Property Elevations.....	40
5.4.6	Parking Lots.....	40
5.5	Porous Landscape Detention.....	41
5.5.1	Description.....	41
5.5.2	General Application.....	41
5.5.3	General Properties .....	41
5.5.4	Maintenance Requirements .....	42
5.5.5	Design Considerations .....	42
5.5.6	Design Procedure.....	42
5.6	Extended Detention Basin.....	43
5.6.1	Description.....	43
5.6.2	General Application.....	47

Agenda Item 5.(d) Revisions of the Engineering Design Standards

5.6.3	General Properties .....	47
5.6.4	Maintenance Requirements .....	48
5.6.5	Design Procedure and Criteria.....	49
5.7	Constructed Wetlands Basin .....	56
5.7.1	Description .....	56
5.7.2	General Application.....	56
5.7.3	General Properties .....	57
5.7.4	Maintenance Requirements .....	58
5.7.5	Design Procedure and Criteria.....	59
5.8	Retention Pond .....	62
5.8.1	Description .....	62
5.8.2	General Application.....	62
5.8.3	General Properties .....	63
5.8.4	Maintenance Requirements .....	64
5.8.5	Design Considerations .....	64
5.8.6	Design Procedure and Criteria.....	65
5.9	Acknowledgement.....	68
<b>6.</b>	<b>Maintenance Plans.....</b>	<b>69</b>
6.1	General.....	69
6.2	Maintenance Agreement.....	69
<b>7.</b>	<b>References.....</b>	<b>71</b>

**Attachments**

- 1 Standard Drawings
- 2 Maintenance and Inspection Forms

**Exhibits**

1	Watertown Rainfall Depths and Intensities.....	5
2	Runoff Coefficients for Rational Method .....	6
3	Roughness Coefficients (Manning’s n) for Channel Design .....	13
4	Manning's n vs. Depth for Low-Flow Section in a Composite Channel .....	15
5	Manning's n vs. VR for Two Retardances in Grass-Lined Channels .....	17
6	Trapezoidal Channel Design Guidance/Criteria .....	20
7	Riprap Requirements for Channel Linings.....	23
8	Classification and Gradation of Riprap.....	23
9	Minimum Capacity Required For Trickle Channels .....	26
10	Irrigated Grass Buffer Strip Maintenance Considerations .....	33
11	Grass-lined Swale Maintenance Considerations .....	37
12	Porous Landscape Detention Maintenance Considerations .....	42
13	Water Quality Capture Volume, 80th Percentile Runoff Event .....	45
14	Extended Detention Basin Maintenance Considerations.....	49
15	WQCV Outlet Orifice Perforation Sizing.....	51
16	Minimum Trash Rack Open Area – Extended Range .....	53
17	Constructed Wetlands Maintenance Considerations.....	58
18	Wetland Pool Area Distribution.....	62

# Acronyms

---

AASHTO	American Association of State Highway and Transportation Officials
ASTM	American Society for Testing and Materials
BMP	best management practice
cfs	cubic feet per second
DO	dissolved oxygen
FEMA	Federal Emergency Management Agency
fps	feet per second
HSPF	Hydrologic Simulation Program-Fortran
<i>Manual</i>	<i>Post-Construction Stormwater Best Management Practices Manual</i>
MBP	modular block porous pavement
MDCIA	minimizing directly connected impervious areas
MS4	municipal separate storm sewer systems
NPDES	National Pollutant Discharge Elimination System
NRCS	Natural Resources Conservation Service
Program	City of Watertown's Post-Construction Stormwater Management in New Development and Redevelopment Program
SCS	Soil Conservation Service (now called Natural Resources Conservation Service)
SWMM	Storm Water Management Model
USACE	United States Army Corps of Engineers
USEPA	United States Environmental Protection Agency
WQCV	water quality capture volume

# Definitions

---

**Bioengineered Channel** - Utilize vegetative components and other natural materials in combination with structural measures to stabilize existing channels in existing urban areas and areas undergoing urbanization; natural-like channels that are stable and resistant to erosion(UDFCD 2006).

**Boatable Channel** - Larger, natural, perennial waterways that are regularly used for boating and, because of their size and capacity, are subject to more comprehensive hydraulic analyses and considerations (UDFCD 2006).

**Building** - Any structure, either temporary or permanent, having walls and a roof, designed for the shelter of any person, animal, or property, and occupying more than 100 square feet of area (UDFCD 2006).

**Channel** - A natural or artificial watercourse with a definite bed and banks that conducts continuously or periodically flowing water.

**Channel with Manufactured Liners** - Drainageway with artificial lining intended to protect the channel banks and bottom from erosion at higher velocities. These include gabions, interlocked concrete blocks, concrete revetment mats formed by injecting concrete into double layer fabric forms, and various types of synthetic fiber liners (UDFCD 2006).

**Composite Channel** - Drainage way with a distinct low-flow channel in the cross-section that is vegetated with a mixture of wetland and riparian species (UDFCD 2006).

**Concrete-Lined Channel** - High velocity drainage way that is lined with concrete; not recommended for use in urban areas (UDFCD 2006).

**Detention** - The temporary storage of storm runoff in a stormwater management practice with the goals of controlling peak discharge rates and providing gravity settling of pollutants.

**Detention Basin** - A structure designed for the purpose of temporary storage of stream flow or surface runoff and gradual release of stored water at controlled rates.

**Erosion and Sediment Control** - A measure that prevents erosion or prevents eroded sediment from leaving the site.

**Grading** - Excavation or fill of material, including the resulting conditions thereof.

**Grass-Lined Channel** - Artificial channel with grass lining.; most frequently used and desirable channel types providing channel storage, lower velocities, and various multiple use benefits (UDFCD 2006).

**Infiltration** - The process of percolating stormwater into the subsoil.

**Maintenance Agreement** - A legally recorded document that provides for long-term maintenance of storm water management practices.

**Major Drainage Way** - A collection and conveyance channel that forms the cornerstone of an urban storm runoff system; may include natural and artificial channels, culverts, long underground conduits and outfalls, streets, property line drainage easements, and other.

**Municipal Separate Storm Sewer System (MS4)** - A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) that discharges into waters of the State (as defined below), is designed or used for collecting or conveying stormwater, which is not a combined sewer, and which is not part of a Publicly Owned Treatment Works (POTW) as defined under Federal Regulations at 40 CFR 122.2.

**Natural Channel** - Channel carved or shaped by nature before urbanization occurs; generally have mild slopes and are reasonably stable (UDFCD 2006).

**Owner** - The legal or beneficial owner of land, including those holding the right to purchase or lease the land, or any other person holding proprietary rights in the land.

**Pollutant** - Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

**Pollution** - Contaminants in the air, water, or soil that cause harm to human health or the environment.

**Riprap-Lined Channel** - Drainage way lined with riprap; compromise between grass-lined channels and concrete-lined channels; provides stability under erosive conditions (UDFCD 2006).

**Site** - A parcel of land or a contiguous combination thereof, where grading work is performed as a single unified operation.

**Stable Channel** - An alluvial channel in equilibrium with no significant change in channel cross section with time (UDFCD 2006).

**Steady Flow** - Flow of water in which conditions at any point in a stream remain constant with respect to time (UDFCD 2006).

**Stormwater** - Any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

**Stormwater Management** - The use of structural or non-structural practices that are designed to reduce storm water runoff pollutant loads, discharge volumes, and/or peak flow discharge rates.

**Stormwater Runoff** - The portion of rainfall that does not infiltrate into the ground, and is drained into the stormwater drainage system or waters of the State.

**Uniform Flow** - The magnitude and direction of velocity in a stream are the same at all locations along the stream at a given time. If a channel is uniform and resistance and gravity forces are in exact balance, the water surface will be parallel to the bottom of the channel for uniform flow (UDFCD 2006).

**Unsteady Flow** - Flow conditions (e.g., depth) vary with time (UDFCD 2006).

**Varied Flow** - The discharge, depth, or other characteristics of the flow change along the course of the stream. For a steady flow condition, flow is termed rapidly varied if these characteristics change over a short distance. If characteristics change over a longer stretch of the channel for steady flow conditions, flow is termed gradually varied (UDFCD 2006).

# 1. Introduction

---

To meet the conditions of the City of Watertown's National Pollutant Discharge Elimination System (NPDES) Stormwater Phase II Permit, the City must, as stated in the South Dakota Phase II Municipal Guidance Manual, "develop, implement, and enforce measures to address stormwater runoff from new development and redevelopment projects that disturb at least 1 acre, including projects less than 1 acre that are part of a larger common plan of development or sale, that discharge into the MS4 [municipal separate storm sewer systems]." The Phase II Program is required by the Clean Water Act (Section 402, 33 U.S.C. Section 1342).

The standards described in this *Post-Construction Stormwater Best Management Practices Manual (Manual)* address the requirements listed in the City of Watertown's Post-Construction Stormwater Management in New Development and Redevelopment Program (Program). The Program must ensure that controls are in place that would prevent or minimize water quality impacts. Strategies developed and implemented must include:

- A combination of structural and non-structural BMPs [best management practices] that is appropriate for the community.
- Use of an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under state or local law.
- Requirements to ensure adequate long-term operation and maintenance of BMPs."

A variety of sources were used to prepare this Manual, including the City of Sioux Falls, South Dakota Chapter 11 Drainage Improvements, The South Dakota Department of Transportation Road Design Manual, Urban Drainage and Flood Control District (Denver, Colorado) Design Criteria Manual, and Washtenaw County, Michigan's Stormwater Rules.

## 1.1 Applicability

This *Manual* and its contents are applicable to all construction projects in the City of Watertown. Regional drainage master plans completed for watersheds within and near the City of Watertown must be consulted for additional water quantity requirements.

Water quality requirements outlined in this *Manual* are applicable to all sites that are greater than 1 acre in size. In the absence of additional requirements from a drainage master plan, water quantity detention requirements are applicable to those sites with greater than 1 acre of new impervious area. Sites that are 2 acres or less in total area and have less than 1 acre of new impervious surface will be considered to meet the water quality requirements outlined in this Manual if the site is graded appropriately to drain to pervious areas on the site.

This *Manual* also is applicable to land development activities that are smaller than the minimum applicability criteria set forth in the previous paragraph, but as part of a larger common plan of development, fall within the requirements even if multiple, separate, and distinct land development activities take place at different times or on different schedules.

## 2. Storm Drainage Plans

---

### 2.1 General

The following criteria shall be utilized in the analysis of the drainage system.

1. Runoff analysis shall evaluate the change in runoff volume and flow when comparing the pre-developed (or “historic”) condition to the post-developed condition.

The post-developed condition shall be based on proposed land use and shall take into consideration all contributing runoff from areas outside the study areas.

The analysis of storm runoff from existing developed areas lying outside the study area shall be based on present land use and topographic features.

The analysis of storm runoff from undeveloped areas lying outside the study area shall be based on planned land use and existing topographic features.

Whenever the future land use of a specific undeveloped area cannot be accurately predicted, the average runoff coefficient to be used in said area shall not be less than 0.50 for the Rational Method runoff coefficient or an approved equivalent value for any other method.

The pre-developed (or “historic”) condition of a study area shall be described using an average runoff coefficient not more than 0.30 for the Rational Method, or an approved equivalent value for any other method.

2. The probable future flow pattern in undeveloped areas shall be based on existing natural topographic features (existing slopes, drainage ways, etc.).
3. Average land slopes in both developed and undeveloped areas may be used in computing runoff. However, for areas in which drainage patterns and slopes are established, actual slopes and patterns shall be utilized.
4. Flows and velocities which may occur at a design point when the upstream area is fully developed shall be considered. Drainage facilities shall be designed to assure flows and velocities will not cause erosion damage.
5. The use of onsite detention, detention within the development, or detention in a drainage basin of which the development is part may be required.
6. The changing of natural drainage way locations will not be approved unless such change is shown to protect against unreasonable hazard and liability, substantiated by thorough analysis.
7. The planning and design of drainage systems shall be such that problems are not transferred from one location to another. Outfall points shall be designed in such a manner that they will not create flooding hazards.

8. Localized flooding information shall include the area inundated by the major storm runoff.
9. Approval will not be made for any proposed building or construction of any type of structure including retaining walls, fences, etc., or the placement of any type of fill material, which will encroach on any utility or drainage easement or which will impair surface or subsurface drainage from surrounding areas.

## **2.2 Design Storm Provisions**

Urban areas generally have two separate and distinct drainage systems. One is the minor system corresponding to the minor (or ordinary) storm recurring at regular intervals. The other is the major system corresponding to the major (or extraordinary storm). Since the effects and routing of storm water for the major storm may not be the same for the minor storm, all storm drainage plans submitted for approval shall be submitted in detail identifying the effects of both the minor storm and the major storm. Designs for water quality control through stream bank stabilization require that more frequent storm events must be addressed as well.

### **2.2.1 Minor Storm Provisions**

The minor storm drainage system shall be designed to provide protection against regularly recurring damage, to reduce street maintenance costs, to provide an orderly urban drainage system, and to provide convenience to the urban residents. Storm sewer systems consisting of underground piping, natural drainage ways, and other required appurtenances shall be considered as part of the minor storm drainage system. The design storm return frequency shall not be less than 5 years for the minor storm. The design standards for the minor storm system are discussed in further detail in Section 3.

### **2.2.2 Major Storm Provisions**

The major storm drainage system shall be designed to prevent major property damage or loss of life. The effects of the major storm on the minor drainage system shall be noted. The route of the major storm shall be noted to assure an outlet to a designated major drainage way is available. The design storm return frequency shall not be less than 100 years for the major storm. The design standards for the major storm system are discussed in further detail in Section 3. The design standards related to detention of the major storm are discussed in further detail in Section 5.

### **2.2.3 Water Quality Storm Provisions**

The need for managing smaller storms is directly related to the effect of urbanization and the accompanying increase in impervious area, which affects surface water quality in two important ways. First, eroded soil and other pollutants that accumulate on impervious surfaces, such as metals, fertilizers, pesticides, oils and grease, are flushed off by the early stages of runoff, which then carries a shock loading of these pollutants into receiving waterways. Second, as impervious surface area increases and opportunities for infiltration are reduced, the frequency and duration of runoff events intensifies. As a result, streams adjust their capacities to convey the increased flows, leading to channel and bank erosion and the

destruction of aquatic habitat. To meet water quality requirements, the 2-year storm and the water quality capture volume (WQCV) must be detained to meet design criteria. The design standards related to water quality requirements are discussed in further detail in Section 5.

## 2.3 Design Storm Calculations

### 2.3.1 Introduction

Presented in this section are the criteria and methodology for determining storm runoff volumes in the City of Watertown for the preparation of storm drainage studies, plans, and facility design.

### 2.3.2 Design Rainfall

Rainfall depths and intensities to be used for the Watertown area are presented in Exhibit 1.

**EXHIBIT 1**  
Watertown Rainfall Depths and Intensities

Time Interval	5 min		15 min		30 min		60 min		2 hour		24 hour	
	in/hr	in	In/hr	in	in/hr	in	in/hr	in	in/hr	In	in/hr	in
<b>2 year</b>	4.78	0.40	2.86	0.72	2.06	1.03	1.47	1.47	0.79	1.58	0.10	2.40
<b>5 year</b>	6.04	0.50	3.94	0.99	2.81	1.41	1.93	1.93	1.03	2.06	0.14	3.36
<b>10 year</b>	6.94	0.58	4.67	1.17	3.32	1.66	2.25	2.25	1.20	2.40	0.16	3.84
<b>25 year</b>	8.22	0.69	5.68	1.42	4.04	2.02	2.69	2.69	1.44	2.88	0.19	4.56
<b>50 year</b>	9.22	0.77	6.45	1.61	4.59	2.30	3.04	3.04	1.62	3.24	0.21	5.04
<b>100 year</b>	10.21	0.85	7.22	1.81	5.15	2.58	3.38	3.38	1.80	3.60	0.24	5.76

in = inches

in/hr = inches per hour

min = minutes

Source: National Weather Bureau

### 2.3.3 Rational Method

The Rational Method of calculating storm water runoff is generally acceptable for highly impervious sites less than 100 acres in size; however, it may not be considered an adequate design tool for sizing large drainage systems. All composite runoff coefficients shall be based on the values shown in Exhibit 2. The slopes listed for the semipervious surfaces are the proposed finished slope of the tributary area.

### 2.3.4 Other Hydrologic Methods

More precise methodologies for predicting runoff such as runoff hydrographs are widely available, and may be required by the City Engineer for sizing the drainage systems on large sites and/or smaller sites that are deemed potentially problematic. Acceptable alternative methods may include use of the following programs:

- U.S. Army Corps of Engineers (USACE) HEC-HMS (Hydrologic Modeling System) and HEC-1
- Natural Resources Conservation Service (NRCS) TR-20 and TR-55
- U.S. Environmental Protection Agency’s (USEPA’s) Storm Water Management Model (SWMM)
- Others as approved by the City Engineer

Unless a continuous simulation approach to drainage system hydrology is used, all design rainfall events will be based on the Soil Conservation Service (SCS, now called NRCS) Type II distribution. Computations of runoff hydrographs that do not rely on a continuous accounting of antecedent moisture conditions will assume a conservative wet antecedent moisture condition.

**EXHIBIT 2**  
Runoff Coefficients for Rational Method

Type of Surface	Runoff Coefficient (C) <sup>a</sup>
<b>Rural Areas</b>	
Concrete or asphalt pavement	0.8 – 0.9
Gravel roadways or shoulders	0.4 – 0.6
Bare earth	0.2 – 0.9
Steep grassed areas (2:1)	0.5 – 0.7
Turf meadows	0.1 – 0.4
Forested areas	0.1 – 0.3
Cultivated fields	0.2 – 0.4
<b>Urban Areas</b>	
Flat residential, with about 30 percent of area impervious	0.4
Flat residential, with about 60 percent of area impervious	0.55
Moderately steep residential, with about 50 percent of area impervious	0.65
Moderately steep built-up area, with about 70 percent of area impervious	0.8
Flat commercial, with about 90 percent of area impervious	0.8

<sup>a</sup> For flat slopes or permeable soil, use the lower values. For steep slopes or impermeable soil, use the higher value.

Source: South Dakota Department of Transportation Road Design Manual, Chapter 11

### 2.3.5 NRCS (SCS) Curve Number Method

The NRCS (SCS) Curve Number Method is recommended for drainage systems draining areas greater than 100 acres. The US Department of Agriculture Natural Resources Conservation Service Technical Release 55 “Urban Hydrology for Small Watersheds” dated

June 1986 provides detailed guidance on SCS Curve Number Method calculations and should be used as a reference when performing such calculations.

## 2.4 Preliminary Drainage Plan

1. The developer shall submit a drainage plan for the drainage basin(s) of which the development is included as part of parcel development discussions with the City. Scale shall be appropriate to adequately display information on plans with additional sheets to show the entire development if necessary. An overall plan at a larger scale shall also be included if necessary to show the entire development on a single sheet.
2. The following information shall be included in the submittal:
  - a. A drainage route map will be required. This map shall minimally show:
    - i. how the drainage from the proposed development will be transmitted to the nearest major drainage way,
    - ii. any existing structure(s) that may limit the flow en route to the major drainage way,
    - iii. the drainage area upstream of the proposed development,
    - iv. the estimate of flow and volume under current conditions presently draining onto and through the development, and
    - v. the estimate of flow and volume under proposed conditions draining onto and through the development.
  - b. Identification of existing stormwater management needs and drainage problems upstream and downstream of the development with proposed solutions.
  - c. Identification of stormwater management needs and solutions within the development, as well as upstream and downstream of the development, to mitigate drainage impacts attributable to the proposed development.
  - d. Identification of downstream and upstream regional stormwater facilities if applicable.
  - e. General locations and size of inventoried and potential wetlands shall be identified.
  - f. Any and all existing 100-year floodplains must be identified, as shown by Federal Emergency Management Agency (FEMA) maps. FEMA maps may be obtained from the FEMA Map Service Center, available online at: <http://msc.fema.gov>.
  - g. Existing contours at contour intervals sufficient to determine the character and topography of the land, but in no case shall the contour intervals be more than one foot for land with a slope of one (1) percent or less, two feet for a slope between one and ten (10) percent, and five feet for land with a slope exceeding ten percent..
  - h. Location and size of existing open channels, bridges, culverts, storm sewers, and ponding areas within the development.

- i. Location of streets.
- j. Identification of all drainage basins tributary to the development.
- k. Drainage patterns within the proposed development.
- l. Provide adequate information as to the effect of the drainage pattern on adjacent property. Provide survey data as required for adequate information. Identify the stormwater path to the major drainage way.

## 2.5 Final Drainage Plan

1. The Final Drainage Plan shall be a detailed plan of the proposed development phase. It shall include detailed data for all runoff within the proposed development phase, and detailed data for the design of all drainage structures within the development phase. This plan shall be submitted prior to receiving a building permit from the City.
2. Drawings and data (actual calculations are required with submittal) comprising the Final Drainage Plan shall include but not be limited to the following information. Scale shall be appropriate to adequately display information on plans with additional sheets to show the entire development if necessary. An overall plan at a larger scale shall also be included if necessary to show the entire development on a single sheet.
  - a. Proposed contours at contour intervals sufficient to determine the character and topography of the land, but in no case shall the contour intervals be more than one foot for land with a slope of one (1) percent or less, two feet for a slope between one and ten (10) percent, and five feet for land with a slope exceeding ten percent.
  - b. Arrows indicating flow directions for individual lots and drainage paths for minor and major storm events.
  - c. Location and elevations of bench marks.
  - d. Property lines.
  - e. Recommended building pad elevations
  - f. Streets, names, and grades.
  - g. Existing drainage facilities and structures, including existing roadside ditches, drainage ways, gutter flow directions, culverts, etc. All pertinent information such as size, shape, slope, location, etc., also shall be included to facilitate review and approval of drainage plans. Flow areas will be delineated.
  - h. Proposed storm sewers and open drainage ways, easement and right-of-way requirements, including proposed inlets, manholes, and culverts. Specific notes and design details concerning erosion control and energy dissipation, including but not limited to flow volume, discharge rate, velocity, and shear stress, shall be provided.
  - i. Proposed outfall point for runoff from the development phase.

- j. Routing and accumulative flows at various critical points for the minor and major storm runoff.
- k. Streets in which 100-year storm flow is conveyed should be noted.
- l. The 100-year flood level in all streets in which the curb is overtopped during the 100-year storm for sump condition or other critical points.
- m. The 100-year flood elevations for major and lateral drainage ways.
- n. Inlet flow data.
- o. Pipe flow data.
- p. All floodplains, identified by FEMA maps, within the proposed development phase.
- q. Location and size of inventoried and potential wetlands.
- r. Hydrological data for each drainage area, including the following:
  - i. Areas
  - ii. Runoff coefficients
  - iii. Projected land uses and existing physical features of areas contributing runoff
  - iv. Runoff (Q) (Note: This list of criteria assumes use of the Rational Method formula. If a different method is used, all relevant factors are to be enumerated.)
- s. Major drainage ways, as follows:
  - i. Alignments
  - ii. Profiles including existing and proposed
  - iii. "n" values (Manning)
  - iv. Velocities
  - v. Soils analysis with a discussion of the proposed channel erosion potential
  - vi. Froude number
- t. Design recommendations, including the following:
  - i. Dikes
  - ii. Filling low areas
  - iii. Provision of easements
  - iv. Recommendations against building in certain areas
  - v. Provisions for onsite retention and detention
  - vi. Other as appropriate for conditions

## **2.6 Existing Floodplain Map—Revisions**

All submittals for floodplain revision must be reviewed and approved by FEMA or its authorized agent. The City will not take responsibility for time, scheduling, or cost involved in floodplain map revisions or letters of map amendments.

The developer is responsible for submitting all information to FEMA. Copies of all information sent to and correspondence with FEMA also must be sent to the City.

## **2.7 Review by Other Agencies**

All open channel construction and existing drainage way modifications will be reviewed by the City. The developer must separately submit the plan for review by other applicable county, state, or federal agencies.

## **3. Storm Sewers**

---

### **3.1 Design Flow Methods**

For areas smaller than 100 acres, the Rational Method formula is acceptable to compute runoff. For areas larger than 100 acres, the SCS Method or other acceptable computer applications shall be used. (Refer to Section 2.3.4 for additional detail.)

### **3.2 Material and Installation**

All construction shall be in accordance with the City of Watertown's Technical Specifications for the Construction of Storm Sewers and Standard Plates for drainage improvements.

### **3.3 Location of Storm Sewers**

All public storm sewers shall be installed in the public easement or public right-of-way. If storm sewer pipe is placed on backlot lines or otherwise placed across private property, a drainage easement is required provided the pipe is used to drain public storm water. If the storm sewer pipe is to be used for private storm water runoff, no easement is required.

#### **Placement**

Storm sewer must be extended to the far edge of the platted subdivision to be serviced, regardless of where the inlets are placed if needed to service future development.

#### **Easements**

All easements must be mutually exclusive for the City of Watertown. Easements shall be identified as public utility and drainage easements. Final Drainage Plans shall identify the type of easement.

All drainage easements must be a minimum of 20 feet wide; additional width for access may be required. The pipe shall be placed only along the center of the easement, unless approved by the City Engineer.

No landscaping except grass may be placed in the easement.

No permanent structure may be placed in the easement.

### **3.4 Size of Storm Sewers**

No public storm sewer shall be less than 15 inches in diameter. Trunk storm sewers must be a minimum of 18 inches in diameter.

All changes in pipe size must occur at a manhole, inlet, or junction box.

### 3.5 Minimum Allowable Depth

The minimum allowable sewer depth of cover shall be 18 inches.

### 3.6 Pipe Requirements

Pipes shall be sized to convey a 5-year flow. Hydraulics of the sewer shall be analyzed. To prevent overflow, the hydraulic gradient shall remain below the gutter or ground surface elevation.

Storm sewer pipe shall be reinforced concrete unless otherwise approved by the City Engineer. The “class” of reinforced concrete pipe shall be shown on the plans.

Storm sewer pipe made of other materials such as polyethylene may be approved by the City Engineer for private development storm sewer or storm sewer to be installed outside paved street section.

Coefficients of roughness, “n,” for use in the Manning formula as listed below shall normally be used:

Type of pipe	“n”
Concrete	0.013
Polyethylene	0.010

### 3.7 Velocity Requirements

The minimum allowable velocity in a storm sewer shall be 3 feet per second (fps). The maximum velocity shall be 15 fps.

### 3.8 Pipe Strength Requirements

Pipe specified shall meet American Association of State Highway and Transportation Officials (AASHTO) HS-20 loadings.

### 3.9 Alignment

Sewers shall be installed with a straight alignment between structures with the following exceptions. In locations where layouts are such that a straight alignment is not practical, sewers may be curved. The curvature must be concentric with the curvature of the street. The pipe manufacturer’s recommended maximum deflection angle shall not be exceeded. Storm sewer bends will be shown as required. The City Engineer may require a structure instead of a bend.

### 3.10 Separation

Storm sewer crossings of a water main or sanitary sewer will be performed in accordance with the City of Watertown General Requirements Specifications.

## 4. Open Channel Flow, Major Drainage Way

### 4.1 General

#### 4.1.1 Design Flows

All channels will be designed with the 2-year, 5-year, and 100-year storm frequencies considered. The major drainage system, including residual floodplain, must be able to convey the flow from a fully urbanized watershed for the event with a 100-year recurrence interval without significant damage to the system. Methods for calculating design flows are described in Chapter 2 of this Manual.

#### 4.1.2 Open Channel Flow

Major drainage systems will be designed based on steady and uniform flow conditions, unless it is determined that more detailed modeling/analysis is required. Manning's Equation will be used to describe the relationship between channel geometry, slope, roughness, and discharge for uniform flow:

$$Q = \frac{1.49}{n} AR^{2/3} S^{1/2}$$

in which:

- Q = discharge rate for design conditions (cfs)
- n = Manning's roughness coefficient
- A = cross-sectional area (ft<sup>2</sup>)
- R = hydraulic radius A/P (ft)
- P = wetted perimeter (ft)
- S = slope of the energy grade line (ft/ft)

Exhibit 3 provides guidance on values of roughness coefficients to use for channel design. Both maximum and minimum roughness coefficients shall be used for channel design to check for sufficient hydraulic capacity and channel lining stability, respectively.

**EXHIBIT 3**  
Roughness Coefficients (Manning's n) for Channel Design

Channel Type	Roughness Coefficient (n)		
	Minimum	Typical	Maximum
I. Excavated or Dredged			
1. Earth, straight and uniform			
a. Gravel, uniform section, clean	0.022	0.025	0.030
b. With short grass, few weeds	0.022	0.027	0.033
2. Earth, winding and sluggish			
a. Grass, some weeds	0.025	0.030	0.033
b. Dense weeds or aquatic plants	0.030	0.035	0.040

**EXHIBIT 3**  
**Roughness Coefficients (Manning's n) for Channel Design**

Channel Type	Roughness Coefficient (n)		
	Minimum	Typical	Maximum
c. Earthy bottom and rubble/riprap sides	0.028	0.030	0.035
3. Channels not maintained, weeds and brush uncut			
a. Dense weeds, high as flow depth	0.050	0.080	0.120
b. Clean bottom, brush on sides	0.040	0.050	0.080
II. Natural streams (top width at flood stage 100 ft)			
1. Streams on plain			
a. Clean, straight, full stage, no rifts or deep pools	0.025	0.030	0.033
b. Clean, winding, some pools and shoals, some weeds and stones	0.035	0.045	0.050
c. Very weedy reaches, deep pools, or floodways with heavy stand of timber and underbrush	0.075	0.100	0.150
III. Lined or Built-Up Channels			
1. Concrete			
a. Trowel/float finish	0.011	0.015	0.016
b. Shotcrete	0.016	0.020	0.025
2. Gravel bottom with sides of:			
a. Formed concrete	0.017	0.020	0.025
b. Random stone in mortar	0.020	0.023	0.026
c. Dry rubble or riprap	0.023	0.033	0.036
3. Wetland Bottom Channels		See Exhibit 4	
4. Grass-Lined Channels and Swales		See Exhibit 5	

Source: Urban Drainage and Flood Control District

**4.1.3 Flow Regime**

Channels shall be designed in such a manner that critical and supercritical flows are avoided.

The Froude number, *Fr*, shall be used to define the flow regime: subcritical (*Fr* < 1), critical (*Fr* = 1), or supercritical (*Fr* > 1). The Froude number is given by:

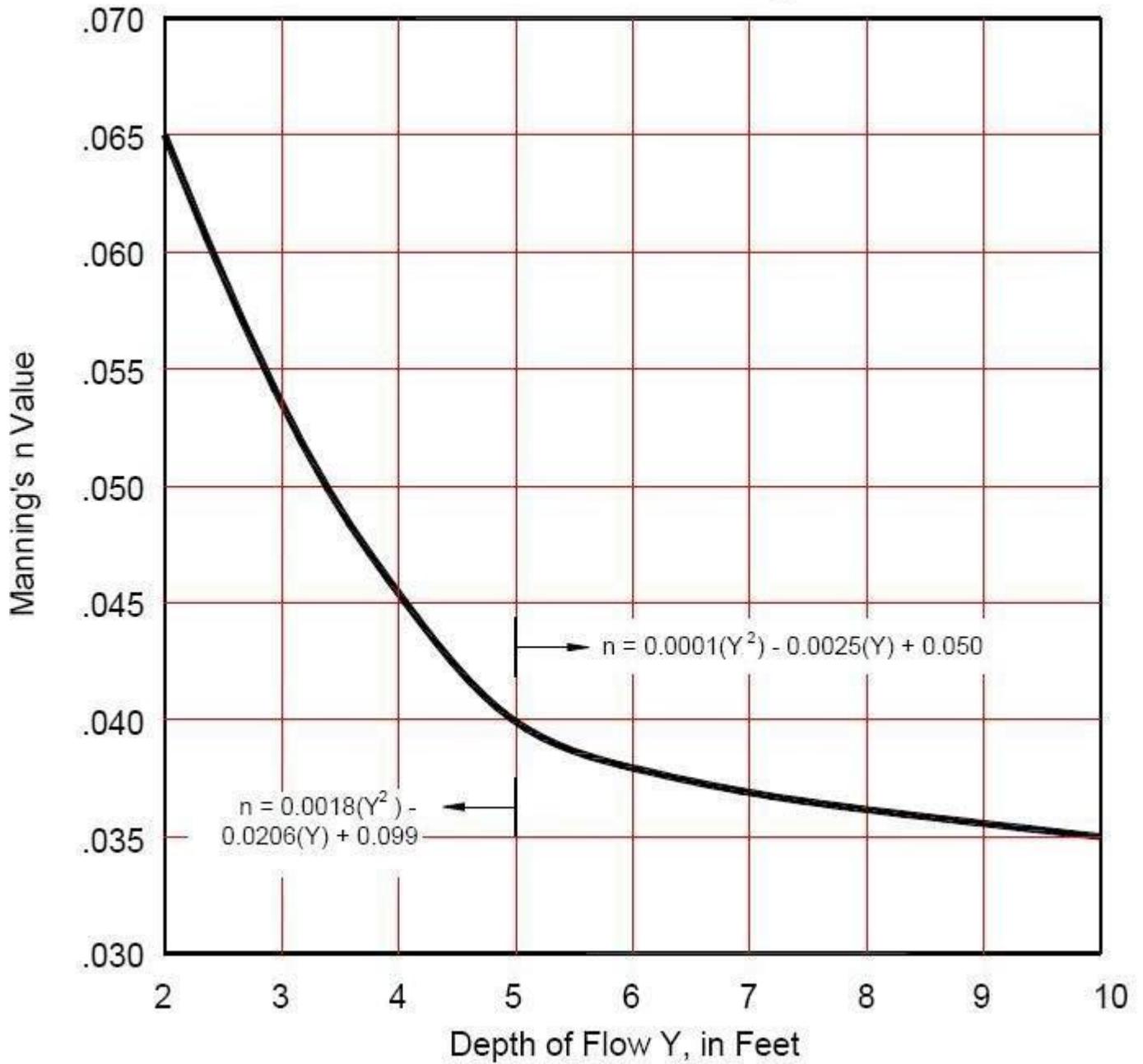
$$Fr = \frac{V}{\sqrt{gd}}$$

in which:

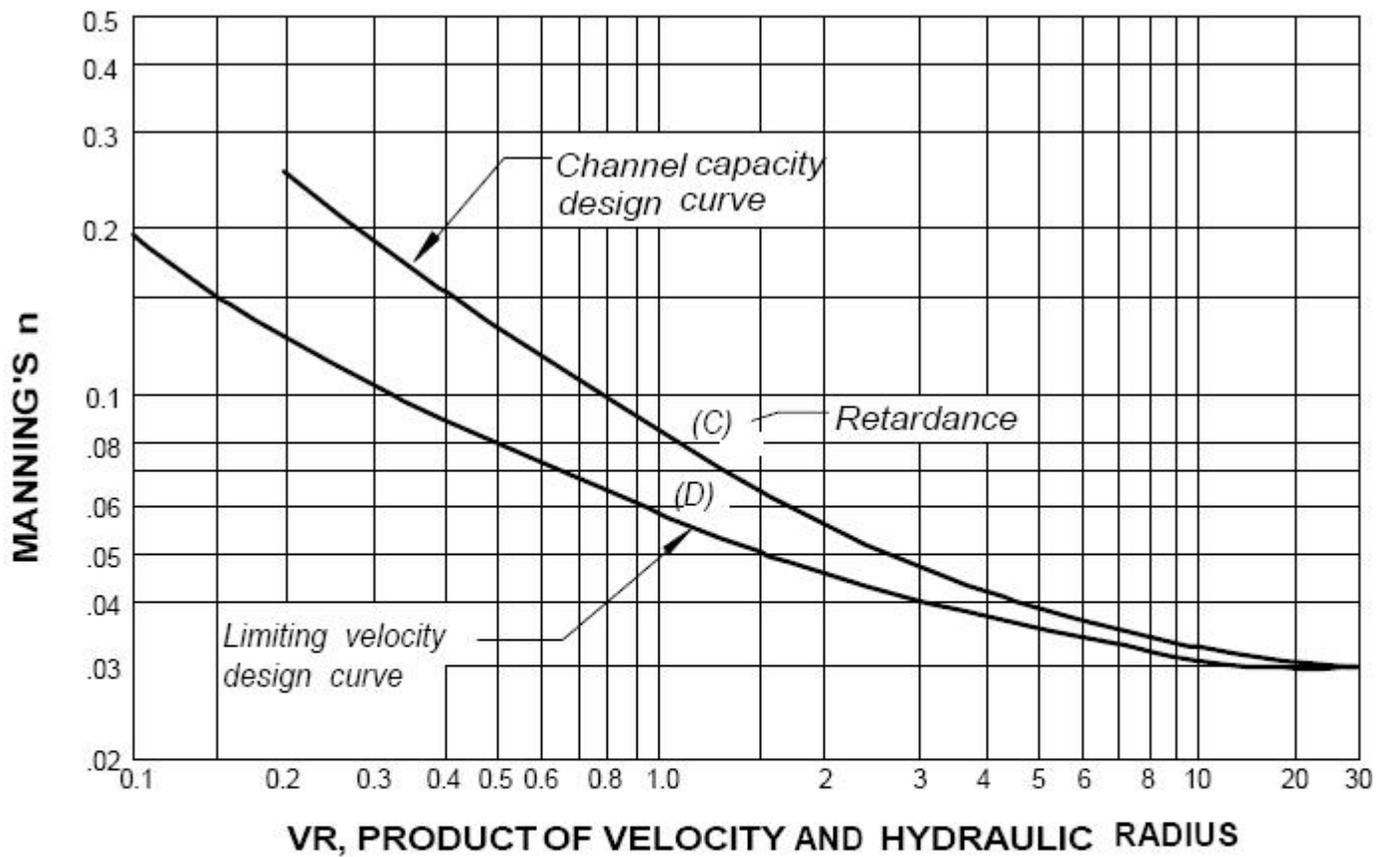
*V* = mean cross-sectional velocity (ft/sec)

*g* = acceleration of gravity = 32.2 ft/sec<sup>2</sup>

*d* = hydraulic depth (ft) = *A*/*T*, cross-sectional area/top width of free surface



**EXHIBIT 4**  
 Manning's n vs. Depth for Low-Flow  
 Section in a Composite Channel  
*Watertown Post-Construction Manual*



From "Handbook of Channel Design For Soil and Water Conservation,": U.S. Department of Agriculture, Soils Conservation Service, No. SCS-TP-61 March, 1947, Rev. June, 1954

**EXHIBIT 5**  
Manning's n vs. VR for Two Retardances in Grass-Lined Channels  
*Watertown Post-Construction Manual*

### **Subcritical Flow**

Major drainage design should seek to create channels with subcritical flow regimes.

For all subcritical channels, check the Froude number using the minimum value of  $n$ . When performing hydraulic computations for grass-lined channels, the  $n$  values for the 0.1-foot to 1.5-foot flow depth range are generally suitable for calculating the wetted channel portion for the initial storm runoff. For major runoff computations, however, the greater than 3.0-foot depth values are more appropriate since flows will tend to lay the grass down to form a smoother bottom surface.

A concrete-lined channel should not be used for subcritical flows except in unusual circumstances where a narrow right-of-way exists.

A subcritical channel shall not be designed with a Froude number greater than 0.8 using the velocity and depth calculated with the lowest recommended range for Manning's  $n$ . When designing a concrete-lined channel for subcritical flow, use a Manning's  $n = 0.013$  for capacity calculations and 0.011 to check whether the flow could become supercritical.

### **Critical Flow**

Flows at Froude numbers between 0.8 and 1.2 are unstable and unpredictable and should be avoided. If the depth is found to be at or near critical, the shape or slope should be changed to achieve greater hydraulic stability.

### **Supercritical Flow**

All channels carrying supercritical flow shall be lined with continuously reinforced concrete linings, both longitudinally and laterally. Requirements in Section 4.3.5 shall apply to concrete-lined channels.

## **4.2 Design Considerations**

### **4.2.1 Design Velocity**

Minimum and maximum velocities shall be considered in the design of major drainage systems.

Channels with high velocity flows shall utilize drop structures, suitable channel lining, check dams or other velocity controls to minimize erosion and maintain channel stability.

Flow velocities during the major design storm (100-year) must recognize the scour potential of the channel, whether natural, grassed, bioengineered, riprapped or concrete-lined. Average velocities need to be determined using backwater calculations, which account for water drawdowns at drops, expansions, contractions and other structural controls. Velocities must be kept sufficiently low to prevent excessive erosion in the channel. Flow velocities and Froude numbers should not exceed those given in Exhibit 6 for non-reinforced channel linings and, in general, velocities should not exceed 18 ft/sec for reinforced channel linings.

For estimating maximum velocities for erosive or hazard considerations or localized scour in a channel, relying only upon the HEC-2 or HEC-RAS outputs for the cross section is not

acceptable; a more detailed hydraulic analysis of the specific cross section, which accounts for variable velocities across the channel, is necessary.

**EXHIBIT 6**

Trapezoidal Channel Design Guidance/Criteria

Design Item	Criteria for Various Types of Channel Lining			
	Grass: Erosive Soils	Grass: Erosion Resistant Soils	Riprap	Concrete
Maximum 100-yr velocity	5.0 ft/sec	7.0 ft/sec	12.0 ft/sec	18.0 ft/sec
Minimum Manning's n - stability check	0.030	0.030	0.030	0.010
Maximum Manning's n - stability check	0.035	0.035	0.040	0.013
Maximum Froude number	0.5	0.8	0.8	N/A
Maximum depth outside low- flow zone	5.0 ft	5.0 ft	N/A	N/A
Maximum channel longitudinal slope	0.6%	0.6%	1.0%	N/A
Maximum side slope	4H:1V	4H:1V	2.5H:1V	1.5H:1V <sup>4</sup>
Minimum centerline radius for a bend	2 x top width	2 x top width	2 x top width	2 x top width
Minimum freeboard <sup>3</sup>	1.0 ft <sup>1</sup>	1.0 ft <sup>1</sup>	2.0 ft <sup>1</sup>	2.0 ft <sup>2</sup>

<sup>1</sup> Suggested freeboard is 2.0 ft to the lowest adjacent habitable structure's lowest floor.

<sup>2</sup> For supercritical channels, use the freeboard recommended in Section 4.3.1.5 for final design.

<sup>3</sup> Add superelevation to the normal water surface to set freeboard at bends.

<sup>4</sup> Side slopes may be steeper if designed as a structurally reinforced wall to withstand soil and groundwater forces.

Source: Urban Drainage and Flood Control District

### 4.2.2 Design Depth

The maximum design depths of flow should account for the scour potential of the channel lining and the bank materials. The design depth for the 100-year flood event should not exceed 5.0 feet in areas of the channel cross section outside the low-flow channel area, and less depth is desirable for channel stability. Low-flow channel depth should be between 3.0 and 5.0 feet.

### 4.2.3 Design Slope

#### Channel Slope

The slope of a channel should not be so steep as to result in a Froude number greater than 0.5 or 0.8, depending on soil erodibility characteristics (see Exhibit 6), for the 100-year event. Slopes for channels with vegetative linings should not exceed 0.6% and should be less than 1% for channels with reinforced concrete linings. For steep-gradient drainageways, drop structures are necessary to meet slope criteria.

## Side Slope

For grassed channels, channels with wetland bottoms, and bioengineered channels, side slopes should not be steeper than 4H:1V (See Exhibit 6). Under special conditions in areas of existing development (i.e., not new development) and where right-of-way is a problem, the slopes may be as steep as 3H:1V. Channels that require minimal slope maintenance such as concrete channels may have side slopes as steep as 1.5H:1V, although public safety issues must be taken into account. For riprap-lined channels, side slopes should not be steeper than 2.5H:1V.

Side slopes should be designed to accommodate maintenance and public safety. Side slopes steeper than 3H:1V are not recommended in residential areas or areas with frequent foot traffic. Fencing or railings may need to be considered if side slopes will be steeper than 3H:1V in these areas.

### 4.2.4 Curvature

Generally, the centerline curvature of the channel shall have a radius of at least twice the top width of the 100-year flow channel. Concrete channels that may experience supercritical flow conditions should not have any curvature.

Superelevation must also be considered with respect to curvature. For subcritical flows, superelevation can be estimated by:

$$\Delta y = \frac{V^2 T}{2gr_c}$$

in which:

$\Delta y$  = increase in water surface elevation above average elevation due to superelevation (ft)

$V$  = mean flow velocity (ft/sec)

$T$  = top width of the channel under design flow conditions (ft)

$g$  = gravitational constant = 32.2 ft/sec<sup>2</sup>

$r_c$  = radius of curvature (ft)

### 4.2.5 Freeboard

The amount of residual freeboard that must be allowed depends on the type of channel and the location and elevation of structures adjacent to the channel. Exhibit 6 provides minimum guidelines for freeboard height.

In general, a minimum residual freeboard of 1 to 2 feet should be allowed between the water surface and top of bank. More specific freeboard requirements are discussed with relation to specific channel types in Section 4.3.

### 4.2.6 Erosion Control and Channel Lining

All channels shall be designed with proper and adequate erosion control features. When required, drops or check dams shall be installed to control water surface profile slope. Future urbanization shall be considered when considering erosion potential.

Riprap armoring shall be used as necessary for grassed, bioengineered, or wetland bottom channels.

Grade control structures should be spaced to limit channel degradation to what is expected to be the final stable longitudinal slope after full urbanization of the tributary watershed. Special consideration should be given to segments with constrictions and poorly vegetated areas.

Channel construction/improvement should be scheduled during dryer times in the year to reduce the risk of erosion from storm runoff. Temporary stabilization measures including seeding and mulching and erosion controls such as installation and maintenance of silt fencing should be used during construction of major drainage improvements to minimize erosion.

Watershed level erosion and sediment control is regulated at the federal, state, regional, and local levels, and is beyond the scope of this Manual.

Lining must be designed to withstand the various forces and actions that tend to overtop the bank, damage the lining, and cause erosion.

Natural-like channel linings are preferred; however, in some situations where right-of-way is limited within the constraints of an already-urbanized area, hard-lined channels (i.e., riprap or concrete) may be necessary to assure a stable drainageway. Hard-lined channels should not be used for new developments.

Natural-like channel linings should have gentle to mild slopes and should be constructed for residential areas and areas with public access.

Manufactured channel linings such as gabions, interlocked concrete blocks, synthetic linings, etc., should be used with caution, and each type of channel lining must be scrutinized for its merits, applicability, ability to meet other community needs, long term integrity, and maintenance needs and costs.

#### 4.2.7 Riprap

The stone sizing for riprap used for channel lining shall be determined by the following:

$$\frac{VS^{0.17}}{d_{50}^{0.5}(G_s-1)^{0.66}} = 4.5$$

in which:

V = mean channel velocity (ft/sec)

S = longitudinal channel slope (ft/ft)

d<sub>50</sub> = mean rock size (ft)

G<sub>s</sub> = specific gravity of stone (minimum = 2.65)

This equation is applicable for sizing riprap for channel lining; it is not intended for use in sizing riprap for culvert outlet protection. See section 3.X for sizing riprap for culvert outlet protection.

Exhibit 7 shall be used to determine the minimum size of rock type required. Exhibit 8 provides details of riprap classifications. Additional information is available in SDDOT specification 830 RIPRRAP.

**EXHIBIT 7**  
Riprap Requirements for Channel Linings

$\frac{VS^{0.17}}{(G_s - 1)^{0.66}}$ **	Riprap Class
<4	Class A (d <sub>50</sub> = 0.95 feet)
≥4 and <4.6	Class B** (d <sub>50</sub> = 1.3 feet)
≥4.6 and <5.6	Class C** (d <sub>50</sub> = 1.8 feet)
≥5.6 to 6.4	Class D** (d <sub>50</sub> = 2.25 feet)

\* Applicable only for a Froude number of < 0.8 and side slopes no steeper than 2H:1V.

\*\* Use G<sub>s</sub> = 2.65 unless the source of rock and its density are known at time of design.

Source: Urban Drainage and Flood Control District and South Dakota Department of Transportation

**EXHIBIT 8**  
Classification and Gradation of Riprap

Riprap Class	Rock Size in feet	Rock Size in Pounds	Percent of Riprap Smaller Than
A	1.30	200	100
	0.95	75	50
	0.4	5	15
B	1.80	500	100
	1.30	200	50
	0.40	5	15
C	2.25	1000	100
	1.80	500	50
	0.95	75	15
D	2.85	2000	100
	2.25	1000	50
	1.80	500	15
E	3.60	4000	100
	2.85	2000	50
	2.25	1000	15
F	4.50	8000	100
	3.60	4000	50
	2.85	2000	15

Based on a specific gravity of 2.65 and spherical shape  
Source: South Dakota Department of Transportation

Rock-lined side slopes steeper than 2.5H:1V are considered unacceptable under any circumstances because of stability, safety, and maintenance considerations. Proper bedding

is required both along the side slopes and the channel bottom for a stable lining. The riprap blanket thickness should be at least 1.75 times  $d_{50}$  (at least 2.0 times  $d_{50}$  in sandy soils) and should extend up the side slopes at least 1 foot above the design water surface. At the upstream and downstream termination of a riprap lining, the thickness should be increased 50% for at least 3 feet to prevent undercutting.

Where only the channel sides are to be lined and the channel bottom remains unlined, additional riprap is needed to protect such lining. In this case, the riprap blanket should extend at least 3 feet below the channel thalweg (invert) in erosion resistant soils, and the thickness of the blanket below the existing channel bed should be increased to at least 3 times  $d_{50}$  to accommodate possible channel scour during higher flows. If the scour depth for the 100-year flow exceeds 3 feet, the depth of the riprap blanket should be increased accordingly. As an alternative, a thinner layer of riprap (i.e., 1.75 to 2.0  $d_{50}$ ) may be used in the toe provided it is extended to 5.0 feet below the channel bottom. For sandy soils, it will be necessary to extend the riprap toe to even greater depths (5-foot minimum) and site-specific scour calculations are recommended.

When riprap is used to protect a channel at transitions, it should extend upstream from the transition entrance at least 5 feet and downstream from the transition exit for a distance equal to at least 5 times the design flow depth.

### Shear Stress

Flow induced shear stress should not exceed the permissible shear stress for the lining material. Shear stress will be calculated as the following:

$$\tau = \gamma RS$$

If the width is very large in relation to the depth, the maximum shear stress can be calculated as the following:

$$\tau_d = \gamma d S$$

in which:

- $\tau$  = shear stress (lb/ft<sup>2</sup>)
- $\tau_d$  = maximum shear stress at normal depth (lb/ft<sup>2</sup>)
- $\tau_p$  = permissible shear stress (lb/ft<sup>2</sup>)
- $\gamma$  = unit weight of water (62.4 lb/ft<sup>3</sup>)
- R = hydraulic radius A/P (ft)
- d = maximum depth of flow (ft)
- S = average bed slope or energy slope (ft/ft)

Determine the permissible shear stress,  $\tau_p$  in lbs/ft<sup>2</sup> for the lining material. If  $\tau_d < \tau_p$  then lining is acceptable.

### 4.2.8 Maintenance

Operation and maintenance including access shall be considered in design of all channels.

All major drainage channels shall be maintained to ensure that they are capable of conveying their design flow, such as the 100-year flow (as well as more frequently occurring flows) and to ensure that channels do not become a public nuisance and eyesore. This includes routine maintenance (i.e., mowing for weed control or annual or seasonal clean-outs), unscheduled maintenance (i.e., inspection and cleanout after large events) and restorative maintenance.

Native tall grasses shall be mowed three to six times per year or on a less frequent schedule, depending on the type of channel and setting.

A maintenance access platform with a minimum passage width of 12 feet shall be constructed along the entire length of all major drainageways except at drop structures, where a 20 foot maintenance platform shall be provided. The maintenance road should be surfaced with 6-inches of Class 2 road base or a 5-inch-thick concrete slab.

All maintenance activities are the responsibility of the property owner.

### **4.2.9 Public Safety**

The channel shall be designed to protect from major flooding resulting in extensive property damage and loss of life. Specific safety practices shall be employed as needed.

For concrete channels, a 6-foot-high chain-link or comparable fence shall be installed to prevent access wherever the 100-year depth exceeds 3 feet. Appropriate numbers of gates, with top latch, shall be placed and staggered where a fence is required on both sides of the channel to permit good maintenance access. In addition, ladder-type steps shall be installed not more than 200 feet apart on alternating sides of the channel. A bottom rung shall be placed approximately 12 inches vertically above the channel invert.

## **4.3 Channel Design Criteria**

### **4.3.1 Natural Channels**

Whenever feasible, natural channels should be kept as near to natural conditions as possible by limiting modifications to those necessary to protect against the destabilizing hydrologic forces caused by urbanization.

The channel and overbank floodplain should have adequate capacity for the 100-year flood.

Outfalls into natural channels should be 2 feet above the channel invert to account for vegetation and sediment accumulation. The engineer should visit the site of any outfalls into natural drainageways to examine the actual ground surface condition.

### **4.3.2 Grass-Lined Channels**

Unless otherwise specified, the design criteria shown in Exhibit 6 shall be used for grass-lined channels.

Bridge deck bottoms and sanitary sewers shall be considered when evaluating freeboard along the channel in urban areas. In general, a minimum freeboard of 1 to 2 feet should be allowed between the water surface and top of bank. A 3-foot freeboard should be used

along major streams where the potential for significant timber and other debris exists during a flood event. Superelevation shall be evaluated in addition to freeboard at curves.

For a given discharge, the bottom width shall be determined using the depth, velocity, and Froude number constraints described in Exhibit 6 and in previous sections.

Outfalls into grass-lined, major channels should be at least 1 foot (preferably 2 feet) above the channel invert with adequate erosion protection provided.

Riprap and other erosion prevention techniques shall be used at all structures within the channel.

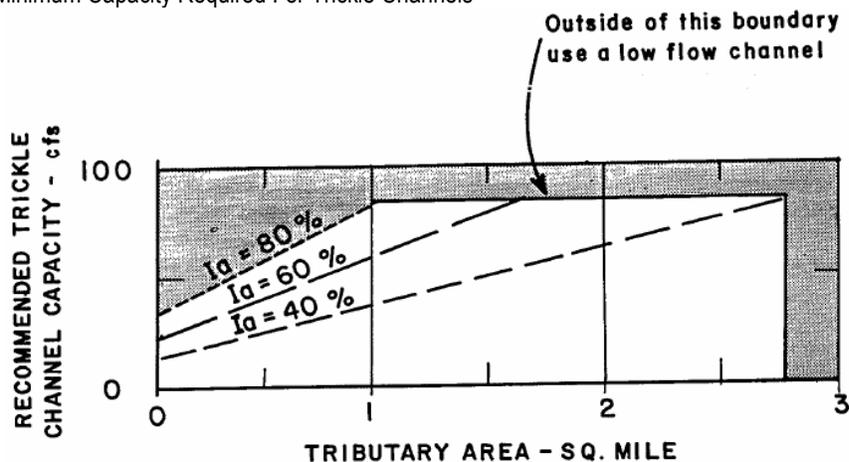
### 4.3.3 Trickle and Low-Flow Channels

When base flow is present or is anticipated as the drainage area develops, a trickle or low-flow channel shall be provided. A trickle channel with a porous bottom (i.e., unlined or riprapped) or a low-flow channel is required for all urban grass-lined channels.

Low flows must be carried in a trickle channel, a low-flow channel, or an underdrain pipe. The capacity of a trickle channel should be approximately 2.0% of the major (100-year) design flow for the fully developed condition assuming no upstream detention. If an underdrain pipe is used, it should be at least 24 inches in diameter, have access manholes at least every 200 feet, and have a slope so that a velocity of at least 3 ft/sec is maintained at 1/2 full pipe depth. Due to maintenance issues, underdrains are generally not recommended.

Exhibit 9 should be used to estimate the required capacity of a trickle flow channel based on the percent of impervious area,  $I_a$ . For flows exceeding the limits in Exhibit 9 or where a natural gulch or stream exists, a separate low-flow channel having stabilized banks should be used. A low-flow channel should have a minimum capacity of 1/3 to 1/2 of the 2-year peak flow under the fully developed watershed conditions. To the extent practicable, a low-flow channel should be gently sloped and shallow to promote flow through the channel's vegetation.

**EXHIBIT 9**  
Minimum Capacity Required For Trickle Channels



**Note:**  $I_a$  = tributary basin impervious area percentage using full basin development condition.

Source: Urban Drainage and Flood Control District

A soil-riprap mix should be used for low-flow channel lining to provide a stable, vegetated low-flow channel for grass-lined wetland bottom and bioengineered channels. Soil and riprap should be mixed prior to placement for the low-flow channels. Soil-riprap low-flow channels should have a cross slope of 1% to 2%. The longitudinal slope should be consistent with the channel type used.

#### 4.3.4 Composite Channels

A channel with a stabilized low-flow section and an overflow section, or a composite channel, shall be used when the trickle flow channel capacity limits are exceeded. It shall be assumed that wetland and other flow-retarding vegetation will develop in the low-flow section over time.

Composite channels differ from smaller grass-lined channels by (1) the absence of an impermeable trickle channel, (2) gentler longitudinal slopes and wider bottom widths that encourage shallow, slow flows, (3) greater presence of hydrophytic vegetation along the channel's bottom and lower banks, and (4) non-applicability of the 1% to 2% cross-slope criterion. Another major difference is that a wetland bottom channel should be designed as a low-flow channel having a capacity to carry the 2-year flood peak, instead of the  $\frac{1}{3}$  to  $\frac{1}{2}$  of the 2-year peak required for low flow channels.

Outfalls into conveyances with low-flow channels should be at least 2 feet above the low-flow channel invert.

A composite roughness coefficient (Manning's  $n$ ) shall be used in uniform flow calculations.

A 1 to 2-foot drop structure should be provided immediately downstream of all crossings that require a culvert or bridge.

#### 4.3.5 Concrete-Lined Channels

Concrete-lined channels are not recommended for general use unless hydraulic, topographic, or right-of-way constraints necessitate their use.

Concrete-lined channels conveying supercritical flows should follow practices outlined in the supercritical flow regime section.

There shall be no reduction of wetted area cross section at bridges or culverts. Freeboard shall be adequate to provide a suitable safety margin. Bridges or other structures crossing the channel must be anchored satisfactorily to withstand the full dynamic load that might be imposed upon the structure in the event of major trash plugging.

The concrete linings must be protected from hydrostatic uplift forces that are often created by a high water table or momentary inflow behind the lining from localized flooding. A perforated underdrain pipe, designed to be free draining, is required under the lining. Hydraulic jumps shall be avoided.

Construction inspection shall be performed to insure that the selected roughness is obtained for concrete linings. Because of field construction limitations, the designer should use a Manning's  $n$  roughness coefficient equal to 0.013 for a well-trowelled concrete finish. Other finishes should have proportionately larger  $n$  values assigned to them.

Freeboard above the design water surface shall not be less than that determined by the following equation or 2 feet:

$$H_{fb} = 2 + 0.025V(y_0)^{1/3} + \Delta y$$

in which:

$H_{fb}$  = freeboard height (ft)

$V$  = velocity of flow (ft/sec)

$y_0$  = depth of flow (ft)

$\Delta y$  = increase in water surface elevation due to superelevation at bends (no bends allowed in supercritical channels)

All concrete lining shall be designed to withstand the anticipated hydrodynamic and hydrostatic forces, and the minimum thickness shall be no less than 7 inches for supercritical channels and no less than 5 inches for subcritical channels. A free draining granular bedding shall be provided under the concrete liner and shall be no less than 6-inches thick for channels with Froude number  $\leq 0.7$  and 9-inches thick for channels with Froude number  $\geq 1.4$ .

Concrete joints must satisfy the following criteria: 1. Channels shall be constructed of continuously reinforced concrete without transverse joints; 2. Expansion/contraction joints shall be installed where new concrete lining is connected to a rigid structure or to existing concrete lining which is not continuously reinforced; 3. Longitudinal joints, where required, shall be constructed on the sidewalls at least 1 foot vertically above the channel invert; 4. All joints shall be designed to prevent differential movement; and 5. Construction joints are required for all cold joints and where the lining thickness changes. Reinforcement shall be continuous through the joint.

Longitudinal underdrains shall be provided along the channel bottom on 10-foot centers within a freedraining bedding under the channel lining, be free draining, and daylight at check drops (when applicable). A check valve or flap valve shall be provided at the outlet to prevent backflow into the drain. Appropriate numbers of weep holes and one-way valves shall be provided in vertical wall sections of the channel to relieve hydrostatic pressure.

Outfalls into concrete-lined channels should be at least 1 foot above the channel invert.

#### **4.3.6 Riprap-Lined Channels**

Channel linings constructed from soil riprap, grouted boulders, or wire-encased rock to control channel erosion may be considered on a case-by-case basis, or may be required as the case may be, for the following situations: (1) Where major flows such as the 100-year flood are found to produce channel velocities in excess of allowable non-eroding values (5 ft/sec for sandy soil conditions and 7 ft/sec in erosion resistant soils) or when main channel depth is greater than 5 feet; (2) Where channel side slopes must be steeper than 3H:1V; (3) For low-flow channels; and (4) Where rapid changes in channel geometry occur such as channel bends and transitions.

Riprap-lined channels should only be used for subcritical flow conditions where the Froude number is 0.8 or less. When used, it is recommended that all riprap outside frequent flow

zones have the voids filled with soil, the top of the rock covered with topsoil, and the surface revegetated with native grasses, namely, use soil riprap.

Basic requirements for riprap stone are as follows:

- Rock shall be hard, durable, angular in shape, and free from cracks, overburden, shale, and organic matter.
- Neither breadth nor thickness of a single stone should be less than one-third its length, and rounded stone should be avoided.
- The rock should sustain a loss of not more than 40% after 500 revolutions in an abrasion test (Los Angeles machine ASTM C-535-69) and should sustain a loss of not more than 10% after 12 cycles of freezing and thawing (AASHTO test 103 for ledge rock procedure A).
- Rock having a minimum specific gravity of 2.65 is preferred; however, in no case should rock have a specific gravity less than 2.50.

When grouted bouldering is used, the boulders should meet all the properties of rock for ordinary riprap, and rock of uniform size should be used. Grouted boulders should be placed directly on subbase without granular bedding. The top one-half of the boulders shall be left ungrouted and exposed. Weep holes should be provided at the toe of channel slopes and channel drops to reduce uplift forces on the grouted channel lining. Underdrains should be provided if water is expected to be present beneath the liner. Grouted boulders on the banks should be buried and vegetated with dry-land grasses and shrubs. At least 18 inches of soil must be used to cover grouted riprap for establishing dry-land vegetation.

If wire enclosed rock, or gabions, are used, they should be placed above the low-flow channel or 2-year water surface elevation. All flat mattresses must be filled with topsoil and then covered with a 6-inch layer of topsoil.

Bedding shall be properly designed to provide long-term stability of the riprap lining.

#### **4.3.7 Bioengineered Channels**

Bioengineered channels are applicable when channel designs are firmly grounded in engineering principles and the following conditions are met: (1) Hydrologic conditions are favorable for establishment and successful growth of vegetation; (2) Designs are conservative in nature, and bioengineered features are used to provide redundancy; (3) Maintenance responsibilities are clearly defined; (4) Adequate structural elements are provided for stable conveyance of the major runoff flow; and (5) Species are selected based on individual site characteristics.

## 5. Best Management Practices

---

For sites that are larger than 1 acre but have less than 1 acre of new impervious area, only the requirements of Section 5.1, Step 1 are required. For sites with greater than 1 acre of new impervious area, all requirements outlined in Section 5.1 are applicable.

### 5.1 Three-Step Process of Best Management Practices

The following process is recommended for selecting structural BMPs in newly developing and redeveloping urban areas:

1. Step 1 – Employ Runoff Reduction Practices (applicable to all sites larger than 1 acre)

To reduce runoff peaks and volumes from urbanizing areas, employ a practice generally called “minimizing directly connected impervious areas” (MDCIA). The principal behind MDCIA is two-fold: to reduce impervious areas and to route runoff from impervious surfaces over grassy areas to slow down runoff, promote infiltration, and reduce costs. The benefits are less runoff, less storm water pollution, and less cost for drainage infrastructure. There are several approaches to reduce the effective imperviousness of a development site:

a. Reduced pavement area

Creative site layout can reduce the extent of paved areas.

b. Porous pavement

The use of modular block porous pavement or reinforced turf in low traffic zones such as parking areas and low use service drives such as fire lanes can significantly reduce site imperviousness.

c. Grass buffers

Draining impervious areas over grass buffers slows down runoff and encourages infiltration, in effect reducing the impact of the impervious area.

d. Grass swales

The use of grass swales instead of storm sewers slows down runoff and promotes infiltration, also reducing effective imperviousness and detention.

Two approaches for reducing imperviousness are structural BMPs and are described in detail in the following sections:

5.2 Grass Buffer

5.3 Grass Swale

2. Step 2 – Provide Water Quality Capture Volume (applicable to all sites with greater than 1 acre of new impervious area)

A fundamental requirement for any site addressing storm water quality is to provide WQCV. One or more of four types of water quality basin BMPs, each draining slowly to provide for long-term settling of sediment particles, may be selected. Each of these BMPs are to be designed to treat a specified WQCV following the process described in detail in the following sections:

- 5.5 Porous Landscape Detention
- 5.6 Extended Detention Basin
- 5.7 Constructed Wetland Basin
- 5.8 Retention Pond

3. Step 3—Provide 2- and 100-Year Storage Volume (applicable to those sites with greater than 1 acre of new impervious area unless controlled through a regional drainage master plan)

Storage also must be provided for the 100-year 24-hour storm. The use of onsite detention is required at those locations where storage for the 2- and 100-year storms is not provided by a regional facility.

Providing storage for the 2-year storm is meant to reduce stream erosion downstream, while providing storage for the 100-year storm is meant to reduce the possibility of damaging floods downstream. Wherever possible, it is recommended that WQCV facilities be incorporated into storm water quantity detention facilities. For further guidance, see Section 5.4, Incorporating Storm Water Quantity Control into Water Quality Capture Basins.

## 5.2 Grass Buffer

### 5.2.1 Description

Grass buffer strips are an integral part of the MDCIA land development concept. They are uniformly graded and densely vegetated areas of turf grass. They require sheet flow to promote filtration, infiltration, and settling to reduce runoff pollutants. Grass buffers differ from grass swales as they are designed to accommodate overland sheet flow rather than concentrated or channelized flow. They can be used to remove sediment from runoff of impervious areas.

Whenever concentrated runoff occurs, it should be evenly distributed across the width of the buffer via a flow spreader. This may be a porous pavement strip or another type of structure used to achieve uniform sheet flow conditions. Grass buffers also can be combined with riparian zones in treating sheet flows and in stabilizing channel banks adjacent to major drainage ways and receiving waters. Grass buffers can be interspersed with shrubs and trees to improve their aesthetics and to provide shading.

### 5.2.2 General Application

Grass buffers are typically located adjacent to impervious areas. When used, they should be incorporated into site drainage, street drainage, and master drainage planning. Because their effectiveness depends on having an evenly distributed sheet flow over their surface, the size of the contributing area and the associated volume of runoff have to be limited. Flow can be directly accepted from an impervious area such as a parking lot or building roofs, provided the flow is distributed uniformly over the strip. Grass buffers provide only

marginal pollutant removal and require that follow-up structural BMPs be provided; however, they do help to reduce some of the runoff volume from small storms.

### 5.2.3 General Properties

#### General

The grass and other vegetation provide aesthetically pleasing green space, which can be incorporated into a development landscaping plan. Eventually, the grass strip next to the spreader or the pavement will accumulate sufficient sediment to block runoff. At that point, a portion of the grass buffer strip will need to be removed and replaced.

#### Physical Site Suitability

After final grading, the site should have a uniform slope and be capable of maintaining an even sheet flow throughout without concentrating runoff into shallow swales or rivulets. The allowable tributary area depends on the width, length, and the soil that lay under the grass buffer. Hydrologic Soil Groups A and B provide the best infiltration capacity, while Soil Groups C and D provide the best site stability. The swelling potential of underlying soil also should be taken into account in how the soil may affect adjacent structures and pavement when water is delivered to the grassed areas.

#### Pollutant Removal

Pollutant removal depends on many factors, such as soil permeability; site slope; the flow path length along the buffer; the characteristics of drainage area; runoff volumes and velocities; and the type of vegetation. The general pollutant removal of both particulate and soluble pollutants is projected to be low to moderate. Grass buffers rely primarily upon the settling and interception of solids and, to only a minor degree, on biological uptake and runoff infiltration.

### 5.2.4 Maintenance Requirements

Maintenance requirements for this BMP are listed in Exhibit 10.

**EXHIBIT 10**  
Irrigated Grass Buffer Strip Maintenance Considerations

Required Action	Maintenance Objective	Frequency of Action
Lawn mowing	Maintain a dense grass cover at a recommended length of 2 to 4 inches. Collect and dispose of cuttings offsite or use a mulching mower.	Routine—as needed or recommended by inspection.
Lawn care	Use the minimum amounts of biodegradable, nontoxic fertilizers and herbicides needed to maintain dense grass cover, free of weeds. Reseed and patch damaged areas.	As needed.
Irrigation	Adjust the timing sequence and water cover to maintain the required minimum soil moisture for dense grass growth. Do not over-water.	As needed.
Litter removal	Remove litter and debris to prevent gully development, enhance aesthetics, and prevent floatables from being washed offsite.	Routine—as needed by inspection.
Inspections	Inspect irrigation, turf grass density, flow distribution, gully development, and traces of pedestrian or vehicular traffic and request repair as needed.	Annually and after each major storm (that is, larger than 0.75 inch of precipitation).

**EXHIBIT 10**

**Irrigated Grass Buffer Strip Maintenance Considerations**

Required Action	Maintenance Objective	Frequency of Action
Turf replacement	To lower the turf below the surface of the adjacent pavement, use a level flow spreader so that sheet flow is not blocked and will not cause water to back up onto the upstream pavement.	As needed when water ponding becomes too high or too frequent a problem. The need for turf replacement will be higher if the pavement is sanded in winter to improve tire traction on ice. Otherwise, expect replacement once every 5 to 15 years.

Source: Urban Drainage and Flood Control District.

**5.2.5 Design Considerations**

Design of grass buffers is based primarily on maintaining sheet flow conditions across a uniformly graded, dense grass cover strip. When a grass buffer is used over unstable slopes, soils, or vegetation, rills and gullies will form that will disrupt sheet flow. The resultant short-circuiting will invalidate the intended water quality benefits. Grass buffers should be protected from excessive pedestrian or vehicular traffic that can damage the grass cover and affect even sheet flow distribution. A mixture of grass and trees may offer benefits for slope stability and improved aesthetics.

**5.2.6 Design Procedure and Criteria**

The following steps outline the grass buffer design procedure and criteria. See Attachment 1 for Standard Drawing 1, a schematic of the facility and its components.

1. Step 1 – Design Discharge

Determine the 2-year peak flow rate of the area draining to the grass buffer. Also, determine the flow control type: sheet or concentrated.

2. Step 2 – Minimum Length

Calculate the minimum length (normal to flow) of the grass buffer. The upstream flow needs to be uniformly distributed over this length. General guidance suggests that the hydraulic load should not exceed 0.05 cubic feet per second (cfs) per linear foot of buffer during a 2-year storm to maintain a sheet flow of less than 1 inch throughout dense grass that is at least 2 inches high. The minimum design length (normal to flow) is therefore calculated as:

$$L_G = \frac{Q_{2\text{-year}}}{0.05} \tag{Equation 1}$$

in which:

- $L_G$  = Minimum design length (feet)
- $Q_{2\text{-year}}$  = Peak discharge to the grass buffers by a 2-year event (cfs)

Longer lengths may be used.

## 3. Step 3—Minimum Width

The minimum width (WG) (the distance along the sheet flow direction) of the grass buffer shall be determined by the following criteria for onsite and concentrated flow control conditions:

- Sheet flow control (use the larger value)

$$WG = 0.2LI \text{ or } 8 \text{ feet} \quad \text{(Equation 2)}$$

in which:

LI = The length of flow path of the sheet flow over the upstream impervious surface (feet)

- Concentrated flow control (use the larger value)

$$WG = 0.15(A_t/L_t) \text{ or } 8 \text{ feet} \quad \text{(Equation 3)}$$

in which:

$A_t$  = The tributary area (square feet)

$L_t$  = The length of the tributary (normal to flow) upstream of the grass buffer (feet)

A generally rectangular-shaped strip is preferred and should be free of gullies or rills that concentrate the overland flow.

## 4. Step 4—Maximum Slope

Design slopes shall not exceed 4 percent.

## 5. Step 5—Flow Distribution

Incorporate a device on the upstream end of the buffer to evenly distribute flows along the design length. Slotted curbing, modular block porous pavement (MBP), or other spreader devices can be used to apply flows. Concentrated flow supplied to the grass buffer must use a level spreader (or a similar concept) to evenly distribute flow onto the buffer.

## 6. Step 6—Vegetation

Vegetate the grass buffer with dense turf to promote sedimentation and entrapment and to protect against erosion.

## 7. Step 7—Outflow Collection

Provide a means for outflow collection. Most of the runoff during significant events will not be infiltrated and will require a collection and conveyance system.

## 5.3 Grass Swale

### 5.3.1 Description

A grass swale sedimentation facility is an integral part of the MDCIA development concept. They are densely vegetated drainage ways with low-pitched side slopes that collect and slowly convey runoff. Design of their longitudinal slope and cross section size forces the flow to be slow and shallow, thereby facilitating sedimentation while limiting erosion. Berms or check dams should be installed perpendicular to the flow as needed to slow it down and encourage settling and infiltration.

### 5.3.2 General Application

A grass swale can be located to collect overland flows from areas such as parking lots, buildings, residential yards, roadways, and grass buffer strips. They can be made a part of the plans to minimize a directly connected impervious area by using them as an alternative to a curb-and-gutter system, if approved by the City Engineer. A grass swale is set below adjacent ground level, and runoff enters the swales over grassy banks. The potential exists for wetland vegetation to become established if the swale experiences standing water or if there is a base flow. A site with a base flow should be managed as either a swale with an unlined trickle channel or as a wetland bottom channel, the latter providing an additional BMP to storm water runoff.

### 5.3.3 General Properties

#### General

A grass swale can be more aesthetically pleasing than concrete or rock-lined drainage systems. Although limited by the infiltration capacity of local soil, this BMP also can provide some reduction in runoff volumes from small storms. Dense grasses can reduce flow velocities and protect against erosion during larger storm events. Swales in residential and commercial settings also can be used to limit the extent of directly connected impervious areas.

#### Physical Site Suitability

A grass swale is practical only at sites with general ground slopes of less than 4 percent and are not practical for sites steeper than 6 percent. The longitudinal slopes of a grass swale should be kept to less than 1 percent, which often necessitates the use of grade control checks or drop structures. Where the general terrain slope exceeds 4 percent, a grass swale is often practical only on the upslope side of the adjacent street.

When soil with high permeability (for example, Class A or B) is available, the swale will infiltrate a portion of the runoff into the ground, but such soil is not required for effective application of this BMP. When Class C and D soils are present, the use of a sand/gravel underdrain is recommended.

#### Pollutant Removal

Removal rates reported in literature vary and fall into the low to medium range. Under good soil conditions and low-flow velocities, moderate removal of suspended solids and

associated other constituents can be expected. If soil conditions permit, infiltration can remove low to moderate loads of soluble pollutants when flow velocities are very low. As a result, small frequently occurring storms can benefit the most.

### 5.3.4 Maintenance Requirements

Maintenance considerations for this BMP are listed in Exhibit 11.

**EXHIBIT 11**  
Grass-lined Swale Maintenance Considerations

Required Action	Maintenance Objective	Frequency of Action
Lawn mowing and lawn care	Maintain irrigated grass at 2 to 4 inches tall and non-irrigated native grass at 6 to 8 inches tall. Collect cuttings and dispose of them offsite or use a mulching mower.	Routine—as needed.
Debris and litter removal	Keep the area clean for aesthetic reasons, which also reduces floatables being flushed downstream.	Routine—as needed by inspection, but no less than two times per year.
Sediment removal	Remove accumulated sediment near culverts and in channels to maintain flow capacity. Replace the grass areas damaged in the process.	Routine—as needed by inspection. Estimate the need to remove sediment from 3 to 10 percent of total length per year, as determined by annual inspection.
Grass reseeding and mulching	Maintain a healthy dense grass in channel and side slope.	Nonroutine—as needed by annual inspection.
Inspections	Check the grass for uniformity of cover, sediment accumulation in the swale, and near culverts.	Routine—annual inspection is suggested.

Source: Urban Drainage and Flood Control District

### 5.3.5 Design Considerations and Criteria

Standard Drawing 2 (Attachment 1) shows trapezoidal and triangular swale configurations. A grass swale is sized to maintain a low velocity during small storms and to collect and convey larger runoff events, all for the projected fully developed land use conditions.

A healthy turf grass cover must be developed to foster dense vegetation. Permanent irrigation in some cases may be necessary. Judicious use of grass swales can replace both the curb-and-gutter systems and greatly reduce the storm sewer systems in the upper portions of each watershed when designed to convey the “initial storm” (for example, a 2- or 5-year storm) at slow velocities. However, if one or both sides of the grass swale are also to be used as a grass buffer, the design of the grass buffer has to follow the requirements of Section 5.2, Grass Buffers.

### 5.3.6 Design Procedure and Criteria

The following steps outline the grass swale design procedure and criteria.

1. Step 1 – Design Discharge

Determine the 2-year flow rate in the proposed grass swale.

2. Step 2—Swale Geometry

Select geometry for the grass swale. The cross section should be trapezoidal or triangular. The side slopes shall be flatter than 4:1 (horizontal/vertical). The wider the wetted area of the swale, the slower the flow.

3. Step 3—Longitudinal Slope

Maintain a longitudinal slope for the grass swale between 0.2 and 1.0 percent. If the longitudinal slope requirements cannot be satisfied with available terrain, grade control checks or small drop structures must be incorporated to maintain the required longitudinal slope. If the slope of the swale exceeds 0.5 percent, the swale must be vegetated with irrigated turf grass to establish the vegetation.

4. Step 4—Flow Velocity and Depth

Calculate the velocity and depth of flow through the swale. Based on Manning's equation and a Manning's roughness coefficient of  $n=0.05$ , find the channel velocity and depth using the 2-year flow rate determined in Step 1.

5. Step 5—Maximum Flow Velocity

Maximum flow velocity of the channel shall not exceed 1.5 fps, and the maximum flow depth shall not exceed 2 feet at the 2-year peak flow rate. If these conditions are not attained, repeat Steps 2 through 4, each time altering the depth and bottom width or longitudinal slopes until these criteria are satisfied.

6. Step 6—Vegetation

Vegetate the grass swale with dense turf grass to promote sedimentation, filtration, and nutrient uptake, and to limit erosion through maintenance of low-flow velocities.

7. Step 7—Street and Driveway Crossings

If applicable, small culverts at each street crossing and/or driveway crossing may be used to provide onsite storm water capture volume in a similar fashion to an extended detention basin (if adequate volume is available).

8. Step 8—Drainage and Flood Control

Check the water surface during larger storms such as the 5-year through the 100-year event to assure that drainage from these larger events is being controlled without flooding critical areas.

## 5.4 Incorporating Stormwater Quantity Control into Water Quality Capture Basins

Wherever possible, it is recommended that WQCV facilities be incorporated into storm water quantity detention facilities. The extended detention basin, constructed wetland basin, and a retention pond are designed to easily incorporate storm water quantity control above the WQCV.

The following approach is suggested:

- Water quality: The full WQCV is to be provided according to the design procedures documented for the structural BMP.
- 2-year storm: The WQCV plus the full 2-year detention volume is to be provided.
- 100-year storm: The WQCV plus the full 100-year detention volume is to be provided.

### 5.4.1 Design Storm

Storm water quantity basins shall be designed for 2- and 100-year 24-hour design flows.

### 5.4.2 Release Methods

Careful consideration must be given to the discharge of the surface release as to the elimination of erosion potential and the capacity of the downstream surface water course. The release structure shall be designed to withstand the forces caused by the structure being overtopped during a larger-than-design storm.

The 100-year detention level is provided above the WQCV, and the outlet structure is designed to control two or more different releases. Standard Drawing 4 (Attachment 1) shows an example of a combined quality/quantity outlet structure.

### 5.4.3 Maximum Release Rate

The detention pond volumes and release rate shall be designed to accommodate runoff generated by the development and post-developed upstream properties. Runoff captured from the 2-year and the 100-year 24-hour storm must be released at a rate less than the pre-development peak rate.

### 5.4.4 Design Procedure

The following steps outline a calculation method that meets the minimum standards of the City of Watertown. Refer to Section 2.3, Design Storm Calculations, for additional approved calculation methods.

#### 1. Step 1 – Calculate Storage Volumes

A conservative estimate of the design volume in acre-feet can be calculated by multiplying the 24-hour precipitation depth by the watershed area that is contributing runoff as follows:

$$Design\ Volume_{100\ year} = \left( \frac{5.76\ in}{12} \right) * C * Area \tag{Equation 4}$$

in which:

Area = The watershed area tributary (acres)

C = Post-development Rational Method Runoff Coefficient

$$Design\ Volume_{2\ year} = \left( \frac{2.40\ in}{12} \right) * C * Area \quad \text{(Equation 5)}$$

in which:

Area = The watershed area tributary (acres)  
 C = Post-development Rational Method Runoff Coefficient

2. Step 2—Calculate Release Rates

Pre-development peak runoff rates can be calculated using the Rational Method as follows:

$$Maximum\ Release\ Rate_{100\ year} = 7.22\ in/hr * C * Area \quad \text{(Equation 6)}$$

in which:

Area = The watershed area tributary (acres)  
 C = Pre-development Rational Method Runoff Coefficient

$$Maximum\ Release\ Rate_{2\ year} = 2.86\ in/hr * C * Area \quad \text{(Equation 7)}$$

in which:

Area = The watershed area tributary (acres)  
 C = Pre-development Rational Method Runoff Coefficient

3. Step 3—Incorporate Water Quantity Volume into WQCV Basin

Using guidelines provided for the selected basin, size the basin to provide additional capacity for the 2- and 100-year storms.

4. Step 3—Outlet Design

Design a multiple-stage outlet to control the WQCV, 2-year, and 100-year storm volumes to the appropriate release rate.

**5.4.5 Adjacent Property Elevations**

The property corner elevation of properties abutting a basin shall be 1 foot above the 100-year design storm. Recommended minimum ground elevations for homes abutting or affected by the basin shall be 2 feet above the overflow elevation. The recommended minimum ground elevation for homes abutting or affected by basins will be a minimum of 4 feet above the 100-year pond high water elevation if an overflow system is not available or at an elevation that provides an additional 50 percent storage.

**5.4.6 Parking Lots**

Parking lots that serve as detention storage ponds must not have a storage depth of more than 1 foot. It is recommended that notification signs be installed in parking lots that serve as detention ponds. The signs shall be permanent and high quality, meeting requirements of the Manual on Uniform Traffic Control Devices.

## 5.5 Porous Landscape Detention

### 5.5.1 Description

Porous landscape detention consists of a low-lying vegetated area underlain by a sand bed with an underdrain pipe. A shallow surcharge zone exists above the porous landscape detention for temporary storage of the WQCV. During a storm, accumulated runoff ponds in the vegetated zone and gradually infiltrates into the underlying sand bed, filling the void spaces of the sand. The underdrain gradually dewateres the sand bed and discharges the runoff to a nearby channel, swale, or storm sewer. This BMP allows WQCV to be provided on a site that has little open area available for storm water detention.

### 5.5.2 General Application

#### Location

A porous landscape detention can be located in just about any of the open areas of a site. It is ideally suited for small installations such as:

- Parking lot islands
- Street medians or boulevards
- Roadside swale features
- Site entrance or buffer features

This BMP also may be implemented at a larger scale, serving as an infiltration basin for an entire site if desired, provided the WQCV and average depth requirements contained in this section are met.

Vegetation may consist of irrigated bluegrass or natural grasses with shrub and tree plantings if desired.

### 5.5.3 General Properties

#### General

A primary advantage of porous landscape detention is making it possible to provide WQCV on a site while reducing the impact on developable land. It works well with irrigated bluegrass, whereas experience has shown that conditions in the bottom of extended detention basins become too wet for bluegrass. A porous landscape detention provides a natural moisture source for vegetation, enabling “green areas” to exist with reduced irrigation.

The primary drawback of porous landscape detention is a potential for clogging if a moderate to high level of silts and clays is allowed to flow into the facility. Also, this BMP needs to be avoided close to building foundations or other areas where expansive soils are present, although an underdrain and impermeable liner can reduce some of this concern.

#### Physical Site Suitability

If an underdrain system is incorporated into this BMP, porous landscape detention is suited for about any site regardless of in situ soil type. If sandy soils are present, the facility can be installed without an underdrain (infiltration option); sandy subsoil is not a requirement.

This BMP has a relatively flat surface area and may be more difficult to incorporate into steeply sloping terrain.

**Pollutant Removal**

Although not tested to date in the Watertown area, the amount of pollutant removed by this BMP should be significant. In addition to settling, porous landscape detention provides for filtering, adsorption, and biological uptake of constituents in storm water.

**5.5.4 Maintenance Requirements**

Exhibit 12 shows the maintenance requirements for a porous landscape detention.

**EXHIBIT 12**

**Porous Landscape Detention Maintenance Considerations**

<b>Required Action</b>	<b>Maintenance Objectives</b>	<b>Frequency</b>
Lawn mowing and vegetative care	Occasional mowing of grasses and weed removal to limit unwanted vegetation. Maintain irrigated turf grass as 2 to 4 inches tall and non-irrigated native turf grasses at 4 to 6 inches.	Routine—depending on aesthetic requirements.
Debris and litter removal	Remove debris and litter from detention area to minimize clogging of the sand media.	Routine—depending on aesthetic requirements.
Landscaping removal and replacement	The sandy loam turf and landscaping layer will clog with time. This layer will need to be removed and replaced, along with all turf and other vegetation growing on the surface, to rehabilitate infiltration rates.	Every 5 to 10 years,; depending on infiltration rates, needed to drain the WQCV in 12 hours or less. May need to do it more frequently if exfiltration rates are too low to achieve this goal.
Inspections	Inspect detention area to determine if the sand media is allowing acceptable infiltration	Routine—biannual inspection of hydraulic performance.

Source: Urban Drainage and Flood Control District

**5.5.5 Design Considerations**

See Standard Drawing 3 (Attachment 1) for a typical cross section for porous landscape detention. When implemented using multiple small installations on a site, it is increasingly important to accurately account for each upstream drainage area tributary to each porous landscape detention site to make sure that each facility is properly sized and that all portions of the development site are directed to a porous landscape detention.

**5.5.6 Design Procedure**

The following steps outline the porous landscape detention design procedure and criteria.

1. Step 1 – Basin Storage Volume

Provide a storage volume based on a 12-hour drain time.

Find the required storage volume (watershed inches of runoff). Using the tributary area imperviousness, determine the required WQCV (watershed inches of runoff) using Exhibit 13, based on the porous landscape detention 12-hour drain time.

Calculate the design volume in cubic feet as follows:

$$\text{Design Volume} = \left( \frac{\text{WaterQualityCaptureVolume}}{12} \right) * \text{Area} \quad \text{(Equation 8)}$$

in which:

Area = The watershed area tributary to the BMP (square feet)

- Surface area: Calculate the minimum required surface area as follows:

$$\text{Surface Area} = \frac{\text{Design Volume in ft}^3}{d_{av}} \quad \text{(Equation 9)}$$

in which:

$d_{av}$  = average depth (feet) of the porous landscape detention basin.

- Base courses: Provide base courses as shown in Standard Drawing 3 (Attachment 1).

Subbase: If expansive soils are a concern, install an impermeable membrane and place the base course on top of the membrane. If soil is not expansive, use geotextile fabric to line the entire basin bottom and walls.

Average depth: Maintain the average WQCV depth between 6 and 12 inches.

Average depth is defined as water volume divided by the water surface area.

## 2. Step 2—Sand-Peat Mix

Provide a minimum of a 12-inch-thick layer above the base course.

## 3. Step 3—Filter Layer

Provide a filter layer consisting of a thoroughly mixed American Society for Testing and Materials (ASTM) C-33 sand and peat for filtration and adsorption of constituents.

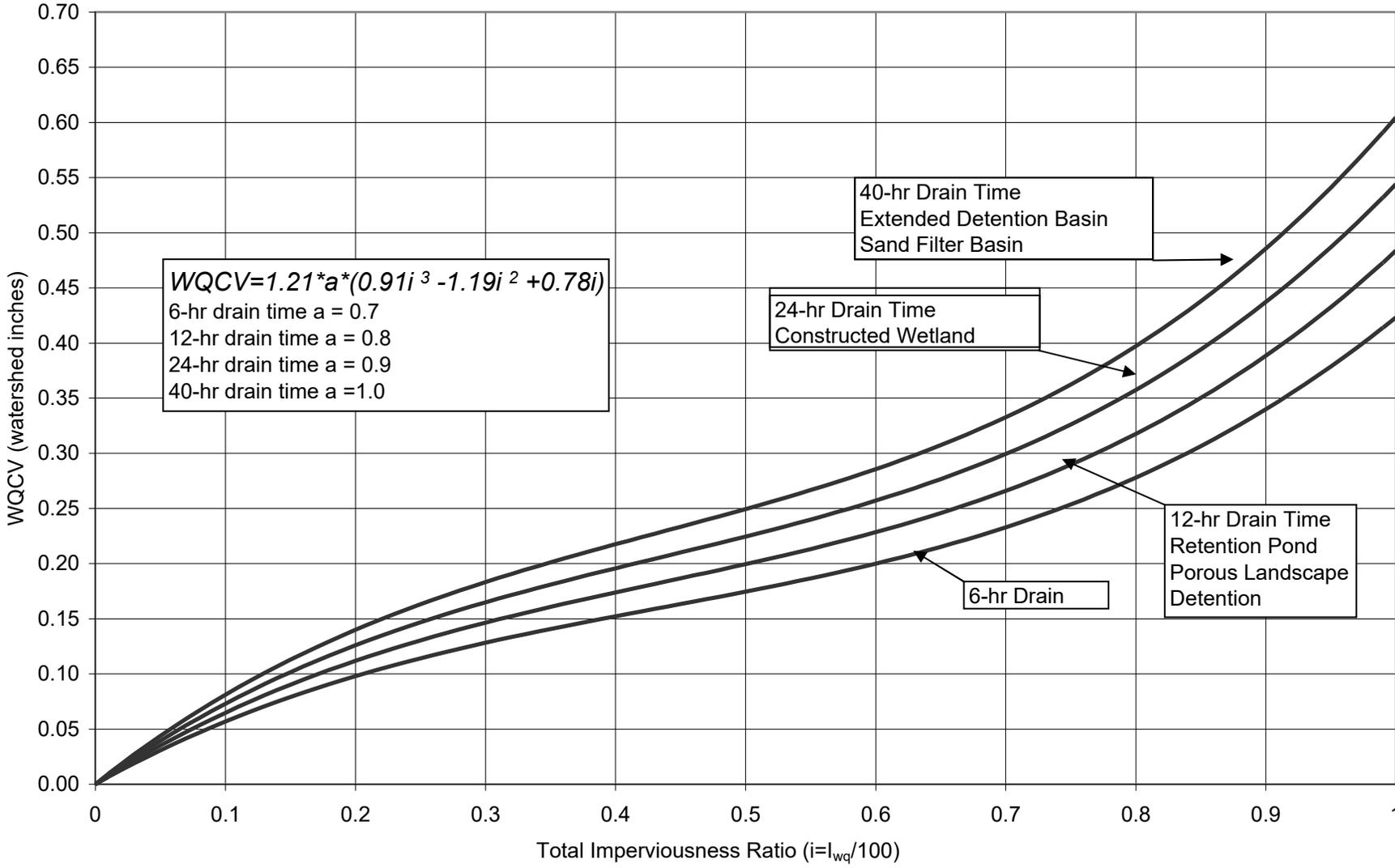
## 4. Step 4—Irrigated Vegetative

Provide a sandy loam turf layer above the sand-peat mix layer. This layer shall be no less than 6 inches thick, but a thicker layer is recommended to promote healthier vegetation.

# 5.6 Extended Detention Basin

## 5.6.1 Description

An extended detention basin is a sedimentation basin designed to totally drain dry over an extended time after storm water runoff ends. It is an adaptation of a detention basin used for flood control. The primary difference is in the outlet design. The extended detention basin uses a much smaller outlet that extends the draining time of the more frequently occurring runoff events to facilitate pollutant removal. The extended detention basin's drain time for the brim-full WQCV (that is, time to fully evacuate the design capture volume) of 40 hours is recommended to remove a significant portion of fine particulate pollutants found in urban storm water runoff.



**EXHIBIT 13**  
 Water Quality Capture Volume,  
 80th Percentile Runoff Event  
*Watertown Post-Construction Manual*



Soluble pollutant removal can be somewhat enhanced by providing a small wetland marsh or ponding area in the basin's bottom to promote biological uptake. The basins are considered to be "dry" because they are designed not to have a significant permanent pool of water remaining between storm water runoff events. However, an extended detention basin may develop wetland vegetation and, sometimes, shallow pools in the bottom portions of the facilities.

### **5.6.2 General Application**

An extended detention basin can be used to enhance storm water runoff quality and reduce peak storm water runoff rates. If these basins are constructed early in the development cycle, they also can be used to trap sediment from construction activities within the tributary drainage area. The accumulated sediment, however, will need to be removed after upstream land disturbances cease and before the basin is placed into final long-term use. Also, an extended detention basin can sometimes be retrofitted into existing flood control detention basins.

Extended detention basins can be used to improve the quality of urban runoff from roads, parking lots, residential neighborhoods, commercial areas, and industrial sites and are generally used for regional or follow-up treatment. They also can be used as an onsite BMP and work well in conjunction with other BMPs, such as upstream onsite source controls and downstream infiltration/filtration basins or wetland channels. If desired, a flood routing detention volume can be provided above the WQCV of the basin.

### **5.6.3 General Properties**

#### **General**

An extended detention basin can be designed to provide other benefits such as recreation and open space opportunities in addition to reducing peak runoff rates and improving water quality. They are effective in removing particulate matter and associated heavy metals and other pollutants. As with other BMPs, safety issues need to be addressed through proper design.

#### **Physical Site Suitability**

Normally, the land required for an extended detention basin is about 0.5 to 2.0 percent of the total tributary development area. In high groundwater areas, instead consider the use of retention ponds to avoid many of the problems that can occur when the extended detention basin's bottom is located below the seasonal high water table. Soil maps should be consulted, and soil borings may be needed to establish design geotechnical parameters.

#### **Pollutant Removal**

Removal of suspended solids and metals can be moderate to high, and removal of nutrients is low to moderate. The removal of nutrients can be improved when a small shallow pool or wetland is included as part of the basin's bottom or the basin is followed by BMPs more efficient at removing soluble pollutants, such as a filtration system or constructed wetlands.

The major factor controlling the degree of pollutant removal is the emptying time provided by the outlet. The rate and degree of removal also will depend on influent particle sizes.

Metals, oil, grease, and some nutrients have a close affinity for suspended sediment and will be removed partially through sedimentation.

### **Aesthetics and Multiple Uses**

Since an extended detention basin is designed to drain very slowly, its bottom and lower portions will be inundated frequently for extended periods of time. Grasses in this frequently inundated zone will tend to die off, with only the species that can survive the specific environment at each site prevailing. In addition, the bottom will be the depository of all the sediment that settles out in the basin. As a result, the bottom can be muddy and may have an undesirable appearance. To reduce this problem and to improve the basin's availability for other uses (such as open space, habitat, and passive recreation), the designer should provide a lower-stage basin as suggested in the Two-Stage Design procedure. As an alternative, a retention pond could be used, in which the settling occurs primarily within the permanent pool.

### **Design Considerations**

Whenever desirable and feasible, incorporate the extended detention basin within a larger flood control basin. Whenever possible, try to provide for other urban uses such as passive recreation and wildlife habitat. If multiple uses are being contemplated, consider the multiple-stage detention basin to limit inundation of passive recreational areas to one or two occurrences a year. Generally, the area within the WQCV is not well suited for active recreation facilities such as ballparks, playing fields, and picnic areas. These are best located above the WQCV pool level. Standard Drawing 5 (Attachment 1) shows a representative layout of an extended detention basin.

Example perforated outlet and trash rack configurations are illustrated in Standard Drawings 4, 6, and 7 (Attachment 1). One or more perforated columns on a perforated orifice plate integrated into the front of the outlet can be used. Other types of outlets also may be used, provided they control the release of the WQCV in a manner consistent with the drain time requirements.

Although the soil types beneath the pond seldom prevent the use of this BMP, they should be considered during design. Any potential exfiltration capacity should be considered a short-term characteristic and ignored in the design of the WQCV because exfiltration will decrease over time as the soils clog with fine sediment and as the groundwater beneath the basin develops a mound that surfaces into the basin.

High groundwater should not preclude the use of an extended detention basin. Groundwater, however, should be considered during design and construction, and the outlet design must account for any upstream base flows that enter the basin or that may result from groundwater surfacing within the basin itself.

Stable, all-weather access to critical elements of the pond, such as the inflow area, outlet, spillway, and sediment collection areas, must be provided for maintenance purposes.

## **5.6.4 Maintenance Requirements**

Maintenance requirements for the extended detention basin are provided in Exhibit 14.

**EXHIBIT 14**

Extended Detention Basin Maintenance Considerations

<b>Required Action</b>	<b>Maintenance Objective</b>	<b>Frequency of Action</b>
Lawn mowing and lawn care	Occasional mowing to limit unwanted vegetation. Maintain irrigated turf grass as 2 to 4 inches tall and non-irrigated native turf grasses at 4 to 6 inches.	Routine—depending on aesthetic requirements.
Debris and litter removal	Remove debris and litter from the entire pond to minimize outlet dogging and improve aesthetics.	Routine—including just before annual storm seasons (that is, April and May) and following significant rainfall events.
Erosion and sediment control	Repair and revegetate eroded areas in the basin and channels.	Nonroutine—periodic and repair as necessary based on inspection.
Structural	Repair pond inlets, outlets, forebays, low-flow channel liners, and energy dissipaters whenever damage is discovered.	Nonroutine—repair as needed based on regular inspections.
Inspections	Inspect basins to insure that the basin continues to function as initially intended. Examine the outlet for clogging, erosion, slumping, excessive sedimentation levels, overgrowth, embankment and spillway integrity, and damage to any structural element.	Routine—annual inspection of hydraulic and structural facilities. Also check for obvious problems during routine maintenance visits, especially for plugging of outlets.
Nuisance control	Address odor, insects, and overgrowth issues associated with stagnant or standing water in the bottom zone.	Nonroutine—handle as necessary per inspection or local complaints.
Sediment removal	Remove accumulated sediment from the forebay, micropool, and the bottom of the basin.	Nonroutine—performed when sediment accumulation occupies 20 percent of the WQCV. This may vary considerably, but expect to do this every 10 to 20 years, as necessary per inspection if no construction activities take place in the tributary watershed. More often if they do. The forebay and the micropool will require more frequent cleanout than other areas of the basin, such as every 1 or 2 years.

Source: Urban Drainage and Flood Control District

**5.6.5 Design Procedure and Criteria**

The following steps outline the design procedure and criteria for an extended detention basin.

1. Step 1 – Detention Pond Storage Volume

Provide a storage volume equal to 120 percent of the WQCV based on a 40-hour drain time, above the lowest outlet (that is, perforation) in the basin. The additional 20 percent of storage volume provides for sediment accumulation and the resultant loss in storage volume.

Find the required storage volume (watershed inches of runoff). Determine the required WQCV (watershed inches of runoff) using Exhibit 13, based on the extended detention basin’s 40-hour drain time. Calculate the design volume in acre-feet as follows:

(Equation 10)

$$Design\ Volume = \left( \frac{WaterQualityCaptureVolume}{12} \right) * Area * 1.2$$

In which:

Area = The watershed area tributary to the extended detention pond (acres)

1.2 factor = Multiplier of 1.2 to account for the additional 20 percent of required storage for sediment accumulation

## 2. Step 2—Outlet Control

The outlet controls are to be designed to release the WQCV (that is, not the “design volume”) over a 40-hour period, with no more than 50 percent of the WQCV being released in 12 hours. For a perforated outlet, calculate the required flow area and use Exhibit 15 to determine appropriate perforation dimensions. The total outlet area can be calculated by multiplying the area per row by the number of rows. The vertical spacing between hole centerlines should be 4 inches, and the lowest perforations should be set at the water surface elevation of the outlet micropool.

## 3. Step 3—Trash Rack

Provide a trash rack of sufficient size to prevent clogging of the primary water quality outlet. Size the rack so as not to interfere with the hydraulic capacity of the outlet. Using the total outlet area and the selected perforation diameter (or height), Exhibit 16 will help to determine the minimum open area required for the trash rack. If a perforated vertical plate or riser is used, use one-half of the total outlet area to calculate the trash rack’s size. This accounts for the variable inundation of the outlet orifices. The spacing of trash rack bars must be proportioned to the size of the smallest orifice protected. Standard Drawings 4, 6, and 7 (Attachment 1) illustrate a suggested standardized outlet design for smaller sites. Trash racks for the 2-year and 100-year outlet should be sized using the guidelines provided for the water quality outlet above.

## 4. Step 4—Basin Shape

Shape the pond whenever possible with a gradual expansion from the inflow area and a gradual contraction toward the outlet, thereby minimizing short-circuiting. The basin length-to-width ratio between the inflow area and the outlet should be between 2:1 and 3:1, with the larger being preferred. It may be necessary to modify the inflow and outlet points using pipes, swales, or channels to accomplish this.

## Orifice Plate Perforation Sizing

### Circular Perforation Sizing

Chart may be applied to orifice plate or vertical pipe outlet.

Hole Dia (in) *	Hole Dia (in)	Min. S <sub>c</sub> (in)**	Area per Row (sq in)		
			n=1	n=2	n=3
1/4	0.250	1	0.05	0.10	0.15
5/16	0.313	2	0.08	0.15	0.23
3/8	0.375	2	0.11	0.22	0.33
7/16	0.438	2	0.15	0.30	0.45
1/2	0.500	2	0.20	0.39	0.59
9/16	0.563	3	0.25	0.50	0.75
5/8	0.625	3	0.31	0.61	0.92
11/16	0.688	3	0.37	0.74	1.11
3/4	0.750	3	0.44	0.88	1.33
13/16	0.813	3	0.52	1.04	1.56
7/8	0.875	3	0.60	1.20	1.80
15/16	0.938	3	0.69	1.38	2.07
1	1.000	4	0.79	1.57	2.36
1 1/16	1.063	4	0.89	1.77	2.66
1 1/8	1.125	4	0.99	1.99	2.98
1 3/16	1.188	4	1.11	2.22	3.32
1 1/4	1.250	4	1.23	2.45	3.68
1 5/16	1.313	4	1.35	2.71	4.06
1 3/8	1.375	4	1.48	2.97	4.45
1 7/16	1.438	4	1.62	3.25	4.87
1 1/2	1.500	4	1.77	3.53	5.30
1 9/16	1.563	4	1.92	3.83	5.75
1 5/8	1.625	4	2.07	4.15	6.22
1 11/16	1.688	4	2.24	4.47	6.71
1 3/4	1.750	4	2.41	4.81	7.22
1 13/16	1.813	4	2.58	5.16	7.74
1 7/8	1.875	4	2.76	5.52	8.28
1 15/16	1.938	4	2.95	5.90	8.84
2	2.000	4	3.14	6.28	9.42
n = Number of columns of perforations					
Minimum steel plate thickness			1/4 "	5/16 "	3/8 "

\* Designer may interpolate to the nearest 32nd inch to better match the required area, if desired.  
 \*\* Minimum column hole centerline spacing

### Rectangular Perforation Sizing

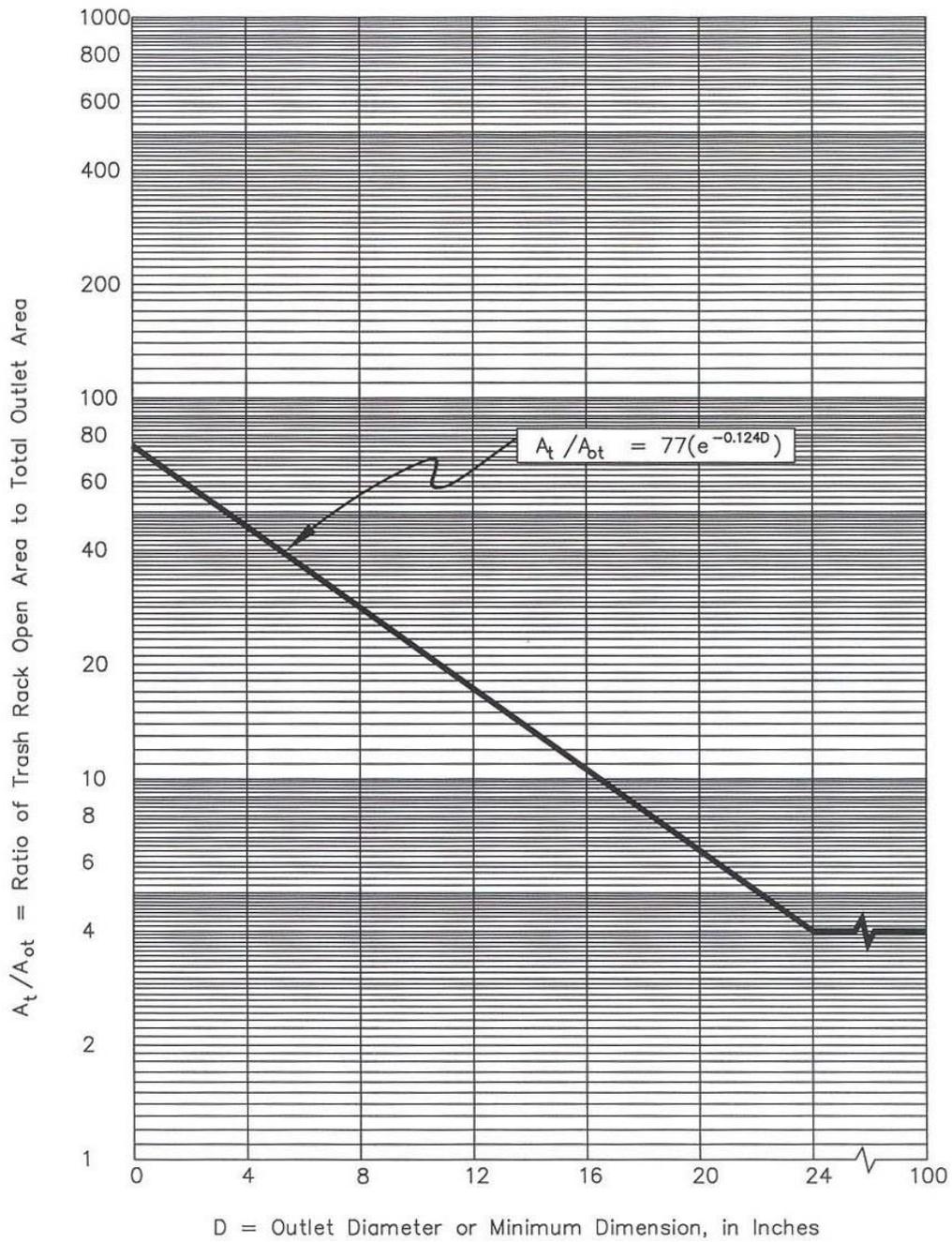
Only one column of rectangular perforations allowed.

Rectangular Height = 2 inches

$$\text{Rectangular Width (inches)} = \frac{\text{Required Area per Row (sq in)}}{2''}$$

Rectangular Hole Width	Min. Steel Thickness
5"	1/4 "
6"	1/4 "
7"	5/32 "
8"	5/16 "
9"	11/32 "
10"	3/8 "
>10"	1/2 "

**EXHIBIT 15**  
 WQCV Outlet Orifice  
 Perforation Sizing  
*Watertown Post-Construction Manual*



**EXHIBIT 13**  
 Minimum Trash Rack Open Area—  
 Extended Range  
*Watertown Post-Construction Manual*

#### 5. Step 5—Two-Stage Design

A two-stage design with a pool that fills often with frequently occurring runoff minimizes standing water and sediment deposition in the remainder of the basin. The two stages are as follows:

- Top Stage: The top stage should be 2 or more feet deep with its bottom sloped at 2 percent toward the low-flow channel.
- Bottom Stage: The active storage basin of the bottom stage should be 1.5 to 3 feet deeper than the top stage and store 5 to 15 percent of the WQCV. Provide a micropool below the bottom active storage volume of the lower stage at the outlet point. The pool should be one-half the depth of the upper WQCV depth or 2.5 feet, whichever is larger.

#### 6. Step 6—Low-Flow Channel

A low-flow channel conveys low flows from the forebay to the bottom stage. Erosion protection should be provided where the low-flow channel enters the bottom stage. Lining the low-flow channel with riprap or other approved stabilization technique is recommended. Make it at least 9 inches deep; at a minimum provide capacity equal to twice the release capacity at the upstream forebay outlet.

#### 7. Step 7—Basin Side Slopes

Basin side slopes should be stable and gentle to facilitate maintenance and access. Side slopes shall be no steeper than 4:1.

#### 8. Step 8—Dam Embankment

The embankment should be designed not to fail during a 100-year or larger storm. Embankment slopes should be no steeper than 4:1, and planted with turf-forming grasses. Poorly compacted native soil should be excavated and replaced. Embankment soil should be compacted to at least 95 percent of its maximum density according to ASTM D698-70 (Modified Proctor). An emergency overflow channel through the embankment to convey the 100-year peak inflow rate should be provided.

#### 9. Step 9—Vegetation

Bottom vegetation provides erosion control and sediment entrapment. Pond bottom, berms, and side sloping areas may be planted with native grasses or with irrigated turf, depending on the local setting.

#### 10. Step 10—Maintenance Access

Paved access to the bottom, forebay, and outlet controls area shall be provided for maintenance vehicles and equipment. Maximum grades shall be 7 percent.

#### 11. Step 11—Inflow Point

Dissipate flow energy at the pond's inflow points to limit erosion and promote particle sedimentation.

## 12. Step 12 – Forebay Design

Provide the opportunity for larger particles to settle out in the inflow area, the area that has a solid surface bottom, to facilitate mechanical sediment removal. A rock berm should be constructed between the forebay and the main extended detention basin. The forebay volume of the permanent pool should be 5 to 10 percent of the design WQCV. A pipe throughout the berm to convey water to the extended detention basin should be offset from the inflow streamline to prevent short-circuiting and should be sized to drain the forebay volume in 5 minutes.

## 13. Step 13 – Flood Storage

Combining the water quality facility with a flood control facility is recommended. The 2- and 100-year or other floods may be detained above the WQCV. See Section 5.4, Incorporating Stormwater Quantity Control into WQCV Basins, for further guidance.

## 14. Step 14 – Multiple Uses

Whenever desirable and feasible, incorporate the extended detention basin within a larger flood control basin. Also, whenever possible, try to provide for other urban uses such as active or passive recreation and wildlife habitat. If multiple uses are being contemplated, use the multiple-stage detention basin to limit inundation of passive recreational areas to one or two occurrences a year. The area within the WQCV is not well suited for active recreation facilities such as ballparks, playing fields, and picnic areas. These recreational facilities are best located above the extended detention basin level.

# 5.7 Constructed Wetlands Basin

## 5.7.1 Description

A constructed wetlands basin is a shallow retention pond that requires a perennial base flow to permit the growth of rushes, willows, cattails, and reeds to slow down runoff and allow time for sedimentation, filtering, and biological uptake.

Constructed wetlands basins differ from “natural” wetlands as they are totally human artifacts that are built to enhance storm water quality. Sometimes, small wetlands that exist along ephemeral drainage ways could be enlarged and incorporated into the constructed wetland system. Such action, however, requires the approval of federal and state regulators.

## 5.7.2 General Application

A constructed wetlands basin can be used as a follow-up structural BMP in a watershed, or as a stand-alone onsite facility if the owner provides sufficient water to sustain the wetland. Flood control storage can be provided above the constructed wetlands basin’s WQCV pool to act as a multi-use facility.

A constructed wetlands basin requires a net influx of water to maintain its vegetation and microorganisms. A complete water budget analysis is necessary to assure the adequacy of the base flow.

The basic formula for the water budget is as follows:

$$\Delta S / \Delta t = Q_i - Q_o$$

(Equation 11)

where:

$\Delta S / \Delta t$	= the change in storage volume per change in time
$Q_i$	= the flow rate of water entering the wetland, vol/time
$Q_o$	= the flow rate of water leaving the wetland, vol/time

Equation 11 translates into the following equations where all values are given in consistent units of volume per unit time unless otherwise specified:

For water entering a wetland, the formula is:

$$Q_i = P + R_i + B_i + G_i$$

(Equation 12)

where:

P	= Direct precipitation on impoundment area
R <sub>i</sub>	= Storm water runoff from contributing drainage area
B <sub>i</sub>	= Base flow entering the wetlands
G <sub>i</sub>	= Seepage and springs from ground water sources

For water leaving, the formula is:

$$Q_o = E + T + R_o + B_o + G_o$$

(Equation 13)

where:

E	= Evaporation from surface
T	= Transpiration from plants
R <sub>o</sub>	= Storm water outflow
B <sub>o</sub>	= Base flow leaving the wetlands
G <sub>o</sub>	= Deep percolation below the root zone of the substrate

To assure adequate base flow using the water budget analysis, the value of all variables should be determined and the net influx of water ( $Q_i - Q_o$ ) must be greater than the change in storage volume divided by change in storage time.

### 5.7.3 General Properties

#### General

A constructed wetlands basin offers several potential advantages, such as natural aesthetic qualities, wildlife habitat, erosion control, and pollutant removal. It also can provide an effective follow-up treatment to onsite and source control BMPs that rely on settling of larger sediment particles. In other words, it offers yet another effective structural BMP for larger tributary catchments.

The primary drawback of the constructed wetlands basin is the need for a continuous base flow to assure viable wetland growth. In addition, silt and scum can accumulate, and unless properly designed and built, can be flushed out during larger storms. In addition, in order

to maintain a healthy wetland growth, the surcharge depth for WQCV above the permanent water surface cannot exceed 2 feet.

Along with routine good housekeeping maintenance, occasional cleaning will be required when sediment accumulations become too large and affect performance. Periodic sediment removal also is needed for proper distribution of growth zones and of water movement within the wetland.

**Physical Site Suitability**

A perennial base flow is needed to sustain a wetland and should be determined using a water budget analysis. Loamy soils are needed in a wetland bottom to allow plants to take root. Exfiltration through a wetland bottom cannot be relied upon because either the bottom is covered by soils of low permeability or the groundwater is higher than the wetland’s bottom. Also, wetland basins require a near-zero longitudinal slope, which can be provided using embankments.

**Pollutant Removal**

Reported removal efficiencies of constructed wetlands vary significantly. Primary variables influencing removal efficiencies include design, influent concentrations, hydrology, soils, climate, and maintenance. With periodic sediment removal and routine maintenance, removal efficiencies for sediments, organic matter, and metals can be moderate to high; for phosphorous, low to high; and for nitrogen, zero to moderate. Pollutants are removed primarily through sedimentation and entrapment, with some of the removal occurring through biological uptake by vegetation and microorganisms. Without a continuous dry-weather base flow, salts and algae can concentrate in the water column and can be released into the receiving water in higher levels at the beginning of a storm event as they are washed out.

**Design Considerations**

Standard Drawing 8 (Attachment 1) illustrates an idealized constructed wetlands basin. An analysis of the water budget is needed to show the net inflow of water is sufficient to meet all the projected losses (such as evaporation, evapotranspiration, and seepage for each season of operation). Insufficient inflow can cause the wetland to become saline or to die off.

**5.7.4 Maintenance Requirements**

Typical maintenance requirements for wetland BMPs include the items listed in Exhibit 17.

**EXHIBIT 17**  
**Constructed Wetlands Maintenance Considerations**

Required Action	Maintenance Objective	Frequency of Action
Lawn mowing and lawn care	Mow occasionally to limit unwanted vegetation. Maintain irrigated turf grass at 2 to 4 inches tall and non-irrigated native turf grasses at 4 to 6 inches.	Routine—depending on aesthetic requirements.
Debris and litter removal	Remove debris and litter from entire pond to minimize outlet clogging and aesthetics. Include removal of floatable material from the pond’s surface.	Routine —including just before annual storm seasons (that is, in April and May) and following significant rainfall events.

**EXHIBIT 17**  
Constructed Wetlands Maintenance Considerations

Required Action	Maintenance Objective	Frequency of Action
Sediment removal	Remove accumulated sediment and muck along with much of the wetland growth. Re-establish growth zone depths and spatial distribution. Revegetate with original wetland species.	Nonroutine—every 10 to 20 years as needed by inspection if no construction activities take place in the tributary watershed. More often if they do. Expect to clean out forebay every 1 to 5 years.
Aquatic plant harvesting	Cut and remove plants growing in wetland (such as cattails and reeds) to remove nutrients permanently with manual work or specialized machinery.	Nonroutine until further evidence indicates such action would provide significant nutrient removal. In the meantime, perform this task once every 5 years or less frequently as needed to clean the wetland zone out.
Inspections	Observe inlet and outlet works for operability. Verify the structural integrity of all structural elements, slopes, and embankments.	Routine—at least once a year, preferably once during one rainfall event resulting in runoff.

Source: Urban Drainage and Flood Control District

**5.7.5 Design Procedure and Criteria**

The following steps outline the design procedure for a constructed wetlands basin.

1. Step 1 – Basin Surcharge Storage Volume

Provide a surcharge storage volume equal to the WQCV based on a 24-hour drain time, above the lowest outlet (that is, perforation) in the basin.

Calculate the required WQCV.

Find the required storage surcharge volume (watershed inches of runoff) above the permanent pool level. Determine the required storage (watershed inches of runoff) using Exhibit 13, based on the constructed wetland basin 24-hour drain time.

Calculate the surcharge volume in acre-feet as follows:

$$Design\ Surcharge\ Volume = \left( \frac{WaterQualityCaptureVolume}{12} \right) * Area \tag{Equation 14}$$

In which:

Area = The tributary drainage area tributary to the constructed wetlands basin (acres).

2. Step 2 – Wetland Pond Depth and Volume

The volume of the permanent wetland pool shall be no less than 75 percent of the WQCV found in Step 1.

Proper distribution of wetland habitat is needed to establish a diverse ecology. Distribute pond area in accordance with Exhibit 18.

3. Step 3 – Depth of Surcharge

The surcharge depth of the WQCV above the permanent pool's WQCV water surface shall not exceed 2.0 feet.

4. Step 4 – Outlet Control

Provide outlet controls that limit WQCV depth to 2 feet or less. Use a water quality outlet that is capable of releasing the WQCV in no less than a 24-hour period.

For a perforated outlet, calculate the required flow area and use Exhibit 15 to determine appropriate perforation dimensions. The total outlet area can be calculated by multiplying the area per row by the number of rows. The vertical spacing between hole centerlines should be 4 inches, and the lowest perforations should be set at the water surface elevation of the outlet micropool.

5. Step 5 – Trash Rack

Provide a trash rack of sufficient size to prevent clogging of the primary water quality outlet. Size the rack so as not to interfere with the hydraulic capacity of the outlet. Using the total outlet area and the selected perforation diameter (or height), Exhibit 16 will help to determine the minimum open area required for the trash rack. If a perforated vertical plate or riser is used, use one-half of the total outlet area to calculate the trash rack's size. This accounts for the variable inundation of the outlet orifices. The spacing of trash rack bars must be proportioned to the size of the smallest orifice protected. Standard Drawings 4, 6, and 7 (Attachment 1) illustrate a suggested standardized outlet design for smaller sites. Trash racks for the 2-year and 100-year outlet should be sized using the guidelines provided for the water quality outlet above.

6. Step 6 – Basin Use

Determine if flood storage or other uses will be provided for above the wetland surcharge storage or in a separate facility. Design for combined uses when they are to be provided.

7. Step 7 – Basin Shape

Shape the pond with a gradual expansion from the inflow and a gradual contraction to the outlet, thereby limiting short-circuiting. The basin length-to-width ratio between the inflow area and outlet should be 2:1 to 4:1, with 3:1 recommended. It may be necessary to modify the inflow area and outlet point using pipes, swales, or channels to accomplish this.

8. Step 8 – Basin Side Slopes

Basin side slopes are to be stable and gentle to facilitate maintenance and access needs. Side slopes should be no steeper than 4:1.

9. Step 9— Base Flow

A net influx of water that exceeds all of the losses must be available throughout the year. The following equation and parameters can be used to estimate the net quantity of base flow available at a site:

**(Equation 15)**

$$Q_{net} = Q_{inflow} - Q_{Evap} - Q_{Seepage} - Q_{E.T.}$$

Where:

- QNet = Net quantity of base flow (acre-feet/year)
- QInflow = Estimated base flow (acre-feet/year) (estimate by seasonal measurements and/or comparison to similar watersheds)
- QEvap = Loss attributed to evaporation less the precipitation (acre-feet/year) (computed for average water surface)
- QSeepage = Loss (or gain) attributed to seepage to groundwater (acre-feet/year)
- QE.T. = Loss attributed to plant evapotranspiration (computed for average plant area above water surface, not including the water surface)

10. Step 10— Inflow Area and Outlet Protection

Provide a means to dissipate flow energy entering the basin to limit sediment resuspension. Outlets should be placed in an offbay that is at least 3 feet deep. The outlet should be protected from clogging by a skimmer shield that starts at the bottom of the permanent pool and extends above the maximum capture volume depth. Also, provide for a trash rack.

11. Step 11— Forebay Design

Provide the opportunity for larger particles to settle out in an area that has a solid driving surface bottom for vehicles to facilitate sediment removal. The forebay volume of the permanent pool should be 5 to 10 percent of the design WQCV.

12. Step 12— Vegetation

Cattails, sedges, reeds, and wetland grasses should be planted in the wetland bottom. Berms and side-sloping areas should be planted with native or irrigated turf-forming grasses. Initial establishment of the wetlands requires control of the water depth. After planting wetland species, the permanent pool should be kept at 3 to 4 inches to allow growth and to help establish the plants, after which the pool should be raised to its final operating level.

13. Step 13— Dam Embankment

The embankment should be designed not to fail during a 100-year or larger storm. Embankment slopes should be no steeper than 4:1 and planted with turf-forming

grasses. Poorly compacted native soil should be excavated and replaced. Embankment soil should be compacted to at least 95 percent of its maximum density according to ASTM D698-70 (Modified Proctor). An emergency overflow channel through the embankment to convey the 100-year peak inflow rate should be provided.

14. Step 14 – Maintenance Access

Paved vehicle access to the forebay and outlet area must be provided for maintenance and removal of bottom sediments. Maximum grades shall not exceed 7 percent.

**EXHIBIT 18**

Wetland Pool Area Distribution

Components	Percent of Permanent Pool Surface Area (%)	Water Design Depth
Forebay, outlet, and free water surface areas	30 to 50	2 to 4 feet deep
Wetland zones with emergent vegetation	56 to 70	6 to 12 inches deep*

\*One-third to one-half of this zone should be 6 inches deep.

Source: Urban Drainage and Flood Control District

## 5.8 Retention Pond

### 5.8.1 Description

A retention pond is a sedimentation facility that has a permanent pool of water that is replaced with storm water, in part or in total, during storm water runoff events. In addition, a temporary detention volume is provided above this permanent pool to capture storm water runoff and enhance sedimentation. Retention ponds are similar to extended detention basins because they are designed to capture in total, as a surcharge to the pond, runoff from frequently occurring storms. However, retention ponds differ from extended detention basins because the influent water mixes with the permanent pool water as it rises above the permanent pool level. The surcharge captured volume above the permanent pool is then released over 12 hours.

Retention ponds require a dry-weather base flow to maintain the permanent pool. They can be very effective in removing pollutants, and, under the proper conditions, can satisfy multiple objectives.

### 5.8.2 General Application

A retention pond can be used to improve the quality of urban runoff from roads, parking lots, residential neighborhoods, commercial areas, and industrial sites and is generally used as regional or follow-up treatment because of the base flow requirements. It can be used as an onsite BMP if the owner provides sufficient water to keep the pond full between storms. A retention pond works well in conjunction with other BMPs, such as upstream onsite source controls or downstream filter basins.

### 5.8.3 General Properties

#### General

A retention pond provides the following benefits:

- Moderate to high removal rates of many urban pollutants
- Wildlife habitat opportunities
- Recreation, aesthetics, and open space opportunities
- Part of a larger flood control basin

Their primary drawbacks include safety concerns; more difficult maintenance and sediment removal than for extended detention basins; floating litter, scum, and algal blooms; possible nuisance odors; and possible mosquito problems. Aquatic plant growth can be a factor in clogging outlet controls. The permanent pool can attract waterfowl, which can add to the nutrient load entering and leaving the pond.

#### Physical Site Suitability

Although site suitability concerns are similar to those stated for an extended detention basin, a retention pond has one primary difference—it requires sufficient continuous base flow to maintain the pool. A complete water budget under the projected urbanized watershed conditions should be performed to assure that the base flow will exceed evaporation, evapotranspiration, and seepage losses.

#### Pollutant Removal

A retention pond achieves moderate to high removal rates for particulate matter through sedimentation during and shortly after the runoff event. During a storm event, part or all of the permanent pool water is displaced and the pool becomes a mixture of the former pool water and new runoff. The period between storms allows biological uptake of soluble nutrients and metals from the water column in the permanent pool while also providing time for quiescent settling of fine sediment particles that remain in the pool after a storm. Some of the sediment can resuspend and soluble compounds can remobilize if a large storm event causes intense mixing or when unfavorable chemical conditions exist in the pool (such as low dissolved oxygen [DO] or pH). Also, algal growth and other biological activity can produce suspended solids and increased concentrations of certain forms of phosphates and nitrogen compounds in dry-weather base flow discharges from the pond.

Without a sufficient continuous base flow, a wet pond can concentrate levels of salts and algae between storm events through evaporation. Besides contributing to nuisance problems, the water quality of the pool is very important. A storm event will displace any concentrated pond water, and in some instances, can result in discharges of water with pollutant concentrations exceeding the inflow—exactly the opposite of the intent for providing this BMP.

#### Aesthetics and Multiple Uses

A retention pond offers improved aesthetics and multiple uses beyond those typically found at an extended detention basin. The bulk of the capture volume occurs as a surcharge above the permanent pool, with some of it occurring above the dry-weather bank areas. As a

result, most of the sediment deposits are left behind within the permanent pool zone, where they are not seen by the public. Also, the permanent pool offers some aquatic habitat and is a habitat for waterfowl. However, waterfowl can be a nuisance because of the fecal matter they deposit on the banks and in the pool.

#### **5.8.4 Maintenance Requirements**

Maintenance requirements for the retention pond are similar to those for the extended detention basin found in Exhibit 14.

#### **5.8.5 Design Considerations**

The required total basin design volume of a retention pond facility includes the volume needed for a permanent pool (greater than or equal to WQCV) plus a WQCV as a surcharge above the permanent pool. If desired, a flood routing detention volume can be provided above the WQCV.

Whenever desirable and feasible, incorporate the retention pond within a larger flood control basin. Also, whenever possible, try to provide for other urban uses such as active or passive recreation and wildlife habitat. Try to locate recreational areas to limit the frequency of inundation to one or two occurrences a year. Generally, the area within the WQCV is not well suited for active recreation facilities such as ballparks, playing fields, and picnic areas. These should be located above this pool level.

High exfiltration rates can initially make it difficult to maintain a permanent pool in a new retention pond, but the bottom can eventually seal with fine sediment and become relatively impermeable over time. It is best, however, to seal the bottom and the sides of a permanent pool if it is located on permeable soils and to leave the areas above the permanent pool unsealed to promote exfiltration of the storm water detained in the surcharge WQCV.

There are two primary differences in design between a retention pond and an extended detention basin:

- The retention pond requires a base flow to maintain and to flush a permanent pool.
- A retention pond is designed to empty the surcharge WQCV over a 12-hour period, instead of the longer 40 hours needed for an extended detention basin because the sediment removal process is more efficient when the outflow occurs above the bottom of the basin. Sediments become trapped below the outlet, and sedimentation continues in the pool after the captured surcharge volume is emptied.

Standard Drawing 9 (Attachment 1) shows a representative layout for a retention pond. Although flood storage has not been addressed in these recommendations for the same reasons mentioned under extended detention basins, it can be easily provided for above the surcharge WQCV. Embankment and safety design considerations for a retention pond are identical to those discussed for an extended detention basin, except more attention should be given to cutoff collars on the outlet pipe to safeguard against piping along the outlet.

The amount of construction activity within a basin, the erosion control measures implemented, and the size of the basin will influence the frequency of sediment removal

from the pond. It is estimated that accumulated sediment will need to be removed at 5- to 20-year intervals if there are no construction activities within the tributary catchment.

### 5.8.6 Design Procedure and Criteria

The following steps outline the design procedure and criteria for a retention pond.

#### 1. Step 1 – Basin Surchage Storage Volume

Find the required storage surcharge volume (watershed inches of runoff). Determine the required WQCV in watershed inches of runoff using Exhibit 13, based on the retention pond 12-hour drain time. The WQCV is the surcharge volume above the permanent pool. Calculate the design surcharge volume in acre-feet as follows:

$$Design\ Surcharge\ Volume = \left( \frac{WaterQualityCaptureVolume_I}{12} \right) * Area \tag{Equation 16}$$

In which:

Water Quality Capture Volume = Water quality capture volume from Exhibit 13 in watershed inches

Area = The drainage area tributary to the retention pond (acres)

#### 2. Step 2 – Permanent Pool

The permanent pool provides storm water quality enhancement between storm water runoff events through biochemical processes and continuing sedimentation.

Volume of the permanent pool:

$$Permanent\ Pool = 1.0\ to\ 1.5\ (WaterQualityCaptureVolume)$$

#### 3. Step 3 – Depth Zones

The permanent pool shall have two depth zones:

- A littoral zone 6 to 12 inches deep that is between 25 to 40 percent of the permanent pool surface area for aquatic plant growth along the perimeter of the permanent pool.
- A deeper zone of 4 to 8 feet average depth in the remaining pond area to promote sedimentation and nutrient uptake by phytoplankton. The maximum depth in the pond shall not exceed 12 feet.

#### 4. Step 4 – Base Flow

A net influx of water must be available through a perennial base flow and must exceed the losses. The following equation and parameters can be used to estimate the net quantity of base flow available at a site:

$$\tag{Equation 17}$$

$$Q_{Net} = Q_{Inflow} - Q_{Evap} - Q_{Seepage} - Q_{E.T.}$$

In which:

- $Q_{net}$  = Net quantity of base flow (acre-feet/year)
- $Q_{inflow}$  = Estimated base flow (acre-feet/year) (estimate by seasonal measurements and/or comparison to similar watersheds)
- $Q_{evap}$  = Loss because of evaporation less the precipitation (acre-feet/year) (computed for average water surface)
- $Q_{seepage}$  = Loss (or gain) because of seepage to groundwater (acre-feet/year)
- $Q_{E.T.}$  = Loss because of plant evapotranspiration (additional loss through plant area above water surface not including the water surface)

5. Step 5—Outlet Control

Provide outlet controls that limit WQCV depth to 2 feet or less. Use a water quality outlet that is capable of releasing the WQCV in no less than a 12-hour period.

For a perforated outlet, calculate the required flow area and use Exhibit 15 to determine appropriate perforation dimensions. The total outlet area can be calculated by multiplying the area per row by the number of rows. The vertical spacing between hole centerlines should be 4 inches and the lowest perforations should be set at the water surface elevation of the outlet micropool.

6. Step 6—Trash Rack

Provide a trash rack of sufficient size to prevent clogging of the primary water quality outlet. Size the rack so as not to interfere with the hydraulic capacity of the outlet. Using the total outlet area and the selected perforation diameter (or height), Exhibit 16 will help to determine the minimum open area required for the trash rack. If a perforated vertical plate or riser is used, use one-half of the total outlet area to calculate the trash rack's size. This accounts for the variable inundation of the outlet orifices. The spacing of trash rack bars must be proportioned to the size of the smallest orifice protected. Standard Drawings 4, 6, and 7 (Attachment 1) illustrate a suggested standardized outlet design for smaller sites. Trash racks for the 2-year and 100-year outlet should be sized using the guidelines provided for the water quality outlet above.

7. Step 7—Basin Slope

Shape the pond with a gradual expansion from the inflow area and a gradual contraction toward the outlet, thereby limiting short-circuiting. The basin length-to-width ratio between the inflow area and outlet should be between 2:1 and 3:1, with the larger being preferred. It may be necessary to modify the inflow area and outlet point using pipes, swales, or channels to accomplish this.

#### 8. Step 8—Basin Side Slopes

Side slopes should be stable and sufficiently gentle to limit channel erosion and to facilitate maintenance. Side slopes above the permanent pool should be no steeper than 4:1. The littoral zone should be very flat (that is, 40:1 or flatter) with the depth ranging from 6 inches near the shore and extending to no more than 12 inches at the furthest point from the shore. The side slope below the littoral zone shall be 3:1 or flatter.

#### 9. Step 9—Dam Embankment

The embankment should be designed not to fail during a 100-year or larger storm. Embankment slopes should be no steeper than 4:1 and covered with turf-forming grasses to limit erosion. Poorly compacted native soil should be removed and replaced. Embankment soil should be compacted to 95 percent of its maximum density according to ASTM D698-70 (Modified Proctor). An emergency overflow channel through the embankment to convey the 100-year peak inflow rate should be provided.

#### 10. Step 10—Vegetation

Vegetation provides erosion control and enhances site stability. Berms and side-sloping areas should be planted with native turf-forming grasses or irrigated turf, depending on the local setting and proposed uses for the pond area. The shallow littoral bench should have a 4- to 6-inch organic topsoil layer and be vegetated with aquatic species.

#### 11. Step 11—Maintenance Access

Vehicle access to the basin bottom, forebay, and outlet area must be provided for maintenance and removal of bottom sediments. Maximum grades should not exceed 10 percent, and a stabilized, all-weather driving surface capable for use by maintenance equipment shall be provided. If conditions warrant, a gravel or hard surface shall be provided.

#### 12. Step 12—Inflow Area

Dissipate flow energy at the inflow area to limit erosion and to diffuse the inflow plume where it enters the pond.

#### 13. Step 13—Forebay Design

To provide an opportunity for larger particles to settle out, install an area that has a solid driving surface bottom to facilitate sediment removal. A berm consisting of a rock and topsoil mixture should be part of the littoral bench to create the forebay and have a minimum top width of 8 feet and side slopes no steeper than 4:1. The forebay volume of the permanent pool should be 5 to 10 percent of the design WQCV.

#### 14. Step 14—Underdrains

Provide underdrain trenches near the edge of the pond. The trenches should be no less than 12 inches wide, filled with ASTM C-33 sand to within 2 feet of the ponds permanent pool water surface, and with an underdrain pipe connected through a valve to the outlet. These underdrains will permit the pond to be dried out when it has to be cleaned out to restore volume lost due to sediment deposition.

## 5.9 Acknowledgement

The descriptions of the BMPs contained in this chapter were adapted from descriptions of BMPs found in the Urban Drainage and Flood Control District (Colorado) Drainage Criteria Manual Volume 3 and the City of Sioux Falls Chapter 11 Drainage Improvements.

## 6. Maintenance Plans

---

### 6.1 General

Maintenance plans shall be submitted with all construction plans and included in the subdivision agreement or master deed documents of all subdivisions. These plans shall include the following information:

- A copy of the final approved drainage plan for the development that delineates the facilities and all easements, maintenance access, and buffer areas.
- A detailed description of the procedure for both preventative and corrective maintenance activities. Preventative maintenance shall include periodic inspections, adjustments and replacements, and record keeping of operations and expenditures. Inspection and Maintenance Checklists for several types of Post-construction BMPs are included in Attachment 2, and may be used to track inspections and maintenance activity, as appropriate.
- The party responsible for performing each of the various maintenance activities described, which shall be recorded with final approved plans and plats.

### 6.2 Maintenance Agreement

Where applicable, the property owner shall submit evidence of a legally binding agreement with the City of Watertown for maintenance oversight of the BMP before final project approval is granted. The Agreement shall be recorded with the Codington County Register of Deeds contemporaneous with plat recording or issuance of a building permit. This agreement shall outline maintenance responsibilities as described in Section 5.1 and may require a maintenance easement to allow the City access to inspect the BMP(s) and may include the right to perform routine maintenance as necessary to ensure proper functioning of the storm water BMP.

The agreement shall specify the timeframe for action to address needed maintenance. If the BMP owner does not properly obtain City authority and perform the needed maintenance, the City can assess the costs against the property owner(s). The agreement shall meet all requirements of the City of Watertown Stormwater Best Management Practice Development Agreement form.

## 7. References

---

City of Sioux Falls, South Dakota. 2004. *Chapter 11 Drainage Improvements*.

FEMA Map Service Center. Available online at: <http://msc.fema.gov>.

Federal Highway Authority, *Manual on Uniform Traffic Control Devices*.

Minnesota Department of Transportation, *Drainage Design Manual*.

South Dakota Department of Transportation, *Road Design Manual, Chapter 11*.

Urban Drainage and Flood Control District. 1999. *Criteria Manual*. Denver, CO.

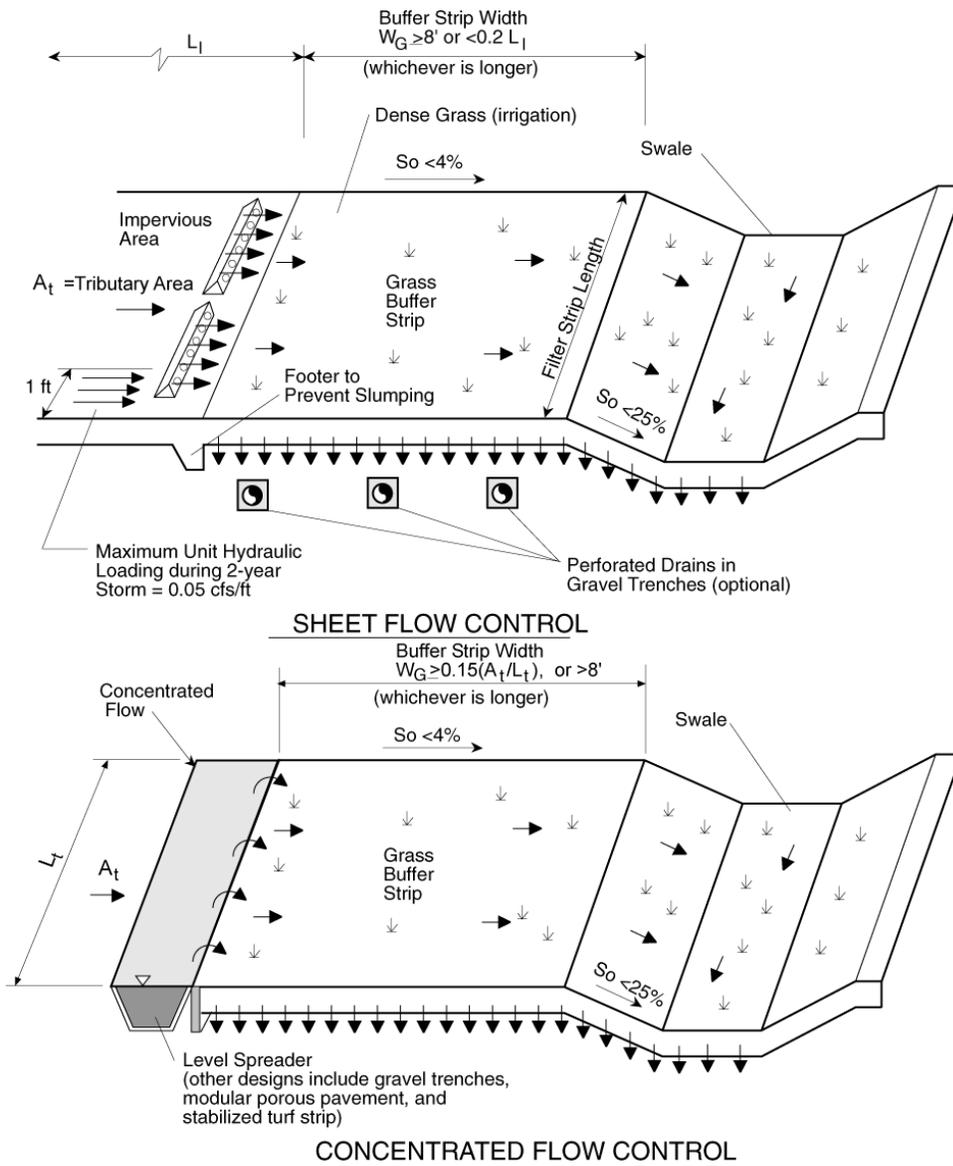
U.S. Environmental Protection Agency (USEPA). *Post-Construction Minimum Measure Fact Sheet*.

[http://cfpub1.epa.gov/npdes/stormwater/menuofbmps/index.cfm?action=min\\_measure&min\\_measure\\_id=5](http://cfpub1.epa.gov/npdes/stormwater/menuofbmps/index.cfm?action=min_measure&min_measure_id=5)

Washtenaw County, Michigan. 2000. *Rules of the Washtenaw County Drain Commissioner, Procedures and Design Criteria for Storm Water Management Systems*.

**Attachment 1**  
**Standard Drawings**

---

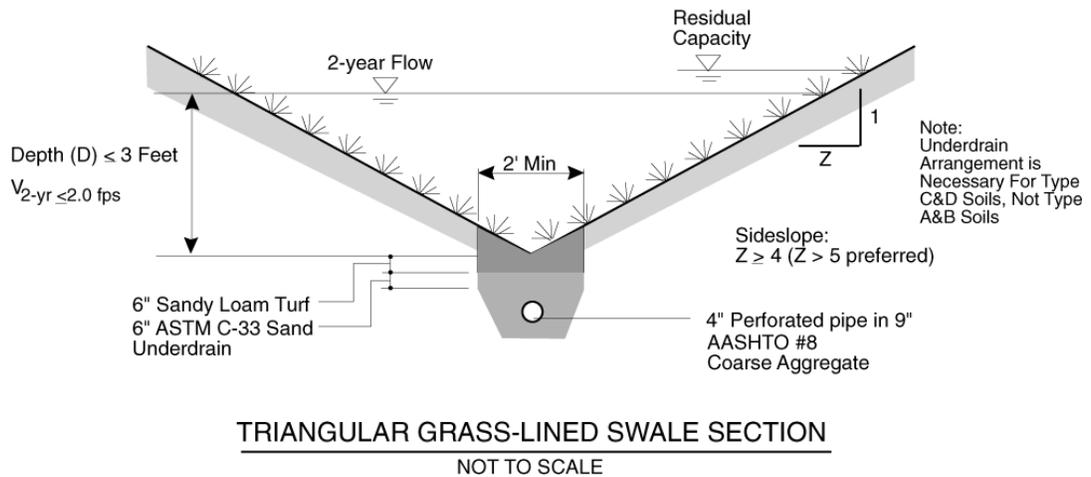
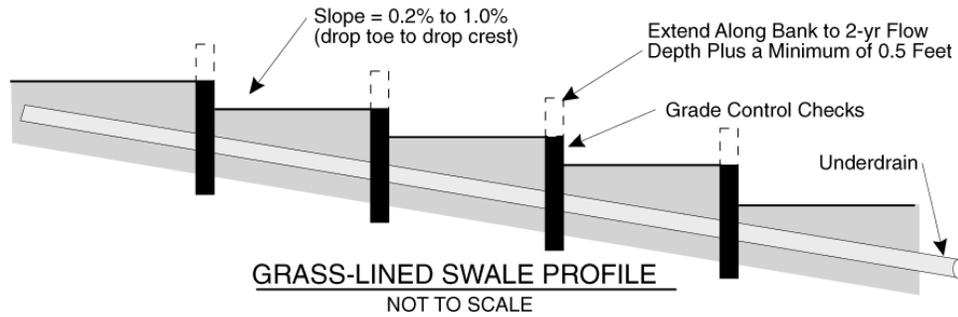
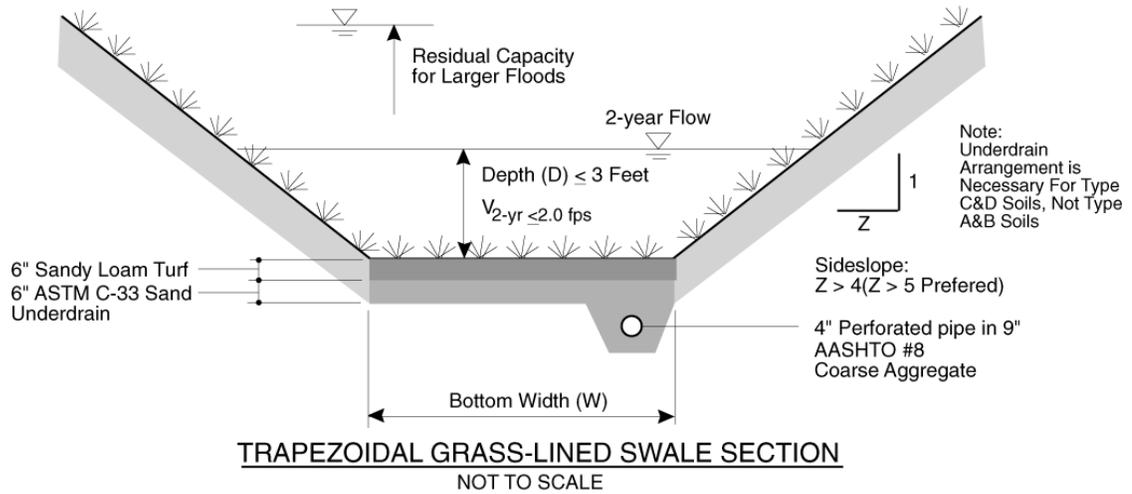


Note: Not to Scale

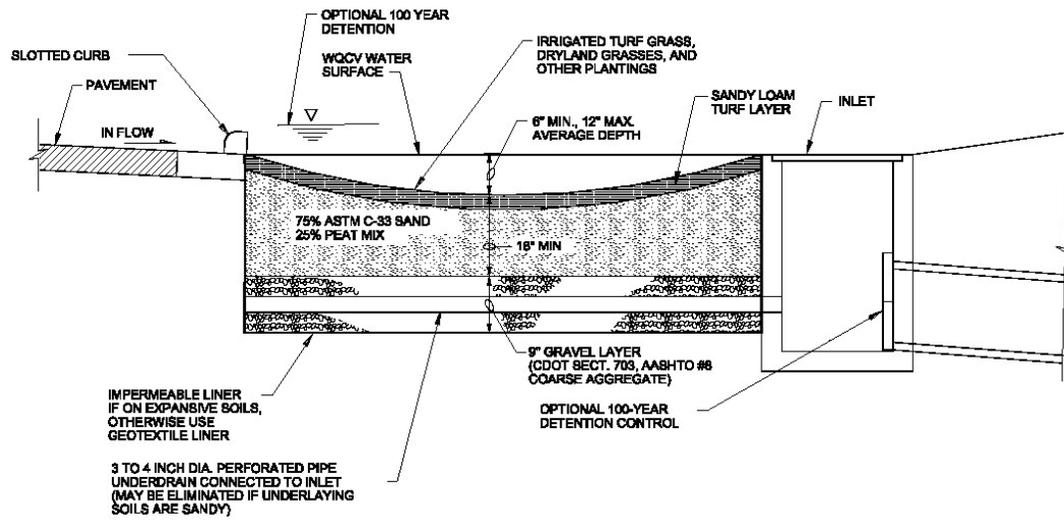
**FIGURE GB-1**  
**Applications of Grass Buffers**

STRUCTURAL BEST MANAGEMENT PRACTICES

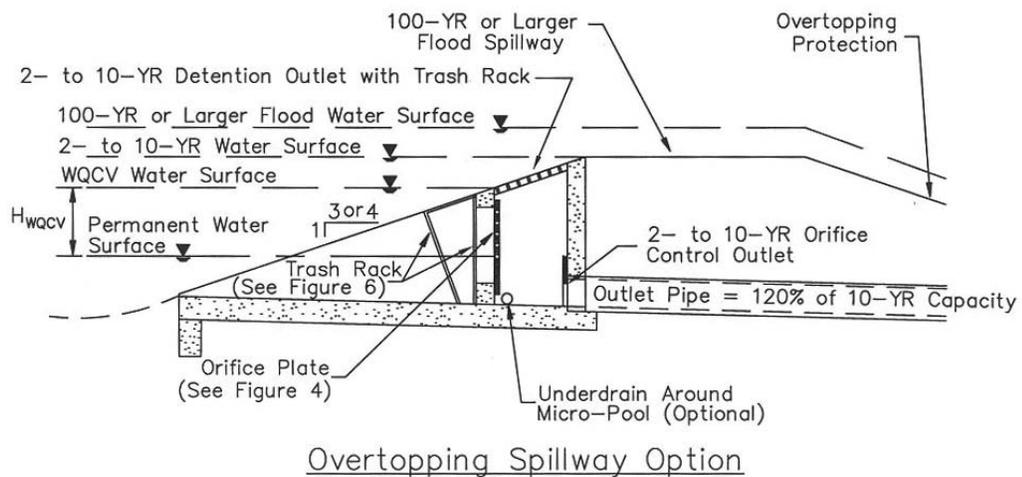
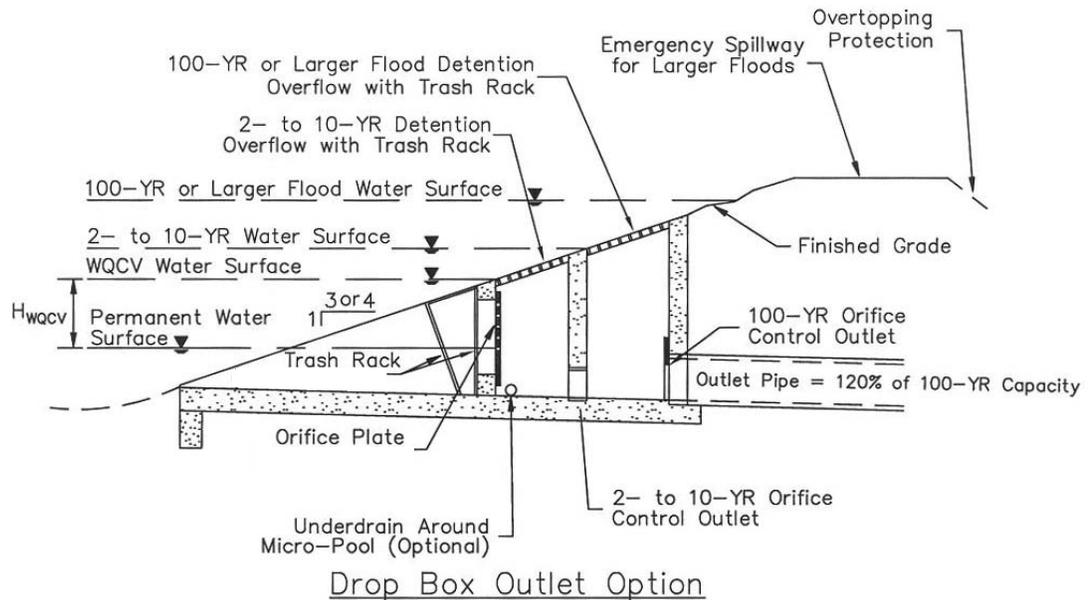
DRAINAGE CRITERIA MANUAL (V.3)



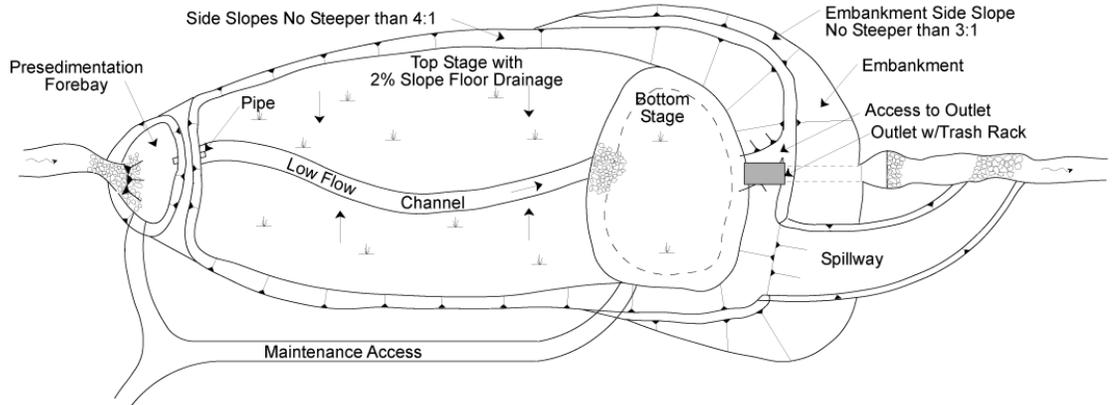
Standard Drawing 2  
Profile and Sections of a Grass Swale



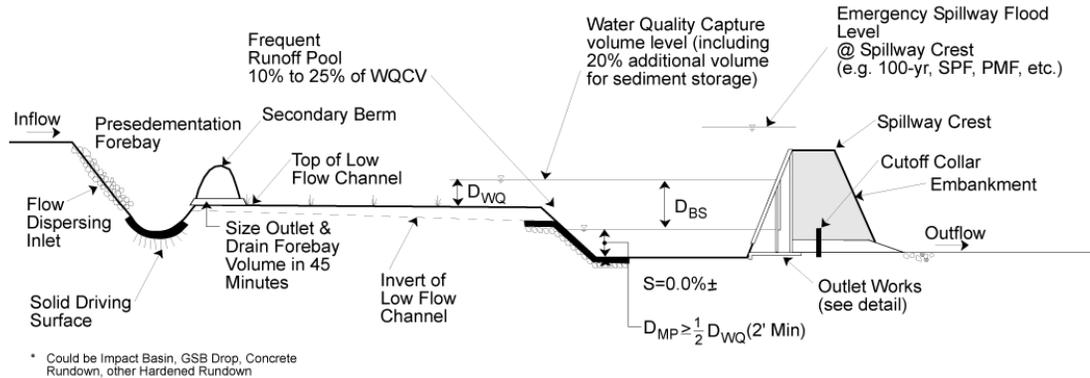
Standard Drawing 3  
Porous Landscape Detention



**Standard Drawing 4**  
 Typical WQCV Outlet Structure Profiles Including  
 2- to 10-year and 100-yr Detention



PLAN  
NOT TO SCALE



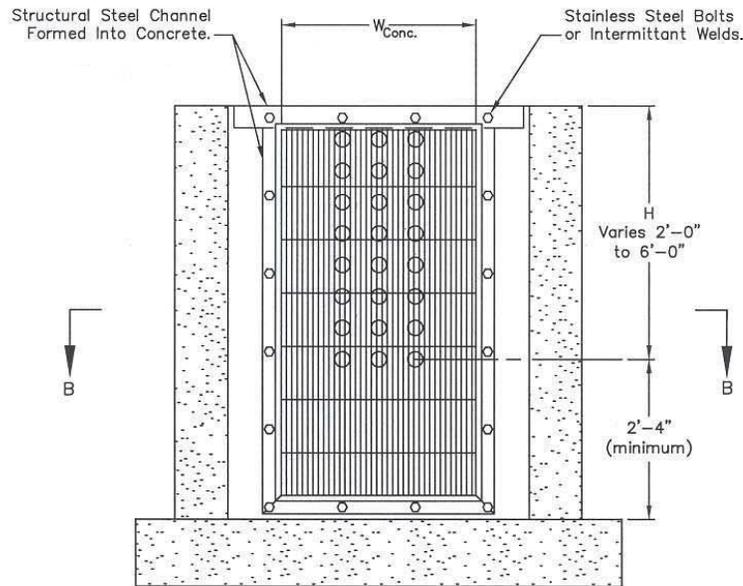
SECTION  
NOT TO SCALE

**FIGURE EDB-1**  
**Plan and Section of an Extended Detention Basin Sedimentation Facility**

9-1-99  
Urban Drainage and Flood Control District

S-41

Standard Drawing 5  
Plan and Section of an Extended  
Detention Basin Sedimentation Facility  
Watertown Post-Construction Manual



WQCV Trash Racks:

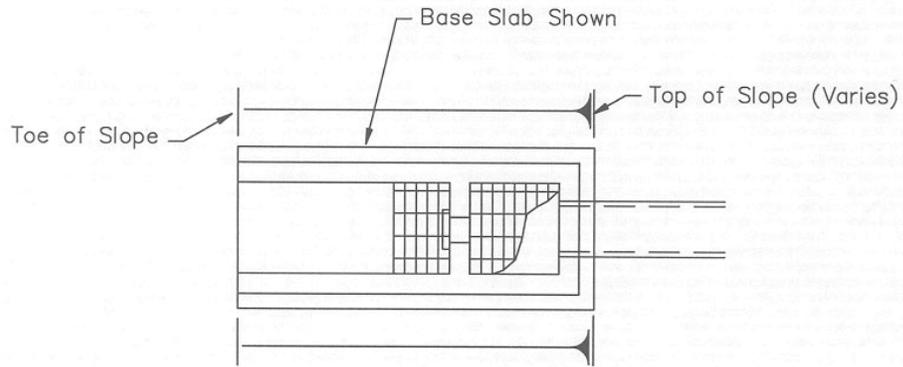
Elevation

1. Well-screen trash racks shall be stainless steel and shall be attached by intermittant welds along the edge of the mounting frame.
2. Bar grate trash racks shall be aluminum and shall be bolted using stainless steel hardware.
3. Trash Rack widths are for specified trash rack material. Finer well-screen or mesh size than specified is acceptable, however, trash rack dimensions need to be adjusted for materials having a different open area/gross area ratio.
4. Structural design of trash rack shall be based on full hydrostatic head with zero head downstream of the rack.

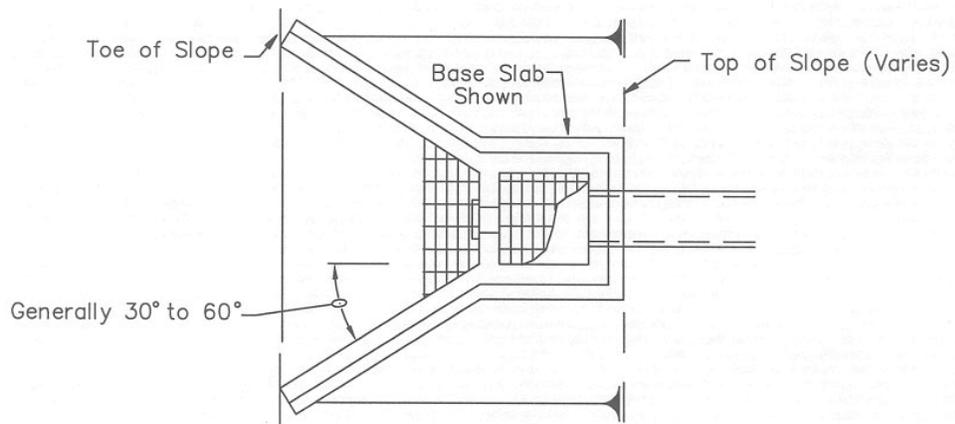
Overflow Trash Racks:

1. All trash racks shall be mounted using stainless steel hardware and provided with hinged and lockable or boltable access panels.
2. Trash racks shall be stainless steel, aluminum, or steel. Steel trash racks shall be hot dip galvanized and may be hot powder painted after galvanizing.
3. Trash Racks shall be designed such that the diagonal dimension of each opening is smaller than the diameter of the outlet pipe.
4. Structural design of trash rack shall be based on full hydrostatic head with zero head downstream of the rack.

**Standard Drawing 6**  
 Suggested WQCV Outlet  
 Standardized Trash Rack Design  
*Watertown Post-Construction Manual*



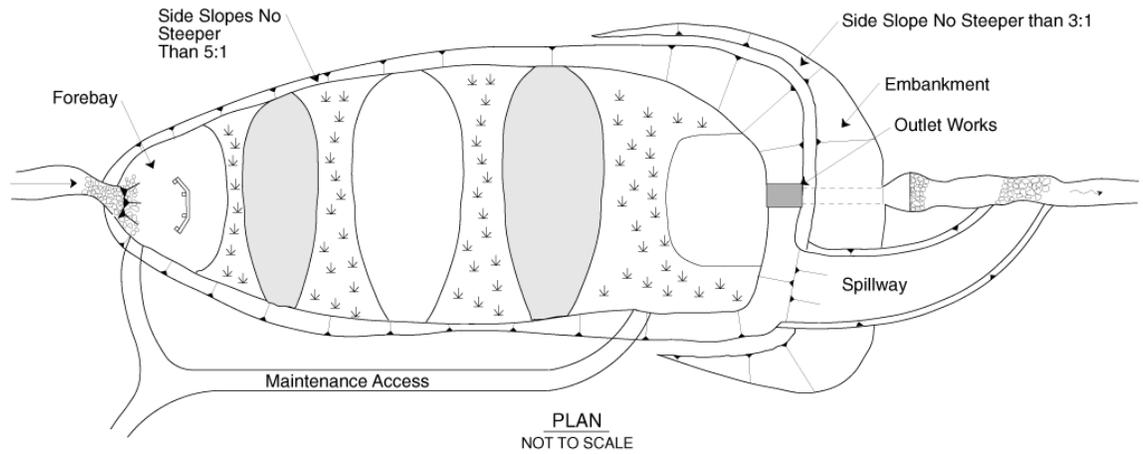
Plan View—Straight Wingwall Option



For either a Vertical or Adverse-Slope Trash Rack  
a handrail may be required.

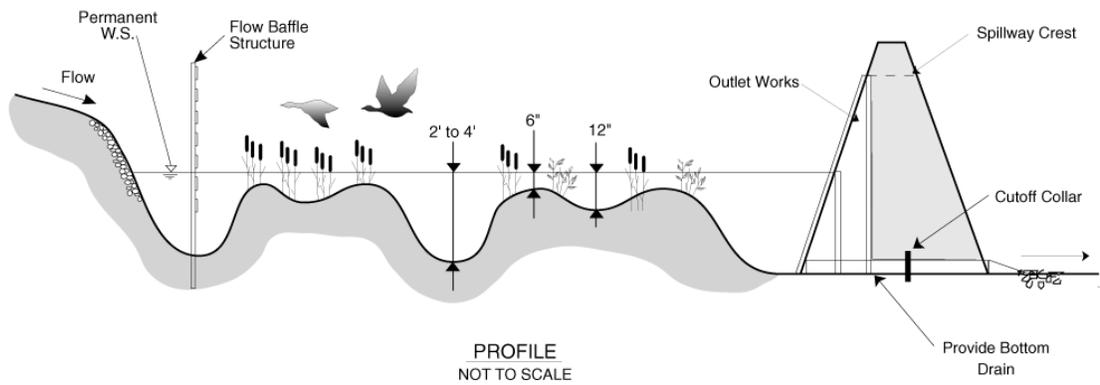
Plan View—Flared Wingwall Option

**Standard Drawing 7**  
Typical WQCV Outlet Structure  
Wingwall Configurations  
*Watertown Post-Construction Manual*



**Depth Variation Legend**

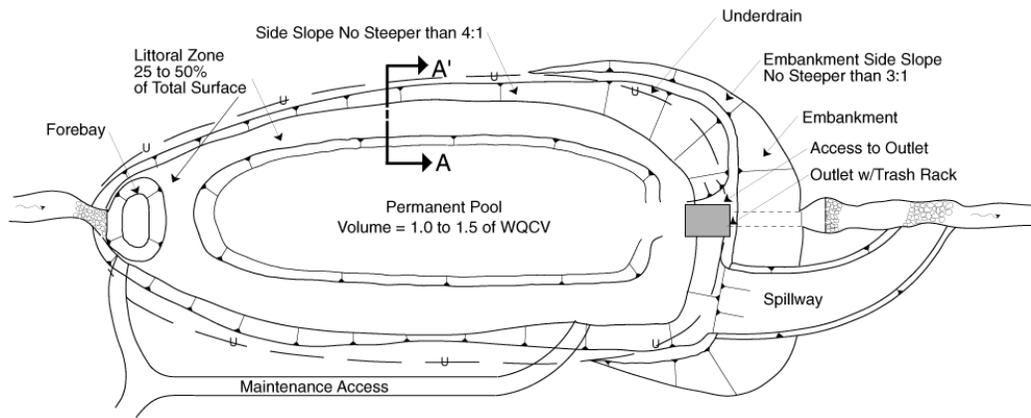
-  Innundated 6" below permanent pool
-  Innundated to 12" below permanent pool
-  Innundated 2' to 4' below permanent pool



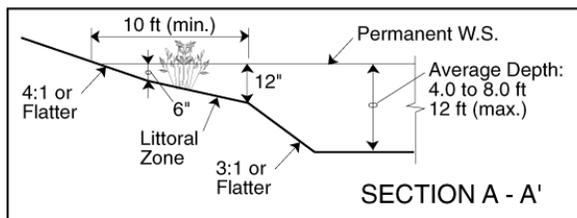
**FIGURE CWB-1**  
**Plan and Profile of a Constructed Wetland Basin Sedimentation Facility**

S-58

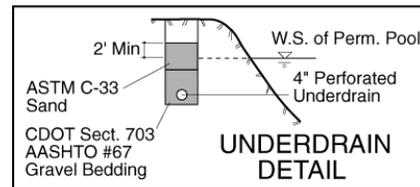
**Standard Drawing 8**  
 Urban Drainage and Flood Control District  
 Plan and Profile of a Constructed  
 Wetland Basin Sedimentation Facility  
*Watertown Post-Construction Manual*



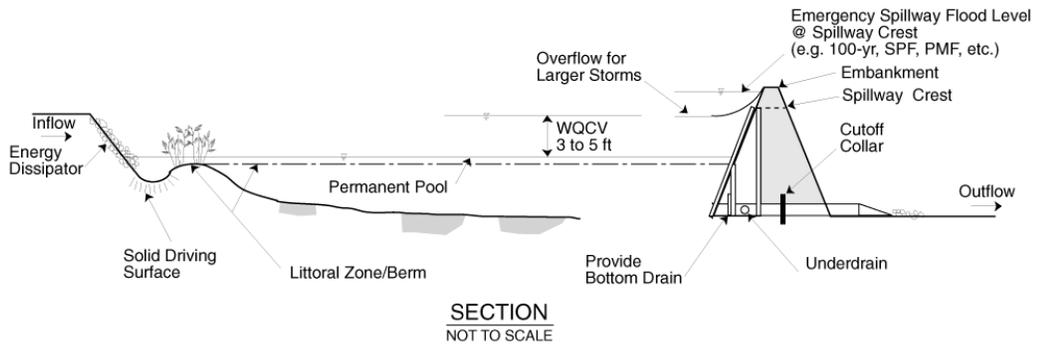
**PLAN**  
NOT TO SCALE



**SECTION A - A'**



**UNDERDRAIN  
DETAIL**



**SECTION**  
NOT TO SCALE

**FIGURE RP-1**  
**Plan and Section of a Wet Extended Detention Basin**

S-70

9-1-99  
Urban Drainage and Flood Control District

**Standard Drawing 9**  
Plan and Section of a Retention  
Pond—Sedimentation Facility  
*Watertown Post-Construction Manual*

**Attachment 2**  
**Maintenance and Inspection Forms**

## OPEN CHANNEL MAINTENANCE INSPECTION FORM

Facility Number: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Watershed: \_\_\_\_\_

Weather: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Date of Last Rainfall: \_\_\_\_\_ Amount: \_\_\_\_\_ Inches Streets: \_\_\_\_\_

Mapbook Location: \_\_\_\_\_ GPS Coordinates: \_\_\_\_\_ Property Classification:

Residential 9

Government 9 Commercial 9

Other: \_\_\_\_\_

**Type of Practice (as designed):** Dry Swale 9 Wet Swale 9 Grass Channel 9

As-built Plan Available? Yes 9 No 9

Is Facility Inspectable? Yes 9 No 9 Why? \_\_\_\_\_ Comments Specific Location(s): \_\_\_\_\_

### Scoring Breakdown:

**N/A = Not Applicable**

**1 = Monitor (potential for future problem exists) \***

**Use open space in each section to further explain scoring as needed**

**N/I = Not Investigated**

**2 = Routine Maintenance Required**

**0 = Not a Problem**

**3 = Immediate Repair Necessary**

### 1. Culverts

Debris	N/A	N/I	0	1	2	3
Metal corrosion	N/A	N/I	0	1	2	3
Metal protective material	N/A	N/I	0	1	2	3
Metal misalignment or split seams / joints	N/A	N/I	0	1	2	3
Leaks	N/A	N/I	0	1	2	3
Concrete / masonry major spalling (exposed rebar)	N/A	N/I	0	1	2	3
Concrete / masonry minor spalling or parging (< 1")	N/A	N/I	0	1	2	3
Concrete / masonry joint failure	N/A	N/I	0	1	2	3
Concrete / masonry watertight	N/A	N/I	0	1	2	3

### 2. Soil / Filter Material

Depth and material of layers	Depth: _____ Material: _____					
Test pit depth	Depth: _____					
Accumulation of debris and sediments	N/A	N/I	0	1	2	3
Accumulation of oil/ chemicals	N/A	N/I	0	1	2	3
Standing water			No	Yes		
Filter fabric	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3

### 3. Underdrains

Broken	N/A	N/I	0	1	2	3
Daylighted	N/A	N/I	0	1	2	3
Clogged	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3

**N/A = Not Applicable**  
**N/I = Not Investigated**  
**0 = Not a Problem**

**1 = Monitor for Future Repairs**  
**2 = Routine Repairs Needed**  
**3 = Immediate Repair Needed**

Agenda Item 5.(d) Revisions of the Engineering Design Standards

**OPEN CHANNEL MAINTENANCE INSPECTION FORM**

<b>4. Check Dams</b>						
Is clear of debris and trash	N/A	N/I	0	1	2	3
Sediment build up > 25% of original WQv	N/A	N/I	0	1	2	3
Undermined / eroded	N/A	N/I	0	1	2	3
Wood condition	N/A	N/I	0	1	2	3
Pea gravel diaphragm at correct level	N/A	N/I	0	1	2	3
<b>5. Vegetation</b>						
Density	N/A	N/I	0	1	2	3
Evidence of die-off	N/A	N/I	0	1	2	3
<b>6. Upland Characteristics</b>						
Accumulation of debris and trash	N/A	N/I	0	1	2	3
Erosion	N/A	N/I	0	1	2	3
<b>7. Special Structures</b>						
Vehicular access	N/A	N/I	0	1	2	3
Accumulation sediment / trash	N/A	N/I	0	1	2	3
<b>8. Miscellaneous</b>						
Complaints from local residents	N/A	N/I	0	1	2	3
Pea gravel diaphragm at correct level	N/A	N/I	0	1	2	3
Public hazards	N/A	N/I	0	1	2	3
Mosquitoes	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3

N/A = Not Applicable  
 N/I = Not Investigated  
 0 = Not a Problem

1 = Monitor for Future Repairs  
 2 = Routine Repairs Needed  
 3 = Immediate Repair Needed



**OPEN CHANNEL MAINTENANCE INSPECTION FORM**

**Sketches, If Necessary:**

A large, empty rectangular box with a black border, intended for drawing sketches. It occupies most of the page's vertical space.

**N/A = Not Applicable**  
**N/I = Not Investigated**  
**0 = Not a Problem**

**1 = Monitor for Future Repairs**  
**2 = Routine Repairs Needed**  
**3 = Immediate Repair Needed**

### BIORETENTION MAINTENANCE INSPECTION FORM

Facility Number: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_ Watershed: \_\_\_\_\_  
 Weather: \_\_\_\_\_ Inspector(s): \_\_\_\_\_  
 Date of Last Rainfall: \_\_\_\_\_ Amount: \_\_\_\_\_ Inches Streets: \_\_\_\_\_  
 Mapbook Location: \_\_\_\_\_ GPS Coordinates: \_\_\_\_\_ Property Classification:  
     Residential 9      Government 9 Commercial 9      Other: \_\_\_\_\_  
 Confined 9      Unconfined 9      Barrel Size \_\_\_\_\_      As-built Plan Available?      Yes 9      No 9  
 Is Facility Inspectable?      Yes 9      No 9      Why? \_\_\_\_\_      Comments Specific Location(s): \_\_\_\_\_

<b>Scoring Breakdown:</b>		
N/A = Not Applicable	1 = Monitor (potential for future problem exists) *	Use open space in each section to further explain scoring as needed
N/I = Not Investigated	2 = Routine Maintenance Required	
0 = Not a Problem	3 = Immediate Repair Necessary	

**1. Outfall Channel(s) from Facility**

Woody growth within 5' of outfall barrel	N/A	N/I	0	1	2	3
Outfall channel functioning	N/A	N/I	0	1	2	3
Manholes, frames and covers	N/A	N/I	0	1	2	3
Released water undercutting outlet	N/A	N/I	0	1	2	3
Erosion	N/A	N/I	0	1	2	3
Displaced rip rap	N/A	N/I	0	1	2	3
Excessive sediment deposits	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3

**2. Outlet / Overflow Spillway**

Woody growth or unauthorized plantings	N/A	N/I	0	1	2	3
Erosion or back cutting	N/A	N/I	0	1	2	3
Soft or boggy areas	N/A	N/I	0	1	2	3
Obstructions / debris	N/A	N/I	0	1	2	3

**3. Filter**

Existing as required	No	Yes				
Sediment accumulation > 1"	No	Yes				
Ponding more than 2 days after rain	No	Yes				
Vegetation	N/A	N/I	0	1	2	3
Depth & material of layers	Depth: _____ Material: _____					
Sediment accumulation in soil bed	N/A	N/I	0	1	2	3
Oil/ chemical accumulation on soil bed	N/A	N/I	0	1	2	3
Filter fabric	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3

N/A = Not Applicable      1 = Monitor for Future Repairs  
 N/I = Not Investigated      2 = Routine Repairs Needed  
 0 = Not a Problem      3 = Immediate Repair Needed

Agenda Item 5.(d) Revisions of the Engineering Design Standards

**BIORETENTION MAINTENANCE INSPECTION FORM**

<b>4. Underdrains</b>						
Broken	N/A	N/I	0	1	2	3
Daylighted	N/A	N/I	0	1	2	3
Clogging	N/A	N/I	0	1	2	3
<b>5. Pretreatment</b>						
Maintenance access	N/A	N/I	0	1	2	3
Pretreatment a practice other than a stone diaphragm and/or grass filter strip			No	Yes	Of so, _____(code)	
Stone diaphragm level	N/A	N/I	0	1	2	3
Stone diaphragm clogged with sediment/debris	N/A	N/I	0	1	2	3
Grass filter strip erosion	N/A	N/I	0	1	2	3
Evidence of short circuiting, rails/ gullies in filter strip			No	Yes		
Level spreader	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3
<b>6. Upland Characteristics</b>						
Excessive trash / debris	N/A	N/I	0	1	2	3
Bare soil present	N/A	N/I	0	1	2	3
Sand in parking lot	N/A	N/I	0	1	2	3
<b>7. Inflow Points</b>						
Number of inflow pipes: _____	Direction:		N	E	W	S
Endwalls, headwalls, end sections	N/A	N/I	0	1	2	3
Inlet/ outflow pipes	N/A	N/I	0	1	2	3
Discharge undercutting outlet or displacing rip-rap	N/A	N/I	0	1	2	3
Discharge water is causing outfall to erode	N/A	N/I	0	1	2	3
Sediment accumulation	N/A	N/I	0	1	2	3
<b>8. Special Structures</b>						
Manhole access (steps, ladders)	N/A	N/I	0	1	2	3
Vehicular access	N/A	N/I	0	1	2	3
Concrete/masonry condition	N/A	N/I	0	1	2	3
Sediment / trash accumulation	N/A	N/I	0	1	2	3
Manhole lockable nuts	N/A	N/I	0	1	2	3
<b>9. Miscellaneous</b>						
Encroachment in facility area and/or easement area by buildings	N/A	N/I	0	1	2	3
Complaints from local residents	N/A	N/I	0	1	2	3
Graffiti	N/A	N/I	0	1	2	3
Public hazards	N/A	N/I	0	1	2	3
Were any pad locks cut and replaced			No	Yes	How many? _____	
Other:	N/A	N/I	0	1	2	3

N/A = Not Applicable  
 N/I = Not Investigated  
 0 = Not a Problem  
 1 = Monitor for Future Repairs  
 2 = Routine Repairs Needed  
 3 = Immediate Repair Needed



**BIORETENTION MAINTENANCE INSPECTION FORM**

**Sketches, If Necessary:**

A large empty rectangular box with a black border, intended for drawing sketches. It occupies most of the page's vertical space.

**N/A = Not Applicable**  
**N/I = Not Investigated**  
**0 = Not a Problem**

**1 = Monitor for Future Repairs**  
**2 = Routine Repairs Needed**  
**3 = Immediate Repair Needed**

Agenda Item 5.(d) Revisions of the Engineering Design Standards

**POND / WETLAND MAINTENANCE INSPECTION FORM**

Facility Number: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_ Watershed: \_\_\_\_\_  
 Weather: \_\_\_\_\_ Inspector(s): \_\_\_\_\_  
 Date of Last Rainfall: \_\_\_\_\_ Amount: \_\_\_\_\_ Inches Streets: \_\_\_\_\_  
 Mapbook Location: \_\_\_\_\_ GPS Coordinates: \_\_\_\_\_ Property Classification:  
 Residential 9 Government 9 Commercial 9 Other: \_\_\_\_\_

**Type of Practice:** WetPond 9 Dry Pond 9 Micropool ED 9 Multiple Pond System 9 Pocket Pond 9  
 Shallow Wetland 9 Shallow ED 9 Pond/ Wetland 9 Pocket Wetland 9

Confined 9 Unconfined 9 Barrel Size \_\_\_\_\_ As-built Plan Available? Yes 9 No 9  
 Is Facility Inspectable? Yes 9 No 9 Why? \_\_\_\_\_ Comments Specific Location(s): \_\_\_\_\_

<b>Scoring Breakdown:</b>			
<b>N/A = Not Applicable</b>	<b>1 = Monitor (potential for future problem exists)</b>	<b>* Use open space in each section to further explain scoring as needed</b>	
<b>N/I = Not Investigated</b>	<b>2 = Routine Maintenance Required</b>		
<b>0 = Not a Problem</b>	<b>3 = Immediate Repair Necessary</b>		

**1. Outfall Channel(s) from Pond**

Woody growth within 5' of outfall barrel	N/A	N/I	0	1	2	3
Outfall channel functioning	N/A	N/I	0	1	2	3
Manholes, Frames and Covers	N/A	N/I	0	1	2	3
Released water undercutting outlet	N/A	N/I	0	1	2	3
Erosion	N/A	N/I	0	1	2	3
Displaced rip rap	N/A	N/I	0	1	2	3
Excessive sediment deposits	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3

**2. Downstream Dam Bank**

Cracking, bulging, or sloughing of dam	N/A	N/I	0	1	2	3
Erosion and/or loss of dam material	N/A	N/I	0	1	2	3
Animal burrows	N/A	N/I	0	1	2	3
Soft spots or boggy areas	N/A	N/I	0	1	2	3
Woody growth or unauthorized plantings on dam	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3

**3. Upstream Dam Bank**

Cracking, bulging, or sloughing of dam	N/A	N/I	0	1	2	3
Erosion and/or loss of dam material	N/A	N/I	0	1	2	3
Animal Burrows	N/A	N/I	0	1	2	3
Soft spots or boggy areas	N/A	N/I	0	1	2	3
Woody growth or unauthorized plantings on dam	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3

**N/A = Not Applicable**      **1 = Monitor for Future Repairs**  
**N/I = Not Investigated**    **2 = Routine Repairs Needed**  
**0 = Not a Problem**         **3 = Immediate Repair Needed**

Agenda Item 5.(d) Revisions of the Engineering Design Standards

**POND / WETLAND MAINTENANCE INSPECTION FORM**

**4. Emergency Spillway**

Woody growth or unauthorized plantings	N/A	N/I	0	1	2	3
Erosion or back cutting	N/A	N/I	0	1	2	3
Soft or boggy areas	N/A	N/I	0	1	2	3
Obstructions / debris	N/A	N/I	0	1	2	3

**5. Principal Spillway Built to Plans**

# of Barrels: _____	Size: _____	RCP	CMP	PVC	STEEL	or	MASONRY	(Circle One)
Confined space entry permit required for entry into all riser and barrels				Entry Approved 9			Entry Denied 9	
Minor spalling or parging (<1")	N/A	N/I	0	1	2	3		
Major spalling (exposed rebar)	N/A	N/I	0	1	2	3		
Joint failure	N/A	N/I	0	1	2	3		
Loss of joint material	N/A	N/I	0	1	2	3		
Leaking	N/A	N/I	0	1	2	3		
Corrosion	N/A	N/I	0	1	2	3		
Protective material deficient	N/A	N/I	0	1	2	3		
Misalignment or split seams / joints	N/A	N/I	0	1	2	3		
Other:	N/A	N/I	0	1	2	3		

**6. Riser Built to Plans**

Size: _____	CONC	CMP	or	MASONRY	(Circle One)	
Minor spalling or parging (<1")	N/A	N/I	0	1	2	3
Major spalling (exposed rebar)	N/A	N/I	0	1	2	3
Joint failure	N/A	N/I	0	1	2	3
Loss of joint material	N/A	N/I	0	1	2	3
Leaking	N/A	N/I	0	1	2	3
Manhole access and steps acceptable	N/A	N/I	0	1	2	3
Corrosion	N/A	N/I	0	1	2	3
Protective material deficient	N/A	N/I	0	1	2	3
Misalignment or split seams / joints	N/A	N/I	0	1	2	3
Anti-vortex device secure / acceptable	N/A	N/I	0	1	2	3
Sediment Accumulation within riser	N/A	N/I	0	1	2	3
Woody or vegetative growth within 25' of riser	N/A	N/I	0	1	2	3
Safety Rebar/pipes in place	N/A	N/I	0	1	2	3
Safety Rebar/pipes corroded	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3

**7. Low Flow Built to Plans**

Orifice and/or trash rack obstructed	N/A	N/I	0	1	2	3
Trash Rack Corrosion	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3

**8. Weir Trash Rack**

Structurally sound	N/A	N/I	0	1	2	3
Debris removal necessary	N/A	N/I	0	1	2	3
Corrosion	N/A	N/I	0	1	2	3

N/A = Not Applicable  
 N/I = Not Investigated  
 0 = Not a Problem  
 1 = Monitor for Future Repairs  
 2 = Routine Repairs Needed  
 3 = Immediate Repair Needed

Agenda Item 5.(d) Revisions of the Engineering Design Standards

**POND / WETLAND MAINTENANCE INSPECTION FORM**

<b>9. Control Valve(s) Built to Plans</b>						
Size: _____		Type: _____				
Operation limited	N/A	N/I	0	1	2	3
Exercised	N/A	N/I	0	1	2	3
Leaks	N/A	N/I	0	1	2	3
Chains & Locks	N/A	N/I	0	1	2	3
Set to design opening	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3
<b>10. Pond Drain Valve</b>						
Operation limited	N/A	N/I	0	1	2	3
Exercised	N/A	N/I	0	1	2	3
Leaks	N/A	N/I	0	1	2	3
Chained & locked correctly	N/A	N/I	0	1	2	3
Other:	N/A	N/I	0	1	2	3
<b>11. Toe &amp; Chimney Drains Clear &amp; Functioning</b>						
N/A	N/I	0	1	2	3	
<b>12. Rip-Rap Pilot Channel (Micropool only)</b>						
Sediment or debris build up	N/A	N/I	0	1	2	3
Erosion/ Undermining	N/A	N/I	0	1	2	3
<b>13. Permanent Pool</b>						
Visible pollution	N/A	N/I	0	1	2	3
Shoreline and / or side slope erosion	N/A	N/I	0	1	2	3
Aquatic bench inadequately vegetated	N/A	N/I	0	1	2	3
Abnormally high or low water (pool) levels	N/A	N/I	0	1	2	3
Sediment / debris accumulation	N/A	N/I	0	1	2	3
Bathometric study recommended			No	Yes		
Other?	N/A	N/I	0	1	2	3
<b>14. Dry Storage</b>						
Vegetation sparse	N/A	N/I	0	1	2	3
Undesirable woody or vegetative growth	N/A	N/I	0	1	2	3
Low flow channels obstructed	N/A	N/I	0	1	2	3
Standing water or spots	N/A	N/I	0	1	2	3
Sediment or debris accumulation	N/A	N/I	0	1	2	3
Bathometric study recommended			No	Yes		
Other:	N/A	N/I	0	1	2	3
<b>15. Pretreatment</b>						
Maintenance access	N/A	N/I	0	1	2	3
Is pretreatment a practice other than a forebay			No	Yes	Of so, _____(code)	
Dredging required			No	Yes		
Hard pad condition (Wet pond only)	N/A	N/I	0	1	2	3
Fixed vertical sediment depth marker present			No	Yes		
Marker Reading _____						
Sediment accumulation	N/A	N/I	0	1	2	3 Estimated % full _____%

N/A = Not Applicable  
 N/I = Not Investigated  
 0 = Not a Problem  
 1 = Monitor for Future Repairs  
 2 = Routine Repairs Needed  
 3 = Immediate Repair Needed

Agenda Item 5.(d) Revisions of the Engineering Design Standards

**POND / WETLAND MAINTENANCE INSPECTION FORM**

<b>16. Inflow Points</b>						
Number of inflow pipes: _____	Direction:		N	E	W	S
Endwalls, headwalls, end sections	N/A	N/I	0	1	2	3
Outfall pipes	N/A	N/I	0	1	2	3
Discharge undercutting outlet or displacing rip-rap	N/A	N/I	0	1	2	3
Discharge water is causing outfall to erode	N/A	N/I	0	1	2	3
Sediment accumulation	N/A	N/I	0	1	2	3
<b>17. Wet Pond Vegetation</b>						
Invasive plants	N/A	N/I	0	1	2	3
% cover _____						
Vegetation matches landscape design plan	N/A	N/I	0	1	2	3
Planting needed	N/A	N/I	0	1	2	3
Shore erosion	N/A	N/I	0	1	2	3
Coverage needs improvement	N/A	N/I	0	1	2	3
<b>18. Pond Buffer</b>						
Encroachment by structures	N/A	N/I	0	1	2	3
Clearing of vegetation	N/A	N/I	0	1	2	3
Planting needed	N/A	N/I	0	1	2	3
Predominant vegetation types:	Forested 9	Shrubs 9	Meadow 9	Maintained Grass 9	Other: _____	
<b>19. Special Structures</b>						
Manhole access (steps, ladders)	N/A	N/I	0	1	2	3
Vehicular access	N/A	N/I	0	1	2	3
Concrete/masonry condition	N/A	N/I	0	1	2	3
Trash racks	N/A	N/I	0	1	2	3
Elbows	N/A	N/I	0	1	2	3
Sediment / trash removal	N/A	N/I	0	1	2	3
Manhole lockable nuts	N/A	N/I	0	1	2	3
<b>20. Miscellaneous</b>						
Encroachment in pond area and/or easement area	N/A	N/I	0	1	2	3
Fence condition	N/A	N/I	0	1	2	3
Safety signs	N/A	N/I	0	1	2	3
Complaints from local residents	N/A	N/I	0	1	2	3
Graffiti	N/A	N/I	0	1	2	3
Public hazards	N/A	N/I	0	1	2	3
Were any pad locks cut and replaced			No	Yes	How Many? _____	

**N/A = Not Applicable**  
**N/I = Not Investigated**  
**0 = Not a Problem**  
**1 = Monitor for Future Repairs**  
**2 = Routine Repairs Needed**  
**3 = Immediate Repair Needed**

**Overall Condition of Facility**

Total number of concerns receiving a: (1)\_\_\_\_\_ - Need Monitoring  
 (2)\_\_\_\_\_ - Routine Repair  
 (3)\_\_\_\_\_ - Immediate Repair Needed

**Inspector's Summary**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Pictures	Clock/Degrees	Prin. Spill. Barrel Joints	Clock/Degrees
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	
11.		11.	
12.		12.	
13.		13.	
14.		14.	
15.		15.	

N/A = Not Applicable  
 N/I = Not Investigated  
 0 = Not a Problem  
 1 = Monitor for Future Repairs  
 2 = Routine Repairs Needed  
 3 = Immediate Repair Needed

**Sketches, If Necessary:**

A large empty rectangular box with a black border, intended for sketches. It occupies most of the page area below the header and above the legend.

**N/A = Not Applicable**  
**N/I = Not Investigated**  
**0 = Not a Problem**

**1 = Monitor for Future Repairs**  
**2 = Routine Repairs Needed**  
**3 = Immediate Repair Needed**

## **Chapter 12**

### **Erosion and Sediment Control**

**Chapter 12**  
**Erosion and Sediment Control**  
**Table of Contents**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
12.1	Introduction	12.1

**Appendix**

Best Management Practices Manual  
**Erosion and Sediment Control Best Management Practices**  
Prepared for City of Watertown

## **Chapter 12**

### **Erosion and Sediment Control**

#### **12.1 Introduction**

The City of Watertown, with the assistance of CH2MHill, has prepared an “Erosion and Sediment Control Best Management Practices” manual as a guide for developing storm water pollution prevention plans for construction sites.

All construction activities shall be in conformance with the City of Watertown’s “Erosion and Sediment Control Best Management Practices” manual. A copy of the manual has been included as an Appendix to this chapter.

This manual outlines the requirements of the City of Watertown’s Construction Site Stormwater Runoff Control Program and provides resources helpful for meeting those requirements. It describes requirements related to erosion and sediment control for all construction sites and provides information useful for enacting appropriate erosion and sediment control. It breaks down construction sites into different categories and defines the different levels of requirements appropriate for each of the specific categories. The practices contained in this document shall be viewed as minimum requirements.

When considering the applicability of the requirements in the City of Watertown’s Post-Construction Stormwater Management in New Development and Redevelopment Program, gravel surfaces constructed prior to the adoption of the Post-Construction Stormwater and Erosion and Sediment Control Best Management Practices Manuals (April 2008) shall be considered impervious.

**APPENDIX**

Best Management Practices Manual  
**Erosion and Sediment Control Best Management Practices**  
Prepared for City of Watertown

---

*Best Management Practices Manual*

**Erosion and Sediment Control**  
**Best Management Practices:**  
A Guide to Developing Stormwater Pollution Prevention Plans for  
Construction Sites

Prepared for  
**City of Watertown**

April 2008

Prepared by  
**CH2MHILL**

## **Executive Summary**

### **Purpose**

The Watertown Erosion and Sediment Control Best Management Practices Manual outlines requirements of the City of Watertown's Construction Site Stormwater Runoff Control Program and provides resources helpful to meeting these requirements. The expected audience for this document includes construction site owners, operators, and their consultants.

### **Overview**

This document provides resources to develop a Stormwater Pollution Prevention Plan (SWPPP) for construction activity which incorporates best management practices (BMPs) appropriate for the City of Watertown. The following areas are discussed:

#### **General Requirements**

Erosion and Sediment Control BMP requirements are outlined based upon the size and type of construction project planned. A detailed outline of the necessary elements of a SWPPP for construction activity is provided, along with performance objectives for implementing BMPs.

#### **Best Management Practices (BMPs)**

BMPs are presented to aid the construction site owner in achieving appropriate levels of erosion control, sediment control, and drainageway protection. Good housekeeping practices and non-structural controls are included. A detailed description of each BMP is presented to aid owners in selecting the most beneficial combination of BMPs for their site. Detailed instructions are provided for implementing and installing individual BMPs.

#### **Disposition of Temporary Measures, Inspections, and Maintenance**

Guidelines to ensure adequate maintenance for installed BMPs are provided. These guidelines can be incorporated in the maintenance plan included in a SWPPP. Minimum requirements for inspection are also presented along with a schedule for discontinuing temporary measures.

# Contents

<b>Executive Summary .....</b>	<b>i</b>
<b>Acronyms .....</b>	<b>v</b>
<b>1. Introduction and Background.....</b>	<b>1</b>
1.1 Impact of Construction Activities .....	1
1.2 Objective of Erosion and Sediment Controls.....	2
1.3 Acknowledgements.....	2
<b>2. General Requirements of Construction Sites and Land Disturbing Activities .....</b>	<b>3</b>
2.1 Requirements and Expectations of All Sites.....	4
2.2 SWPPP Requirements for Sites Greater than One Acre of Disturbed Area .....	5
2.3 Abbreviated Requirements for Small Sites .....	9
2.4 Adjusted Compliance.....	12
2.5 Matrix of Best Management Practices .....	12
<b>3. Erosion Control Best Management Practices .....</b>	<b>13</b>
3.1 Mulching.....	14
3.2 Revegetation.....	15
3.3 Soil Stockpiles.....	17
3.4 Roads and Parking Lots.....	17
3.5 Erosion Control Blanket.....	18
<b>4. Sediment Control Best Management Practices.....</b>	<b>19</b>
4.1 Vehicle Tracking and Temporary Construction Entrances .....	20
4.2 Filter Strips/Grass Buffers .....	21
4.3 Wattles/Fiber Rolls .....	23
4.4 Silt Fence .....	23
4.5 Rock Check Dam.....	24
4.6 Temporary Sediment Traps .....	26
4.7 Sediment Basins .....	30
<b>5. Drainageway Protection Best Management Practices .....</b>	<b>31</b>
5.1 Working Within or Crossing a Waterway .....	32
5.2 Outlet Protection.....	32
5.3 Inlet Protection.....	33
<b>6. Good Housekeeping and Non-structural Best Management Practices.....</b>	<b>33</b>
6.1 Concrete Wash Water .....	33
6.2 Dust Control / Street Sweeping .....	34
6.3 Spill Prevention and Response .....	34
6.4 Planning and Scheduling.....	37
<b>7. Disposal of Temporary Measures .....</b>	<b>37</b>
<b>8. Maintenance .....</b>	<b>38</b>
<b>9. Inspections .....</b>	<b>38</b>
<b>10. Noncompliance .....</b>	<b>39</b>
<b>11. References .....</b>	<b>39</b>

## Attachments

- 1 List of Definitions
- 2 Example SWPPP Report
- 3 Change of Authorization/Name Change Form

- 4 Seed Mixtures for Various Site Conditions
- 5 Standard Drawings
- 6 Site Inspection Form

**Exhibits**

- 1 General Requirements by Category of Construction Site.....3
- 2 Matrix of Best Management Practices .....12
- 3 Maximum Time Limits of Land Exposure for Selection of Erosion Controls.....14
- 4 Minimum Drill Seeding Rates for Annual Grasses .....16
- 5 SDDOT Type B Permanent Seed Mixture.....17
- 6 Sediment Entrapment Facility Properties .....19
- 7 Typical Wash Rack Installation .....21
- 8 Weir Lengths Required for Given Drainage Areas .....28

## Acronyms

BMP	best management practices
HazMat	hazardous materials
MS4	municipal separate storm sewer systems
NOV	Notice of Violation
NPDES	National Pollutant Discharge Elimination System
SDCL	South Dakota Codified Law
SD DENR	South Dakota Department of Environment and Natural Resources
SDDOT	South Dakota Department of Transportation
SOP	standard operating procedure
SWD	surface water discharge
SWPPP	Stormwater Pollution Prevention Plan
USEPA	United States Environmental Protection Agency
PLS	pure live seed

## 1. Introduction and Background

In 1987, Congress amended the Clean Water Act to require implementation, in two phases, of a comprehensive national program for addressing stormwater discharges. The first phase of the program, commonly referred to as "Phase I," took effect on November 16, 1990. Under Phase I, the Environmental Protection Agency (EPA) established the permitting requirements for discharges of "stormwater associated with construction activity," which EPA included in its definition of "stormwater discharges associated with industrial activity." This definition included point source discharges from construction activities that disturb five or more acres of land. On December 8, 1999, EPA established Phase II of the Stormwater Regulations, which expanded the definition to include point source discharges from small construction activities that disturb between one and five acres of land. Phase II rules also require municipalities that operate municipal separate storm sewer systems (MS4) to obtain a permit.

To meet the conditions of the City of Watertown's National Pollutant Discharge Elimination System (NPDES) Stormwater Phase II Permit, the City must "develop, implement, and enforce requirements for construction activities to address pollutants in stormwater runoff to the MS4." The City's program includes requirements for all construction sites, with some variation in requirements based on site size and characteristics. The practices described in this manual address the requirements listed in the City of Watertown's Construction Site Stormwater Runoff Control Program (Program). The Program's Notice of Intent was updated in the City of Watertown's 2004 Stormwater Phase II Annual Report to the South Dakota Department of Environment and Natural Resources (SD DENR). The City's Program consists of the following:

"The City shall require construction site operators to develop a plan for City review and to implement appropriate erosion and sediment control best management practices (BMPs). This may be best accomplished by including this requirement in the newly revised City ordinance. These BMPs include preventive controls, erosion controls, sediment controls, stabilization requirements, and materials handling practices. The City shall consider a focus on providing performance-based BMPs. In some situations, irrigation requirements may be necessary in order for effective stabilization to occur. The City shall develop an erosion and sediment control design criteria manual for contractors to follow and assist them in developing their BMP plans."

### 1.1 Impact of Construction Activities

Construction activities have the potential to produce many pollutants that may contaminate stormwater runoff. Pollutants such as sediment, pesticides, toxic chemicals, metals, and oil can contaminate stormwater and enter waters of the state. Clearing land of grass, trees, shrubs, rocks, and other ground cover can change natural water runoff patterns and increase erosion. Some construction activities require the use of toxic or hazardous materials, which contain metals and other materials that may be harmful to humans, fish, wildlife, and plants. When these materials are not properly handled or stored, the resulting leaks and spills can pollute stormwater and can impact drinking water sources and waters protected for recreation, aquatic life, and other beneficial uses. The intent of the stormwater

regulations is to improve and protect water quality by reducing or eliminating contaminants in stormwater. Stormwater runoff consists of rainwater and melted snow that runs off the land and directly, or indirectly by way of storm sewers, enters waters of the state, such as lakes, rivers, streams, wetlands, and ponds. The term “construction activity” includes point source discharges from areas undergoing operations such as clearing, grading, and excavation. Construction activities can include road building, construction of residential houses, office buildings, industrial sites, or demolition. It does not include agricultural activities or maintenance activities.

## 1.2 Objective of Erosion and Sediment Controls

Erosion controls provide the first line of defense in preventing off-site sedimentation and are designed to prevent erosion through protection and preservation of soil. Sediment controls are designed to remove sediment from runoff before the runoff is discharged from the site. The objectives for erosion and sediment control during construction include the following:

- Conduct all land disturbing activities in a manner that effectively reduces accelerated soil erosion and reduces sediment movement and deposition off-site.
- Schedule construction activities to minimize the total amount of soil exposed at any given time to reduce the period of accelerated soil erosion.
- Establish temporary or permanent vegetative cover on areas that have been disturbed as soon as possible after final grading is completed. Install pavement in areas that will be paved as soon as possible after final grading and base course construction is completed.
- Design and construct all temporary or permanent facilities for the conveyance of water around, through, or from the disturbed area to limit the flow of water to non-erosive velocities.
- Remove sediment caused by accelerated soil erosion from surface runoff water before it leaves the site.
- Stabilize the areas of land disturbance with final stabilization: permanent vegetative cover, pavement, or stormwater quality control measures.
- Erosion and sediment controls must retain sediment on site to the best extent practicable

## 1.3 Acknowledgements

This *Erosion and Sediment Control Best Management Practices Manual (Manual)* has been developed based on models prepared by the Urban Drainage and Flood Control District of Denver, Colorado and for the City of Sioux Falls, South Dakota. Sources of other information that have also been included are the South Dakota General Permit for Stormwater Discharges Associated with Construction Activities, South Dakota Department of Transportation Erosion Control Manual, Illinois Urban Manual, Minnesota Pollution Control Agency Erosion Prevention and Sediment Control Manual, and City of Las Vegas Stormwater Pollution Guidance. Information from the various sources have been revised and adapted for inclusion in the Manual to meet the needs of the City of Watertown. A list of definitions is included in Attachment 1.

## 2. General Requirements of Construction Sites and Land Disturbing Activities

This Manual describes requirements related to erosion and sediment control for all construction sites and provides information useful to enacting appropriate erosion and sediment control. Construction sites have been broken down into categories, with different levels of requirements appropriate to each of the following specific categories:

- sites with disturbed area larger than one acre and not part of a subdivision or common plan of development,
- sites with disturbed area less than one acre and not part of a subdivision or common plan of development,
- sites with disturbed area less than one acre and part of a subdivision or common plan of development,
- sites with disturbed area larger than one acre and part of a subdivision or common plan of development,
- adjusted compliance for certain types of construction sites

Exhibit 1 lists each category with a description of its general requirements and a list of sections of this manual which contain descriptions of specific requirements relevant to each category.

### EXHIBIT 1

#### General Requirements by Category of Construction Site

Category	General Requirements	Relevant Sections
Sites with disturbed area larger than one acre and not part of a subdivision or common plan of development	Must develop and submit a complete SWPPP including a SWPPP report and detailed drawings	Section 2.1 and Section 2.2
	Must implement erosion and sediment control measures as described in report and shown on drawings	
Sites with disturbed area less than one acre and not part of a subdivision or common plan of development	Must implement erosion and sediment control measures as necessary to ensure that sediment does not leave the site	Section 2.1 and Section 2.3.1
Sites with disturbed area less than one acre and part of a subdivision or common plan of development	Must implement erosion and sediment control measures following SWPPP developed for the entire subdivision or development and as necessary to ensure that sediment does not leave the site	Section 2.1 and Section 2.3.2
Sites with disturbed area larger than one acre and part of a subdivision or common plan of development	Must develop and submit an <i>abbreviated</i> SWPPP including an <i>abbreviated</i> report and plan and detailed drawings	Section 2.1 and Section 2.3.3

**EXHIBIT 1**

General Requirements by Category of Construction Site

Category	General Requirements	Relevant Sections
	Must implement erosion and sediment control measures as described in report and shown on drawings	
Adjusted Compliance (agriculture, utilities, sidewalks and driveways)	Must ensure that sediment does not leave the site	Section 2.1 and Section 2.4

The statements in this document are intended solely as supporting documentation to aid in complying with stormwater regulations. This document is **not** a substitute for reading the “General Permit for Stormwater Discharges Associated with Construction Activities” and understanding all its requirements as they apply to the facility or site. Submittal of a SWPPP to the City does not supersede the requirement of the property owner or designated representative (Owner) to also obtain any required permits from the State of South Dakota, including, but not limited to:

- Notice of Intent to discharge stormwater associated with construction activity greater than 1 acre to the South Dakota Department of the Environment and Natural Resources
- Army Corps of Engineers 401/404 Wetland and Stream Impact Permit

**Nothing in these criteria limits the right of the City to impose additional or more stringent standards.**

**2.1 Requirements and Expectations of All Sites**

Specific expectations of ALL construction sites and land disturbing activities minimally include:

- Conduct all land-disturbing and construction activities in a manner that effectively reduces accelerated soil erosion and reduces the movement and off-site deposition of sediment and other construction-related materials.
- Schedule construction activities to minimize the total amount of soil exposed at any given time and to minimize the period of soil exposure.
- Erosion and sediment controls must retain sediment on the site and prevent discharge of sediment and other construction-related materials to adjacent properties and streets.
- In the event sediment and other construction-related materials are discharged from the site, as soon as possible but no later than the end of the work day in which the discharge occurred, the discharged materials shall be recovered, the affected properties shall be returned to the condition prior to the discharge, and the affected streets shall be swept or broomed. Street cleaning can be accomplished by a number of methods including, but not limited to, the use of mechanical street sweepers, mechanical street vacuum equipment, power brooms, or manual push brooms.

- Designate an area of the site for concrete washout and concrete equipment cleaning with the objective of preventing the discharge of concrete washout water and concrete equipment wash water off-site to adjacent properties and streets.
- Install stabilized construction site entrance/exit point(s), and direct all traffic to the stabilized construction entrance/exit point(s), prior to the delivery of any construction equipment or building materials.
- Preserve or establish permanent or temporary vegetation of the boulevard area of the public right-of-way.
- Install access barriers and down-gradient perimeter erosion and sediment controls prior to the delivery of any construction equipment or building materials to protect vegetated boulevard areas and to direct construction traffic to the stabilized construction site entrance/exit.
- Permanent stabilization of the project with permanent vegetation and final hard surfacing shall be completed within the timeframe allowed by the associated building or grading permit.

In the case of infrastructure construction projects, final stabilization with permanent vegetation and final hard surfacing shall be completed as soon as possible following the substantial completion of infrastructure installation. Every effort shall be made to complete final stabilization of the project site prior to the end of the growing season and prior to the close of the construction season due to climatic conditions. Unusually wet or otherwise abnormal climatic conditions may be sufficient justification to delay final stabilization measures to the beginning of the following construction and growing season, but do not relieve the operator of the requirement and responsibility for implementing and maintaining temporary stabilization measures and sediment control best management practices.

## **2.2 SWPPP Requirements for Sites Greater than One Acre of Disturbed Area**

A SWPPP consisting of 1) a written narrative report and 2) detailed drawing(s) must be developed by a Professional Engineer (PE), or a Certified Professional in Erosion and Sediment Control (CPESC), or a Certified Professional in Stormwater Quality (CPSWQ) and submitted to the appropriate Public Works staff for review and acceptance. A SWPPP prepared in conjunction with subdivision planning and platting shall be submitted to the Planning & Zoning Official or Urban Planner, a SWPPP prepared in conjunction with a building permit application shall be submitted to the Building Official, and a SWPPP prepared in conjunction with a permit application for grading and drainage shall be submitted to the City Engineer. An example narrative report is shown in Attachment 2.

If there is a transfer of ownership after the *SWPPP* has been developed and before construction has been completed, the City of Watertown Public Works Office must be notified using the Change of Authorization/Name Change form found in Attachment 3.

### **2.2.1 SWPPP Report**

The SWPPP Report shall contain the following:

- **Name, address, and telephone number of the applicant.** The name, address, and telephone number of the Professional Engineer (PE), or Certified Professional in Erosion and Sediment Control (CPESC), or Certified Professional in Stormwater Quality (CPSWQ) responsible for preparation of the *SWPPP Report* shall also be included if different from the applicant.
- **Project location.** Street address or nearest intersection, and township, range, section, and quarter-section, or the latitude and longitude, of the approximate center of the project. A location map may be included.
- **Project description.** A brief description of the overall project and the type of construction activity, and a description of the intended sequence of activities that disturb soils for major portions of the site.
- **Existing site conditions.** A description of the existing topography, vegetation, and drainage including overland flow paths, streams, rivers, curb and gutter, and storm sewer pipes, drop inlets, catch basins, and outfalls; and identify any wetlands on the site.
- **Adjacent areas.** A description of neighboring areas which might be affected by the land disturbance.
- **Receiving Waters.** A description of the downstream receiving waters, MS4, or other conveyance that receives stormwater flow from the site.
- **Soils.** A brief description of the soils on the site including information on soil type and names, mapping unit, erodibility, permeability, hydrologic soil group, depth, texture, and soil structure. (This information may be obtained from the soil report for the site, or if not available, from soil reports for adjacent sites.)
- **Areas.** The total surface area (in acres) of the site, and the total area (in acres) that is expected to be disturbed by excavation, grading, grubbing, or other activities during the life of the project..
- **Erosion and Sediment control measures.** A description of the methods which will be used to control erosion and sediment on the site. Include an explanation of why each measure is considered appropriate and who is responsible for implementation. (See Sections 3, 4, and 5).
- **Nonstructural control measures.** A description of the methods which will be used to control stormwater pollution, erosion, sediment, and spills on the site. Descriptions shall include methods for controlling litter, construction debris, and construction chemicals. Description shall also include procedures for detecting and measures for removing any offsite accumulations of sediment that have escaped from the project site, such as provisions made for street sweeping. During the construction process, the Owner is responsible for maintaining all compliance documentation records. (See Section 6).
- **Time schedule.** A time schedule indicating the anticipated starting and completion time periods of the site grading and/or construction sequence, including week or date of completion. The schedule shall include the installation and removal time periods of erosion and sediment control measures, and the time of exposure of each area prior to

the completion of temporary erosion and sediment control measures. The schedule shall include weekly inspections by the Owner of erosion and sediment control structures.

- **Permanent stabilization.** A brief description, including specifications, of how the site will be stabilized after construction is completed. The stabilization plan must meet the revegetation requirements described in Section 3.2.
- **Stormwater management considerations.** Explain how stormwater runoff from and through the site will be handled during construction. Include sizing calculations for temporary sediment traps, sediment basins, and stormwater ponds. Provide a brief description of the post-construction stormwater quality control measures to be included as a part of the site development.
- **Maintenance.** A description of routine erosion and sediment control BMP maintenance shall be included.
- **Employee training.** Owner is responsible for training all employees, contractors, and subcontractors to follow the SWPPP prior to entering the work area. Documentation of such training, such as copies of handout materials and sign-in sheets, must be maintained. Training shall include but not be limited to:
  - Define limits of construction and the method and location of physical demarcations
  - Define location and limits of stockpile areas if required
  - Remove sediment and debris on property
  - Remove, recover, and properly dispose of any sediment and debris that has been washed downstream off property, has been tracked off property, or has otherwise escaped from property
  - Locate stabilized staging area and protection requirements as required
  - Restrict use of vehicles or equipment on and off of un-stabilized areas with entrance and egress through the lot's construction entrance
  - Locate Concrete Washout Area on lot or subdivision as required
  - Identify required structural and non-structural BMP(s) that must be installed before commencing construction and how they are to be maintained
- **The following note.** "This SWPPP Report and attached *Erosion and Sediment Control Detailed Drawing(s)* are intended to fulfill the requirements of the City of Watertown. I understand that additional erosion control measures may be needed if unforeseen erosion problems occur or if the measures described in the submitted plan do not function as intended. The requirements of this plan shall run with the land and be the obligation of the landowner until such time as the plan is properly completed, modified or voided."
- **Signature page and statement.** Signature page for Owner acknowledging the review and acceptance of responsibility, and a statement by the Professional Engineer (PE), Certified Professional in Erosion and Sediment Control (CPESC), Certified Professional

in Stormwater Quality (CPSWQ) acknowledging responsibility for the preparation of the SWPPP for properties greater than one acre of disturbed area.

### 2.2.2 Erosion and Sediment Control Detailed Drawing(s)

The *Erosion and Sediment Control Detailed Drawing(s)* shall be separate from the narrative report. The drawing(s) shall be prepared at a minimum scale of one (1) inch equals one hundred (100) feet and include the following:

- **Property line.** The property lines for the site where the work will be performed.
- **Existing topography.** Existing topography shall be on the state plane coordinate system. Topographic drawings shall indicate the vertical datum to which the elevations are referenced, and shall include contour intervals sufficient to determine the character and topography of the land, but in no case shall the contour intervals be more than one foot for land with a slope of one (1) percent or less, two feet for a slope between one and ten (10) percent, and five feet for land with a slope exceeding ten percent.
- **Existing Conditions.** Location of all existing structures, natural and hydrologic features on the land and adjacent to the site as required for the final drainage plan. The plan shall show the location of the street, right of way, storm sewer, channel, or other waters receiving storm runoff from the site. Any potential wetlands identified on inventory maps or observed shall be clearly shown.
- **Proposed topography.** Proposed topography after construction shall be on the state plane coordinate system. Design topographic drawings shall indicate the vertical datum to which the elevations are referenced, and shall include contour intervals sufficient to determine the character and topography of the land, but in no case shall the contour intervals be more than one foot for land with a slope of one (1) percent or less, two feet for a slope between one and ten (10) percent, and five feet for land with a slope exceeding ten percent. The map shall show elevations, dimensions (drawn to scale), location, extent, and the slope of all proposed grading.
- **Proposed Facilities.** Location of all proposed structures and development on the site.
- **Clearing and grading.** Location of areas that are to be cleared and graded.
- **Soil stockpiles.** Location of areas designated for topsoil and subsoil storage.
- **Storage areas.** Location of areas designated for equipment, fuel, lubricants, chemical, and waste storage.
- **Temporary Roads.** Location of temporary roads designated for use during the construction period.
- **Plans of all erosion and sediment control measures.** Show all structural and nonstructural erosion controls, paved areas, retaining walls, planting, temporary or permanent soil erosion control measures, or other features to be constructed. Show any nearby surface waters and the drainage outfall location of the site.
- **Drainage Area Map** showing the drainage area boundary of land tributary to the site.

- **Matrix of best management practices.** A table containing a list and brief description of best management practices to be used at the site. This can be created from Exhibit 2, Section 2.5 of this Manual.
- **Details.** Design details of sediment controls, temporary diversions, and any practices used that are not referenced in these criteria.

### 2.2.3 Acceptance of SWPPP

A SWPPP must be accepted prior to issuance of a Building Permit or an Excavation and Grading Permit, or approval and recording of a subdivision plat. Acceptance of the SWPPP does not imply acceptance or approval of Drainage Plans, Utility Plans, Street or Road Plans, Design of Retaining Walls, or any other aspect of site development.

## 2.3 Abbreviated Requirements for Small Sites

### 2.3.1 Sites Less Than One (1) Acre of Disturbed Area and Not Part of Larger Subdivision Development

Individual projects less than one (1) acre of disturbed area that are not part of a larger subdivision project are not required to submit a narrative report or plan, but are required to implement erosion control measures as necessary to ensure that sediment does not leave the site. Refer to Section 2.1 Requirements and Expectations of All Sites for a description of specific requirements and expectations.

If the City determines that any site regardless of size is contributing sediments or other pollutants to the MS4, it can require specific erosion and sediment control measures to be put in place or can take enforcement action.

### 2.3.2 Sites Less Than One (1) Acre of Disturbed Area and Part of Larger Subdivision Development (Minor Impact Construction Sites)

Individual lots involving less than one (1) acre of disturbed area in a subdivision or larger common plan of development shall not be considered separate construction projects, but rather as a part of the subdivision development as a whole. It will be the responsibility of the Owner and their contractors to conform to all requirements of the SWPPP for the subdivision. Subdivision SWPPPs must incorporate a separate narrative report and detail drawing(s) describing minimum erosion control measures of typical individual lots within the subdivision or larger common plan of development or sale. It is understood that the City of Watertown may require additional erosion control measures if unforeseen erosion problems occur or if the submitted SWPPP control measures do not function as intended.

Such individual lots will be classified as “minor impact construction sites” if all the following conditions are met:

- The individual lot has been sold or transferred to a new owner.
- The subdivision owner and developer has submitted a SWPPP and detailed drawings for the entire subdivision site.
- A notice of intent has been submitted and the subdivision has coverage under a South Dakota general permit for stormwater discharges associated with construction activity.

- A South Dakota stormwater permit for the subdivision is maintained for the subdivision until both of the following are met:
  - Substantial build-out of the property has been completed. The subdivision owner and developer shall determine whether to meet the 90 percent build-out standard by lot or acreage. The subdivision owner and developer shall maintain documentation verifying how this build-out standard has been met prior to submitting a notice of termination of the general permit for stormwater discharges associated with construction activity to the SD DENR.
  - Areas not built-out have been permanently stabilized.
- The subdivision or larger common plan of development or sale has been reviewed pursuant to the City’s subdivision ordinance.

A “minor impact construction site” shall generally not be required to submit individual SWPPP Report or detailed drawings.

A “minor impact construction site” shall be required to take erosion control measures as necessary to ensure that sediment does not leave the site. If the City determines that any site regardless of size is contributing sediments or other pollutants to the MS4, then it can require specific erosion and sediment control measures to be put in place or can take enforcement action.

Throughout build-out, a subdivision owner and developer shall implement and maintain BMPs and conditions of the SWPPP to control erosion and sediment problems on all property that has not been sold to another party or does not meet the specific conditions listed in this section.

Throughout build-out, a minor impact construction site owner and contractor shall implement and maintain the subdivision and individual lot BMPs and conditions of the SWPPP to control erosion and sediment problems on the individual lot that they own or upon which they build.

If there is a transfer of ownership (including the sale of an individual lot within a subdivision from one owner to another) after the SWPPP has been developed and before construction has been completed, the City of Watertown must be notified using the Change of Authorization/Name Change form found in Attachment 3.

### **2.3.3 Sites Greater Than One (1) Acre of Disturbed Area and Part of Larger Subdivision Development**

In the case of individual lots greater than one (1) acre and part of a larger subdivision, a SWPPP is required; however, an abbreviated form of the SWPPP is acceptable. The specifics of what is required in this case are described below.

#### **Abbreviated SWPPP Report**

A narrative report shall be required, and must describe how the following four requirements will be accomplished:

- Owner is responsible for training all employees, contractors, and subcontractors to follow the subdivision SWPPP prior to entering the work area. Training/discussions with subcontractors shall include but not be limited to:
  - Define limits of construction and the method and location of physical demarcations
  - Define location and limits of stockpile areas if required
  - Remove sediment and debris on property
  - Remove, recover, and properly dispose of any sediment and debris that has been washed downstream off property, has been tracked off property, or has otherwise escaped from the property
  - Locate stabilized staging area and protection requirements as required
  - Restrict use of vehicles or equipment on and off of un-stabilized areas with entrance and egress through the lot's construction entrance
  - Locate Concrete Washout Area on lot or subdivision as required
  - Identify required structural and non-structural BMP(s) that must be implemented prior to construction and maintained
- Any proposed structural BMP (i.e. silt fence, vehicle tracking) shall be inspected and maintained by the Owner weekly and after precipitation events (greater than one-half (0.5) inch), snowmelt, or any runoff that causes surface erosion, sediment transport or vehicle tracking of debris off of property
- Owner shall be responsible for implementing and maintaining the lot's structural BMPs located on his/her property and within the limits of construction
- Owner shall ensure that soil, landscape materials, rock or mulch are not stockpiled, stored, or placed on streets, sidewalks, or stormwater flow lines

#### **Abbreviated Erosion and Sediment Control Detailed Drawing(s)**

The *Erosion and Sediment Control Detailed Drawing(s)* shall be separate from the narrative report and demonstrate the typical minimum erosion control measures for a standard planted lot within the subdivision. The drawing(s) shall be prepared at a minimum scale of one (1) inch equals fifty (50) feet and include the following: Detail drawing(s) shall include the following:

- Subdivision Name
- Subdivision Location
- Limits of Construction. Limits of construction shall be at the property lines or no more than ten (10) feet beyond property lines with authorization by adjacent property owner. Authorized limits of construction must be physically demarcated on the property. At a minimum the limits of construction must be marked with at least a four foot high post with at least the top 12" painted or coated with an orange fluorescent color at the corners of each authorized limit line.
- Selected erosion and sediment control BMPs as described in this manual.

A SWPPP must be accepted prior to issuance of a Building Permit or an Excavation and Grading Permit, or approval and recording of a subdivision plat. Acceptance of the SWPPP does not imply acceptance or approval of drainage plans, utility plans, street or road plans, design of retaining walls, or any other aspect of site development.

## 2.4 Adjusted Compliance

Adjustments to standard compliance with the construction site erosion control planning process will be in the form of an exemption to the Owner from preparing a SWPPP and applying for a Building Permit or an Excavation and Grading Permit for any of the following; however, this allowance for adjusted compliance does not remove the responsibility of the Owner from controlling erosion of soil at each construction site through the use of the techniques described in this Manual:

- Agricultural use of land.
- A sidewalk or driveway.
- Underground utility construction if confined entirely to a hard-surfaced area provided that runoff and erosion from soil stockpiles are properly confined and will not enter the drainage system. (Underground utility construction that is not located under hard-surfaced roads, streets, or sidewalks will be subject to site-specific BMPs as described in this manual).

## 2.5 Matrix of Best Management Practices

Exhibit 2 lists best management practices contained in this manual and describes when they are applicable.

**EXHIBIT 2**  
Matrix of Best Management Practices

Practice	Section	Category	Description/Applicability
Mulching	3.1	Erosion	Perform in conjunction with seeding or separately after 2 week exposure and when area cannot be seeded
Revegetation	3.2	Erosion	Temporary revegetation required after 2 weeks except when winter conditions do not allow; permanent revegetation required within one year
Soil Stockpiles	3.3	Erosion	Should follow revegetation requirements, and not be located near drainageways
Roads and Parking Lots	3.4	Erosion	Aggregate should be installed as soon as possible
Erosion Control Blanket	3.5	Erosion	Preformed protective blanket for use where protection is critical such as drainageways and steep slopes
Vehicle Tracking and Temporary Construction Entrances	4.1	Sediment	Stabilized area for designated entrance to site to prevent tracking of sediment from site
Filter Strip/Grass Buffer	4.2	Sediment	Buffer strips of natural vegetation for the base of a disturbed area, suitable for buffers along, but not in drainageway
Wattle/Fiber Roll	4.3	Sediment	Elongated tube of compacted straw, used at base of

**EXHIBIT 2**

**Matrix of Best Management Practices**

<b>Practice</b>	<b>Section</b>	<b>Category</b>	<b>Description/Applicability</b>
			disturbed area or as check structure in drainageway
Silt Fence	4.4	Sediment	Temporary sediment barrier for the base of a disturbed area
Rock Check Dams	4.5	Sediment	Small rock dam constructed across a grassed swale or road ditch
Temporary Sediment Traps	4.6	Sediment	A small, temporary ponding basin formed by construction of an embankment
Sediment Basins	4.7	Sediment	A large, temporary ponding basin formed by construction of an embankment
Working Within or Crossing a Waterway	5.1	Drainage	Practices, methods, and facilities to limit the impact of work conducted within or crossing a waterway
Outlet Protection	5.2	Drainage	Small check dams to reduce velocity at flow outlet points of other structures
Inlet Protection	5.3	Drainage	Temporary blocking of inlets to prevent sediment from entering storm drains
Concrete Wash Water	6.1	Nonstructural	Practices related to handling concrete wash water
Dust Control/Street Sweeping	6.2	Nonstructural	Practices to limit surface and air transport of pollutants
Spill Prevention and Response	6.3	Nonstructural	Practices to prevent spills and leaks
Planning and Scheduling	6.4	Nonstructural	Plan construction activities in ways to reduce exposure of potential pollutants

### 3. Erosion Control Best Management Practices

The planning for the installation of permanent or temporary soil erosion controls is needed in advance of all major soil disturbance activities on the construction site. After construction begins, soil surface stabilization shall be applied within 2 weeks to all disturbed areas that may not be at final grade but will remain dormant (undisturbed). Within 14 days after final grade is reached on any portion of the site, permanent or temporary soil surface stabilization shall be applied to disturbed areas and soil stockpiles. When the initiation of stabilization measures are stopped due to snow cover, stabilization measures shall be resumed as soon as possible.

Soil surface stabilization protects soil from the erosive forces of raindrop impact, flowing water, and wind. Erosion control practices include mulching, establishment of vegetative cover, and the early application of gravel base on areas to be paved. Stabilization measures to be used shall be appropriate for the time of year, site conditions, and estimated duration of use. Exhibit 3 lists the maximum time limits of land exposure for selection of erosion controls.

**EXHIBIT 3**

**Maximum Time Limits of Land Exposure for Selection of Erosion Controls**

Condition of Exposed Land	Maximum Allowable Period of Exposure
Disturbed earth without construction activity	14 days
Mulching (only allowed without seeding when weather does not allow seeding)	6 months
Temporary Revegetation	12 months
Soil Stockpile without Revegetation	2 months
Early Application of Road Base (prior to installment of pavement)	2 months

**3.1 Mulching**

All disturbed areas shall be seeded and/or mulched within 14 days after final grade is reached on any portion of the site not otherwise permanently stabilized (see Temporary Revegetation within Section 3.2), in accordance with these guidelines:

- Mulch shall be applied to protect newly seeded areas, or to provide temporary cover on disturbed areas which will not require temporary revegetation. Mulch also shall be applied to areas which cannot be seeded due to winter conditions. Mulch shall consist of clean, weed- and seed-free, long-stemmed grass hay (preferred) or cereal grain straw. Hay is preferred as it is less susceptible to removal by wind. Mulch shall be applied evenly at a rate of two (2) tons per acre. At least 50 percent of the mulch, by weight, shall be ten (10) inches or more in length.

Mulch shall be anchored. This can be accomplished mechanically by crimping or with the aid of tackifiers or nets. Anchoring with a crimping implement is preferred, and is the recommended method for all areas equal to or flatter than 3:1. Mechanical crimpers shall be capable of tucking the long mulch fibers into the soil four (4) inches deep without cutting them. On small areas sheltered from the wind and from heavy runoff, spraying a tackifier on the mulch is satisfactory for holding it in place.

- **For steep slopes (steeper than 3:1) and other special situations:** Blankets, anchored with staples, may be required in addition to mulch. A blanket is straw mulch that has been woven and often times include a synthetic layer or net. For application of tackifiers near water bodies, the product must be acceptable to SD DENR.

Hydraulic mulching shall be limited to those situations where it is too difficult to apply and anchor a mulch of long-stemmed grass hay or cereal straw; namely, slopes steeper than 3:1 or where access is limited. Wood cellulose fibers shall be mixed with water and a tackifying agent and applied at a rate of 1,500 pounds per acre with a hydraulic mulcher.

Mats, blankets, and nets are available to help stabilize steep slopes and drainage channels. Depending on the product, these may be used alone or in conjunction with grass or straw mulch. Normally, use of these products will be restricted to relatively

small areas. Mats made of jute, coconut fiber, or various geosynthetic fibers can be used in addition to mulch. Plastic netting may be used to anchor mulch.

**Note:** Some synthetic tackifiers or binders may be used to anchor mulch. Caution shall be used to prevent the introduction of any potentially harmful material into the environment. Manufacturer's recommendations shall be followed at all times.

## **3.2 Revegetation**

Temporary revegetation is required on all disturbed areas having a period of exposure prior to final stabilization of two (2) weeks or longer (see temporary revegetation below).

Permanent revegetation is required on all disturbed areas and soil stockpiles (see Section 3.3) having a period of exposure of 1 year or longer, and the vegetative cover shall be established within one (1) year. Vegetation is not considered established until a ground cover is achieved which, in the opinion of the City, is sufficiently mature to control soil erosion and can survive severe weather conditions. Generally, vegetation will be considered satisfactory when growth has developed to the point that there are no single bare spots greater than three square feet in area.

### **3.2.1 Seedbed Preparation**

Areas to be revegetated shall have soil conditions capable of supporting vegetation. Overlot grading will oftentimes bring to the surface subsoils that have low nutrient value, little organic matter content, few soil microorganisms, and conditions less conducive to infiltration of precipitation. Under certain conditions, soil amendments and treatments may be necessary to provide an adequate growth medium to sustain vegetation. Whenever possible, topsoil shall be salvaged for respreading on areas to be revegetated. The depth of soil stripping is determined by the depth of available topsoil.

At a minimum, the upper six (6) inches of topsoil shall be stripped and stockpiled, and respread to a thicker depth on surfaces not planned for buildings or impervious areas. If the surface is compacted, ripping of subsoils prior to topsoiling is recommended. Scarification will assist in placement of a stable topsoil layer on steeper slopes, and allow percolation and root penetration to greater depth.

Fertilizer can be added to improve nutrient levels necessary for plant growth. Other treatments, such as liming, can be used to adjust soil conditions as necessary with amendments. Soil testing is recommended to determine appropriate amendments required.

A suitable seedbed will enhance the success of revegetation efforts. The upper layer of soil shall be in a condition suitable for seeding at the proper depth and conducive to plant growth.

### **3.2.2 Temporary Revegetation**

Temporary revegetation is required on all disturbed areas having a period of exposure prior to final stabilization of two (2) weeks or longer. All temporary seeding shall be protected with mulch. Temporary seedings of small grains like wheat, oats, barley should be mowed or tilled before seedheads mature, or volunteer seeds that fall to the ground will compete significantly with the permanent seeding that is applied later.

To provide temporary vegetative cover on disturbed areas which will not be paved, built upon, or fully landscaped within two (2) weeks, plant an appropriate annual grass and mulch the planted areas. If seasonal arid conditions prevent vegetation from growing, the area shall be irrigated to allow vegetation to grow. If winter conditions prevent vegetation from growing, mulching should be practiced until temporary or permanent vegetation can be established.

For construction sites that include the construction of sidewalk, the “boulevard area” between the sidewalk and the roadway must have temporary or permanent vegetation installed within seven (7) calendar days of sidewalk installation.

Exhibit 4 lists the annual grasses generally suitable for the Watertown area. These are to be considered only as a general recommendation whenever specific design guidance for a particular site is not available.

**EXHIBIT 4**  
Minimum Drill Seeding Rates for Annual Grasses

Species	Growth Season <sup>a</sup>	Pounds of Pure Live Seed (PLS)/acre <sup>b</sup>
Annual ryegrass	Cool	20
Cereal rye	Cool	30
Winter wheat/barley	Cool	30
Spring wheat/barley	Cool	30
Millet	Warm	20
Oats	Cool	60

*Note:* Drill seeding is performed using an implement that creates an opening (e.g., with disk openers) in the soil for seeding forages and small grains, with a relatively close row spacing. Drill seeding includes the use of small chains or other devices dragging behind to help cover the seeds. Successful seeding of annual grass resulting in adequate plant growth will usually produce enough dead-plant material residue to provide protection from wind and water erosion for an additional year. This assumes that the cover is not disturbed or mowed closer than 8 inches. Hydraulic seeding may be substituted for drilling only where slopes are steeper than 3:1 or where access limitations exist. When hydraulic seeding is used, hydraulic mulching shall be done as a separate operation to prevent the seeds from being encapsulated in the mulch.

<sup>a</sup>If irrigation water is applied in an appropriate manner, seeding dates for annual grasses can be extended throughout most of the growing season.

<sup>b</sup>Seeding rates shall be increased by 50 percent if seeding is done by hydraulic seeding or using a Brillion Drill; or doubled if seed is broadcast.

### 3.2.3 Permanent Revegetation

Permanent revegetation is required on all disturbed areas and soil stockpiles (see Section 3.3) having a period of exposure of 1 year or longer, and the vegetative cover shall be established within one (1) year. Vegetation is not considered established until a ground cover is achieved which, in the opinion of the City, is sufficiently mature to control soil erosion and can survive severe weather conditions. Generally, vegetation will be considered satisfactory when growth has developed to the point that vegetation has achieved 70 percent coverage over the entire previously disturbed area, and there are no single bare spots greater than three square feet in area.

To provide vegetative cover on disturbed areas not paved or built upon for a period of over one (1) year, or for an indeterminate length of time, a perennial grass mix shall be planted. Each site will have different characteristics, and a landscape professional should be contacted to determine the most suitable seed mix for a specific site. In lieu of a specific mix and for planning purposes, South Dakota Department of Transportation (SDDOT) Type B permanent seed mixture as listed in Exhibit 5 can be used. Alternative seed mixtures for various site conditions are listed in Attachment 4. The pure live seed (PLS) rates of application recommended in these tables are considered to be minimum rates for seed applied using proper drill-seeding equipment. All permanent seeding shall be protected with mulch, and where necessary, erosion blankets and tackifiers.

**EXHIBIT 5**  
SDDOT Type B Permanent Seed Mixture

Grass Species	Variety	Pure Live Seed (PLS) (Pounds/Acre)
Western Wheatgrass	Flintlock, Rodan, Rosana	9.0
Switchgrass	Dacotah, Forestburg, Nebraska 28, Pathfinder, Summer, Sunburst, Trailblazer	5.0
Indiangrass	Holt, Tomahawk	1.0
Big Bluestem	Bison, Bonilla, Champ, Pawnee, Sunnyview	1.0
Slender Wheatgrass	Adanac, Pryor, Primar, Revenue	2.0
<b>Total</b>		<b>18.0</b>

Source: SDDOT

The site shall be inspected by the Owner weekly and after storm events greater than one-half (0.5 inch) to ensure that required temporary and permanent vegetation is in place. Any area where required vegetation has been eroded or otherwise removed shall be replaced within 24 hours.

### 3.3 Soil Stockpiles

Soils stockpiles shall be seeded with a temporary or permanent grass cover within 2 months after completion of stockpile construction. Mulching is recommended to ensure vegetation establishment. Perimeter silt fence shall also be used. The site shall be inspected by the Owner weekly and after storm events greater than one-half (0.5-inches) to ensure that required soil stockpile stabilization is in place. Any area where required vegetation has been eroded or removed, or any measure removed, shall have that vegetation or measure replaced within 24 hours.

### 3.4 Roads and Parking Lots

Road cuts, road fills, and parking lot areas shall be paved as soon as possible in lieu of mulching. Early application of road base is suitable where a layer of coarse aggregate is specified for final road or parking lot construction. This practice may not be desirable in all instances and is not needed when final pavement construction will take place within 14 days of grading to final contours. All non-paved portions of road cut, fill, and parking lot

areas shall be seeded and mulched as soon as possible after final grading has occurred but in no case later than 14 days after grading has been completed.

### **3.5 Erosion Control Blanket**

An erosion control blanket is a pre-formed protective blanket of straw or other plant residue, or plastic fibers formed into a mat typically with a plastic mesh on one or both sides. The purpose of using an erosion control blanket is to protect the soil surface from raindrop impacts and overland flow during the establishment of grass or other vegetation and to reduce evapotranspiration and retain moisture on seeded areas thus increasing the potential for germination and survival of the vegetation. Erosion control blanket material can biodegrade over time, however there are several manufacturers of synthetic blankets that do not degrade and provide permanent soil reinforcement. Erosion control blankets should be chosen so that they last long enough for the grass or other vegetation to become established.

Erosion control blankets shall be used where the protection of newly seeded areas is critical. This is especially important where flowing water may occur before the grass is established. The most common application for erosion control blankets is in the bottom of small channels and on steep embankments.

Erosion control blankets shall be installed after all topsoiling, fertilizing, liming, seeding, and mulching is completed. The blanket shall be in firm contact with the soil. It shall be anchored with the proper number, width, length, and spacing of fasteners per the manufacturer's recommendation.

On slopes and in small drains the blanket shall be unrolled upstream to downstream parallel to the direction of flow. The upstream end of each blanket shall be anchored in a minimum 6-inch deep anchor trench. These blankets, when laid side by side, shall overlap a minimum of 4 inches. When more than one blanket length is needed, the material shall be overlapped 12 inches over the downstream piece. All edges shall be stapled as per manufacturer's recommendation.

All erosion control blankets shall be inspected by the Owner weekly and after precipitation events greater than one-half (0.5) inches to check for damage due to water running under the blanket or if the blankets have been displaced. Where water has flowed under the blanket, more staples may be needed per given area or more frequent anchoring trenches installed within 24 hours. If significant erosion has occurred under the blanket then reseeded may be needed. Any erosion control blankets that have been displaced will need to be replaced and restapled within 24 hours.

Erosion control blankets shall be required as part of the site development plan. Plans and specifications for installing erosion control blankets shall be in keeping with this standard and shall describe the requirements for applying the practice to achieve its intended purpose. At a minimum, the following information shall be included in the plan:

- Location of the erosion blanket
- Type of blanket
- Location and cross section of anchor trenches
- Installation procedure
- Inspection procedure
- Maintenance schedule

Standard Drawing 1 in Attachment 5 may be used in development of the plan sheet.

## 4. Sediment Control Best Management Practices

Sediment control will be site specific and can include:

- Vehicle tracking and temporary construction entrances
- Filter strips or grass buffers around the lower perimeter of the land disturbance
- Wattles or fiber rolls
- Silt Fence
- Rock Check Dam
- Temporary Sediment Trap
- Sediment basins
- Combination of any or all of these measures

All runoff leaving a disturbed area shall pass through a sediment control BMP before it exits the site and flows downstream. The installation of sediment control BMPs and sediment entrapment facilities shall begin before major land disturbance activities begin on a construction site. Sediment entrapment facilities are necessary to reduce sediment discharges to downstream properties and receiving waters. Sediment entrapment facilities are sediment control BMPs designed to capture the sediment, and include filter strips (grass buffers), wattles, silt fences, rock check dams, sediment traps, and sediment basins. The type of sediment entrapment facility to be used depends on the tributary area, basin slope and slope length of the upstream area. Exhibit 6 summarizes the recommended maximum tributary areas, slope lengths and slopes for four types of sediment entrapment facilities. Other technologies or approaches not listed may be used if accepted by the Public Works Office.

**EXHIBIT 6**  
Sediment Entrapment Facility Properties

Sediment Control Facility	Maximum Tributary Drainage Areas (ac)	Maximum Tributary Slope Length (ft)	Maximum Tributary Slope Gradient
Filter Strips/Grass Buffers	n/a	50	6:1 (17%)
Wattles/Fiber Rolls	n/a	(see spacing requirements in Standard Drawing 3 within Attachment 5)	1:1 (100%)
Silt Fence	0.5 per 100 lineal ft	150	2:1 (50%)
Rock Check Dam	up to 10.0	n/a	n/a
Temporary Sediment Trap	up to 5.0	n/a	n/a
Sediment Basin	5.0 to 100.0	n/a	n/a

An established filter strip may be adequate for small sites, provided the 6:1 limits for tributary slope are not exceeded and the flow is not concentrated. Fiber rolls or silt fences may be used for somewhat larger areas depending on the upslope drainage area. When the tributary area is less than five (5) acres but greater than that allowed for silt fences, runoff shall be collected in diversion swales and routed through temporary sediment traps.

#### 4.1 Vehicle Tracking and Temporary Construction Entrances

Wherever construction vehicles enter onto paved public roads, provisions shall be made to prevent the transport of sediment (mud and dirt) by vehicles tracking onto the paved surface.

**For small sites (less than one (1) acre)**, there shall be a designated area where vehicles may enter and exit the site. This area shall be kept stabilized and any mud or debris tracked off-site by vehicles shall be cleaned up.

**For sites greater than one (1) acre**, a stabilized temporary construction site entrance shall be constructed. Whenever deemed necessary by the City, wash racks shall be installed to remove mud and dirt from the vehicle and its tires before it enters onto public roads.

A temporary construction entrance is a stone pad located where vehicles leave a construction site. The purpose of the stone pad is to provide an area where mud can be removed from tires before a vehicle leaves the site. The stone pad consists of clean rock (no fine materials) designed in such a way that vehicle tires will sink in slightly. This helps remove mud from the tires as the vehicle passes over the pad. If a wash rack is used, it provides an area where vehicle tires can be washed. Cattle guards may serve as a convenient and cost-effective wash rack.

The effectiveness of temporary rock construction entrances for trapping sediment depends upon the length, depth of rock, frequency of use and maintenance, as well as the type of structure used. A newly installed rock construction entrance meeting the recommendations included here will be relatively effective for removing mud from tires before construction vehicles leave the site.

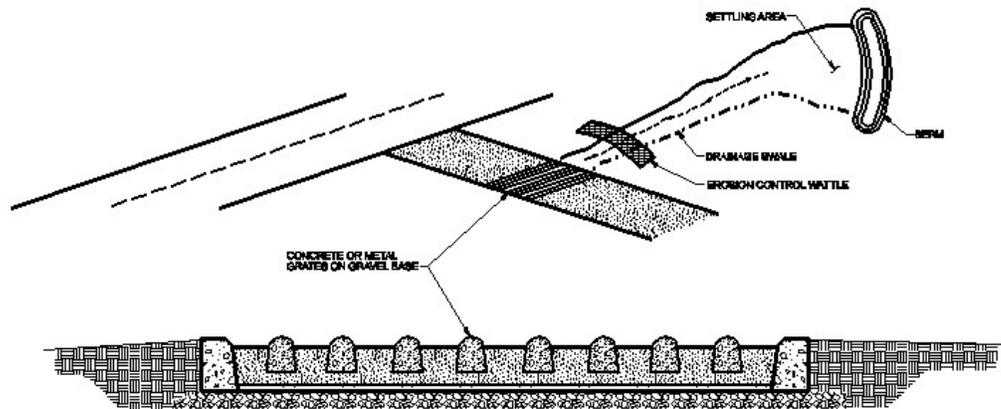
However, once the rock voids become clogged with mud, the practice will not serve its intended purpose until the rock is replaced.

The rock used for gravel pads should be a minimum 1- to 3-inch size, coarse aggregate. The aggregate should be placed in a layer at least 6 inches thick. Generally, larger aggregate is desired. The rock entrance should be at least 50 feet long; however, longer entrances may be required to adequately clean tires. Geotextile fabric may be needed under the rock to prevent migration of fine materials or mud from the underlying soil into the stone.

In some cases, the action of tires moving over a gravel pad may not adequately clean tires. In those cases, the tires may need to be washed with water before the vehicle leaves the site. A wash rack installed on the rock pad may make washing more convenient and effective. The wash rack would consist of a heavy grating over a lowered area. The grating may be a prefabricated rack, such as a cattle guard, or it may be constructed on-site of structural steel. The wash rack must be strong enough to support the vehicles that will cross it. Washing vehicle tires with pressurized water over a wash rack is very effective for removing mud and keeping the driving surface mud-free. Wash water will need to be directed to a suitable settling area and treated or recycled. Exhibit 7 shows a typical wash rack installation.

**EXHIBIT 7**

## Typical Wash Rack Installation



**TYPICAL WASH RACK INSTALLATION DETAIL**  
NOT TO SCALE

Source: Minnesota Pollution Control Agency, *Protecting Water Quality in Urban Areas Manual, Chapter 6 Erosion Prevention and Sediment Control*

The rock pad needs occasional maintenance to prevent the tracking of mud onto paved roads. This may require periodic topdressing with additional rock or removal and reinstallation of the pad.

Construction entrance and exit areas must be inspected by the Owner weekly and after storm events greater than one-half (0.5 inch) to ensure that the entrance pad and wash rack remain in functional condition. The inspections shall also note where vehicle tracking may be carrying sediment off site. Any required repair or reinstallation of the pad shall be performed within 24 hours. Any sediment observed tracked off site shall be cleaned up immediately.

## 4.2 Filter Strips/Grass Buffers

Vegetated filter strips act to cause deposition of sediment within the area of vegetation. Buffer strips of natural vegetation can be left at the time of site grading or can be created by using sod. A dense ground cover is necessary or runoff will channelize within the area. A minimum width of 20 feet is recommended.

Grass buffers are uniformly graded and densely vegetated areas of turf grass. They require sheet flow to promote filtration, infiltration, and settling to reduce runoff pollutants. Grass buffers differ from grass swales as they are designed to accommodate overland sheet flow rather than concentrated or channelized flow. They can be used to remove larger sediment from runoff from impervious areas.

Whenever concentrated runoff occurs, it should be evenly distributed across the width of the buffer via a flow spreader. This may be a porous pavement strip or another type of structure used to achieve uniform sheet-flow conditions. Grass buffers can also be combined

with riparian zones in treating sheet flows and in stabilizing channel banks adjacent to major drainageways and receiving waters.

Design of grass buffers is based primarily on maintaining sheet-flow conditions across a uniformly graded, dense grass cover strip. When a grass buffer is used over unstable slopes, soils, or vegetation, rills and gullies will form that disrupt sheet flow. The resultant short-circuiting will negate the intended water quality benefits. Grass buffers should be protected from excessive pedestrian or vehicular traffic that can damage the grass cover and affect even sheet-flow distribution.

General guidance suggests that the hydraulic load should not exceed 0.05 cfs/linear foot of buffer during a 2-year storm to maintain a sheet flow of less than 1 inch throughout dense grass that is at least 2 inches high. The upstream flow shall be uniformly distributed over this length. The minimum design length (normal to flow) is therefore calculated as:

$$L_G = \frac{Q_{2\text{-year}}}{0.05}$$

*In which:*

$L_g$  = Minimum design length (feet)

$Q_{2\text{-year}}$  = Peak discharge supplied to the grass buffers by a 2-year storm event (cfs)

Note: Longer lengths may be used.

The minimum width ( $W_G$ ) (the distance along the sheet flow direction) of the grass buffer shall be determined by the following criteria for onsite and concentrated flow control conditions:

- Sheet Flow Control (use the larger value) of the following:

$$W_G = 0.2L_1 \text{ or } 8 \text{ feet}$$

*In which:*

$L_1$  = The length of flow path of the sheet flow over the upstream impervious surface (feet)

- Concentrated Flow Control (use the larger value)

$$W_G = 0.15(A_t/L_t) \text{ or } 8 \text{ feet}$$

*In which:*

$A_t$  = The tributary area (square feet)

$L_t$  = The length of the tributary (normal to flow) upstream of the grass buffer (feet)

A rectangular strip is preferred and should be free of gullies or rills that concentrate the overland flow. Design slopes shall not exceed 4 percent.

Flow through the buffer shall be evenly distributed along the design length. Slotted curbing, log spreaders, or other spreader devices can be used to apply flows. Concentrated flow supplied to the grass buffer must use a level spreader (or a similar concept) to evenly

distribute flow onto the buffer. The grass buffer shall have a dense turf to promote sedimentation and entrapment and to protect against erosion.

Filter strip/grass buffer areas shall be inspected by the Owner weekly and after storm events greater than one-half (0.5-inches) to ensure that the filter strip/grass buffer is in functional condition and that sediment has not built up in the area. Any sediment that has built up in the area shall be removed within 24 hours. Any required repair or reinstallation of the filter strip/grass buffer shall occur within 24 hours.

Standard Drawing 2 in Attachment 5 may be used in development of the plan sheet.

### **4.3 Wattles/Fiber Rolls**

A wattle is an elongated tube of straw, coconut fibers or other material for restraining sediment. It may be installed as a temporary barrier at the base of a disturbed area. Erosion control wattles are also employed as check structures in swales or waterways (See Section 5.1) and for inlet protection (See Section 5.2).

Attachment 5, Standard Drawing 3 shows proper installation of an erosion control wattle. Erosion control wattles shall be installed in trench along a land contour and perpendicular to the water flow in a ditch. The midpoint of the wattle must be lower than the endpoints of the wattle to ensure that water flows over the wattle and not around either side. The Contractor shall dig a 3 to 5 inch trench across the existing ditch, install the wattle tightly in the trench so that daylight cannot be seen under the wattle, and then compact the soil excavated from the trench against the wattle on the uphill side as shown in Detail B of Attachment 5 Standard Drawing 3. Stakes shall have a top dimension of 1" x 2" or 2" x 2", and shall extend a minimum of 12 inches into the ground. Where installing running lengths of wattles, the Contractor shall butt the second wattle tightly against the first and shall not overlap the ends as shown in Detail B of Attachment 5 Standard Drawing 3.

The erosion control wattle shall be inspected by the Owner once every week and within 24 hours after every rainfall event of one-half (0.5) -inch precipitation or greater. Accumulated sediment shall be removed once every week or within 24 hours after every rainfall event of one-half (0.5) -inch precipitation or greater.

Standard Drawing 3 in Attachment 5 may be used in development of the plan sheet.

### **4.4 Silt Fence**

A silt fence is a temporary sediment barrier made of a woven synthetic material stretched across and attached to supporting posts to filter runoff. A silt fence can be placed as a temporary barrier at the base of a disturbed area but is not recommended for use in a channel or swale. The material is durable and will last for more than one season if properly installed and maintained. A silt fence should be used where the size of the drainage area is no more than one quarter acre per 100 feet of silt fence length, the maximum slope length behind the barrier is 100 feet and the maximum gradient behind the barrier is 50 percent (2:1). Properly installed silt fence shall be entrenched into the ground, and the sediment barrier shall stand above ground at a height of at least two (2) feet. Wooden stakes that are utilized for silt fence construction must have a diameter of 2 inches or more (or length and width of at least 2 inches if rectangular posts are used), and must have a minimum height of

5 feet (including the portion of the post driven into the ground). Metal stakes are also acceptable.

In most applications, silt fence is placed downslope from a construction site or newly disturbed area to prevent eroded soils from being transported offsite. If possible, silt fence should be installed before earth disturbing activities have begun. Location of the fabric is critical to its performance. Silt fences should be installed where it will capture sediment from the project before it leaves the project. Silt fence often acts like a temporary dam and therefore should not be placed too close to an outlet end of a pipe. The sediment can partially or completely plug these pipes. For this reason it is generally better to place silt fence at the inlet end of pipes. Silt fence will also catch snow. This should be considered when selecting the locations and performing maintenance.

After the silt fence has been installed, it will be necessary for the Contractor to perform some maintenance on the fabric. Large amounts of sediment may need to be removed from the upstream side of the silt fence. Silt fences shall be inspected by the Owner weekly and immediately after each rainfall of one-half (0.5) -inch or greater. Any required repairs or sediment removal shall be performed immediately. Close attention shall be paid to the repair of damaged silt fence resulting from end runs and undercutting. Any fabric that frays or begins to decompose shall be replaced immediately.

Removal of the silt fence should not be done until other sufficient erosion control methods, such as permanent vegetation or structural BMPs such as detention ponds, are in place.

The use and installation of the silt fence should be completed according to Standard Drawings 4a through 4d included in the Attachment 5. The Low Flow Silt Fence Standards (Standard Drawings 4a and 4b) shall be used in applications controlling sediment in sheet flow (for flows of 20-70 gal/min/sqft (0.05 - 0.16 cfs/sq ft)), and the High Flow Silt Fence Standards (Standard Drawings 4c and 4d) shall be used in applications controlling sediment in concentrated flow, such as in inlet protection (for flows of 70-145 gal/min/sqft (0.16 - 0.33 cfs/sq ft)). The units in the flow specifications are flow per square foot of silt fence area.

Standard Drawings 4a through 4d in Attachment 5 may be used in development of the plan sheet.

## 4.5 Rock Check Dam

A rock check dam is small rock dam constructed across a grassed swale or road ditch. The purposes of using a rock check dam are to 1) reduce the velocity of concentrated stormwater flows thereby reducing erosion of the swale or ditch, 2) trap sediment generated from adjacent areas or the ditch itself and 3) increase infiltration when suitable soils are present. This practice, utilizing a combination of rock sizes, is limited to use in small grassed swales or open channels that **drain 10 acres or less**. It shall not be used in a perennial stream where protection of the flowing stream is the objective.

Some specific applications include:

- Temporary ditches or swales that, because of their short time of service, cannot receive a non-erodible lining but still need protection to reduce erosion

- Permanent ditches or swales that cannot receive a permanent non-erodible lining for an extended period of time
- Either temporary or permanent ditches or swales that need protection during the establishment of grass linings
- An aid in the sediment trapping strategy for an active construction site. This practice is not a substitute for major perimeter trapping measures such as Temporary Sediment Trap in Section 4.6.

When coarse aggregate is used in rock check dams, gradations in the 1- to 3-inch range are generally acceptable. The drainage area of a ditch or swale being protected shall not exceed 2 acres when coarse aggregate is used alone.

If the drainage area of a ditch or swale being protected exceeds 2 acres, then rock meeting SDDOT Class A rip-rap standards shall be added on the downstream side of the dam. The drainage area of a ditch or swale being protected shall not exceed 10 acres.

The maximum height of the rock check dam shall be 3.0 feet. The top of the rock check dam shall be a minimum of 1.0 feet below the top of the ditch or swale. The maximum spacing between the dams should be such that the toe of the upstream dam is at the same elevation as the top of the rock at the center of the downstream dam. The center of the rock check dam shall be at least 6 inches lower than the sides to prevent scour and subsequent failure of the structure.

The rock shall be spread into position in approximately horizontal layers not to exceed three (3) feet in thickness. It shall be placed in a manner to produce a reasonably homogeneous stable fill that contains no segregated pockets of large or small fragments or large unfilled spaces caused by bridging of the larger rock fragments. No compaction will be required beyond that resulting from the placing and spreading operations.

The rock check dams shall be placed such that the resultant ponding will not cause inconvenience or damage to adjacent areas or structures. For added stability, the base of the rock check dam should be keyed into the soil to a minimum depth of 6 inches.

Filter fabric may be used under the rock to provide a stable foundation and to facilitate removal of the rock.

Rock check dams are effective in reducing flow velocity and thereby the potential for channel erosion. It is usually better to establish a protective vegetative lining before flow is confined or to install a structural channel lining than to install rock check dams.

Rock check dams installed in grass-lined channels may kill the vegetative lining if submergence after rains is too long and/or siltation is excessive.

If temporary rock check dams are used in grass-lined channels that will be mowed, care should be taken to remove all the rock when the rock check dam is removed. This should include any rocks that have washed downstream.

Plans and specifications for installing rock check dams shall be in keeping with this standard and shall describe the requirements for applying the practice to achieve its intended purpose. At a minimum include the following:

- Location where the practice will be installed
- Dimensions, elevations, and spacing between the dams
- Rock gradation and quality
- Fabric specification if used

All plans shall include installation, inspection, and maintenance schedules with the responsible person identified. Standard Drawings 5a and 5b in Attachment 5 may be used in development of the plan sheet.

Rock check dams shall be inspected by the Owner weekly and within 24 hours of one-half (0.5) -inches precipitation or more. If any erosion has taken place around or below the rock check dam or if rocks have been dislodged, repairs shall be made to prevent further damage. Sediment shall be removed once it has accumulated to one-half the height of the rock check dam. The center of the rock check dam shall also be inspected by the Owner weekly to ensure that the center of the dam is lower than the sides.

Unless they will be incorporated into a permanent stormwater management control, rock check dams must be removed when their useful life has been completed. In temporary ditches and swales, rock check dams should be removed and the ditch filled in when they are no longer needed. In permanent structures, rock check dams should be removed when a permanent lining can be installed. In the case of grass-lined ditches, rock check dams should be removed when the grass has matured sufficiently to protect the ditch or swale. The area beneath the rock check dams should be seeded and mulched immediately after they are removed.

For rock check dams that are made a part of a permanent stormwater management control, regular inspections should be made by the Owner to see if any erosion has occurred around or below the dam and if any rock has been dislodged. Immediately make all needed repairs to prevent further damage. If sediment trapping is to be a continuing function of the rock check dam, the sediment shall be removed when it has accumulated to one-half the depth of the rock check dam.

#### **4.6 Temporary Sediment Traps**

A sediment trap is a small, temporary ponding basin formed by construction of an embankment or excavated basin that is designed to fill with sediment. A sediment trap can be constructed by either excavating below grade or building an embankment across a swale. Excavated traps are less prone to failure than embankments. No pipe is used at the outlet, as in a sediment basin, and an open-channel spillway shall be included in the design. A minimum of 3,600 cubic feet of storage volume shall be provided for each tributary acre. The purpose of this practice is to detain sediment-laden runoff from small-disturbed areas for a sufficient period of time to allow the majority of sediment and other water-based debris to settle out.

Sediment traps should be considered when the following conditions are met:

- At the outlets of diversions, channels, slope drains, or other runoff conveyances that discharge sediment-laden water.
- Below areas that are 5 acres or less.

- Where access can be maintained for sediment removal and proper disposal.
- In the approach to a stormwater inlet located below a disturbed area as part of an inlet protection system.
- Structure life should be limited to 18 months.
- Where failure of the structure will not result in loss of life, damage to homes, commercial or industrial buildings, main highways or railroads; or in the use or service of public utilities.

Sediment trap designs shall provide for both sediment storage and detention storage.

The sediment storage shall be sized to store the estimated sediment load generated from the site over the duration of the construction period with a minimum storage equivalent to the volume of sediment generated in one year. For construction periods exceeding one year, the one-year sediment load and a sediment removal schedule may be substituted.

The detention storage shall be composed of equal volumes of "wet" and "dry" detention storage. Each shall be sized for the runoff from either a 2-year, 24-hour storm from the area draining into the basin under maximum runoff conditions during construction, or 134 cubic yards/acre based on the area draining into the basin, whichever is greater. Half of the detention storage shall be below the permeable fill.

When an embankment is used, ensure that embankments for temporary sediment traps do not exceed 5 feet in height measured at the centerline from the original ground surface to the top of the embankment. Additional freeboard may be added to the embankment height to allow flow through a designed bypass location. Construct embankments with a minimum top width of 5 feet and side slopes of 2:1 or flatter.

The design height of the embankment shall be increased by the amount needed to insure that after settlement the height of the dam equals or exceeds the design height. The height of the embankment shall be increased by 5 percent where the fill material is placed in lifts of 8 inches or less and compacted by heavy equipment traversing the fill. The height shall be increased by 10 percent when fill material is graded by a bulldozer.

The original ground under the embankment shall be scarified to a depth of 6 inches or more prior to placement of the fill material. Fill material shall not be placed over frozen ground. The earthen embankment shall be seeded with temporary or permanent vegetation in accordance with methods outlined in Section 3.2.

Where sediment pools are formed or enlarged by excavation, side slopes shall be 2:1 or flatter for safety.

The sediment trap spillway shall be constructed using a stone section of embankment located at the low point in the basin. The stone section serves two purposes: 1) the top section serves as a non-erosive spillway outlet for flood flow, and 2) the bottom section provides a means of dewatering the basin between runoff events.

A combination of coarse aggregate and riprap shall be used to provide for filtering/detention as well as outlet stability. Construct the outlet using well-graded stones where 50 percent of the stones pass through a 9-inch sieve and the maximum stone size is 14 inches. A

1-foot thick layer of 1/2-inch rock should be placed on the inside face to reduce drainage flow rate.

The side slopes of the spillway shall be at least 21 inches thick. The crest of the spillway outlet shall be a minimum of 1.5 feet below the settled top of the embankment. Filter cloth or geotextile shall be placed between the soil and the riprap to prevent piping. An alternative would be to excavate a trench across the riprap foundation and up the sides to the height of the embankment.

The spillway weir shall be at least 4 feet long and sized to pass the peak discharge of the 10 year frequency, 24-hour duration storm without failure, overtopping of the basin or significant erosion. A maximum flow depth of 1 foot, a minimum freeboard of 0.5 feet, and maximum side slopes of 2:1 are required. Weir length may be selected from Exhibit 8.

**EXHIBIT 8**  
Weir Lengths Required for Given Drainage Areas

Drainage Area (acres)	Minimum Weir Length (ft.)
1	4
2	6
3	8
4	10
5	12

The release rate of the basin shall be that rate required to achieve minimum detention times of at least 10 hours. The elevation of the permeable fill outlet shall be placed such that it only drains the dry detention storage.

Spillway bypasses shall be directed to natural, stable areas. Bypass outlets shall be located so that flow will not damage the embankment.

Discharges from both the principal and emergency spillways of a sediment trap must be conveyed to a natural waterway in a channel of adequate capacity and stability. Where this channel intersects with the natural waterway, the discharge shall be less than 1 1/2 feet per second or otherwise below the velocity which will initiate erosion or scour within the receiving waterway. Overflows to stormwater facilities must have adequate capacity to receive the discharge from the sediment trap.

Where an emergency spillway is utilized, the spillway crest elevation should be at least 1.5 feet below the settled top of the embankment with the emergency spillway crest being 0.5 feet below the top of the embankment.

Locations for sediment traps shall be selected during site evaluation. Natural drainage divides shall be noted and trap sites selected so that runoff from potential sediment-producing areas can easily be diverted into the traps.

Traps shall be made readily accessible for periodic sediment removal and other necessary maintenance. Locations for sediment disposal shall be part of trap site selection. Clearly designate all disposal areas on the plans.

In preparing plans for sediment traps, it is important to consider provisions to protect the embankment from failure from storm runoff that exceeds the design capacity. Consider non-erosive emergency spillway bypass areas, particularly if there could be severe consequences from failure. If a bypass is not possible and failure would have severe consequences, consider alternative sites.

Sediment trapping is achieved primarily by settling within a permanent pool formed by excavation, or by a combination of excavation and embankment. Sediment-trapping efficiency is a function of surface area and inflow rate. Installations that provide pools with large length to width ratios reduce short-circuiting and allow more of the pool surface area for settling.

The minimum length of flow through the trap should be 10 feet and the minimum length to width ratio should be 2:1. If site conditions permit a greater travel distance through the basin and greater length to width ratio the water quality benefit provided by the sediment trap will be enhanced. The average trap permanent pool depth should be a minimum of 3 feet to prevent re-suspension of sediments.

Another method of improving the trapping efficiency is to place geotextile fabric between the riprap and coarse aggregate. If this is done, timely maintenance is needed to ensure that the outlet does not clog with sediment.

Because well-planned sediment traps are key measures to preventing off-site sedimentation, they should be installed in the first stages of project development.

Plans and specifications for temporary sediment traps shall be in keeping with this standard and shall describe the requirements for applying the practice to achieve its intended purpose. At a minimum include the following items:

- Location of the sediment traps.
- Size of basin including width, length and depth.
- Minimum cross section of embankment.
- Minimum profile through spillway.
- Location of emergency spillway, if used.
- Gradation and quality of rock.

All plans shall include the installation, inspection, and maintenance schedules with the responsible party identified. Standard Drawing 6 in Attachment 5 may be used in development of the plan sheet.

Temporary sediment traps shall be inspected by the Owner weekly and within 24 hours of a precipitation event greater than one-half (0.5) -inches. Sediment shall be removed so that the trap is restored to its original dimensions after the sediment has accumulated to one-half the design depth of the permanent pool.

The structure shall be checked for damage from erosion or piping. The depth of the spillway shall be checked to ensure it is a minimum of 1.5 feet below the low point of the embankment to slightly above design grade. Any riprap displaced from the spillway must be replaced immediately.

After all sediment-producing areas have been permanently stabilized, the structure and all unstable sediment shall be removed. The area shall be smoothed to blend with the adjoining areas and stabilized properly.

## 4.7 Sediment Basins

**Areas draining more than five (5) acres** shall be routed through a sediment basin. Sediment basins shall be designed to a minimum 3,600 cubic feet of volume per tributary acre.

If the site is to include a stormwater quality or flood detention basin, the permanent detention facility may be used as the temporary sediment basin, provided the outlets are modified upon completion for this purpose. Such permanent detention facilities shall be restored to design grades, volumes, and configurations after site development is completed and the project is finalized. The outlet from a sediment basin shall be designed to empty its volume in no less than 16 hours, that is to have an average outflow rate of 7.0 gallons/minute/tributary acre, or less. The basin length shall be no less than twice the basin width. The inflow structures at the entrance of the basin shall be designed to dissipate inflow energy and to spread the flow so as to achieve uniform flow throughout the basin's width.

**For drainage locations serving less than ten (10) acres**, a sediment basin or a combination of sediment basin(s) and sediment traps providing storage for 3,600 cubic feet of storage per acre drained may be required along with silt fences or equivalent sediment controls on all sideslope and downslope boundaries of the construction area.

A sediment basin can be constructed by excavation or by erecting an earthen embankment across a low area or drainage swale. The basin can be either a temporary (up to 3 years) structure or a permanent stormwater control measure. Sediment basins can be designed to drain completely during dry periods, or they can be constructed so that a shallow, permanent pool of water remains between storm events. However, depending on the size of the basin constructed, the basin may be considered a wet pond and subject to additional regulation and permits.

Sediment basins are usually used for drainage areas of 5 to 100 acres. They can be temporary or permanent structures. Generally, sediment basins designed to be used for up to 3 years are described as temporary, while those designed for longer service are said to be permanent. Temporary sediment basins can be converted into permanent stormwater runoff management ponds, but they must meet all regulatory requirements for wet ponds.

Sediment basins are applicable in drainage areas where it is anticipated that other erosion controls, such as sediment traps, will not be sufficient to prevent off-site transport of sediment.

The potential sites for sediment basins should be investigated during the initial site evaluation. Basins should be constructed before any grading takes place within the drainage area. The design of the basin should be completed by a qualified Professional Engineer experienced in the design of dams.

Sediment basins with earthen embankments should be outfitted with a dewatering pipe and riser set just above the sediment removal cutoff level. The riser pipe should be located at the deepest point of the basin and extend no farther than 1 foot below the level of the earthen dam. A water-permeable cover should be placed over the primary dewatering riser pipe to prevent trash and debris from entering and clogging the spillway. To provide an additional path for water to enter the primary spillway, secondary dewatering holes can be drilled near

the base of the riser pipe, provided the holes are protected with gravel to prevent sediment from entering the spillway piping.

To ensure adequate drainage, the following equation can be used to approximate the total area of dewatering holes for a particular basin (Smolen et al., 1988):

$$A_o = (A_s \times (2h)) / (T \times C_d \times 20,428)$$

Where:

$A_o$  = total surface area of dewatering holes,  $ft^2$

$A_s$  = surface area of the basin,  $ft^2$

$h$  = head of water above the hole,  $ft$

$C_d$  = coefficient of contraction for an orifice, approximately 0.6

$T$  = detention time or time needed to dewater the basin, hours

In all cases, such structures should be designed by an appropriate professional based on local hydrologic, hydraulic, topographic, and sediment conditions.

Routine inspection and maintenance of sediment basins is essential to their continued effectiveness. Basins should be inspected by the Owner after each storm event to ensure proper drainage from the collection pool to determine the need for structural repairs. Erosion from the earthen embankment should be repaired immediately. Sediment basins must be located in an area that is easily accessible to maintenance crews for removal of accumulated sediment. Sediment should be removed from the basin when its storage capacity has reached approximately 50 percent. Trash and debris from around dewatering devices should be removed promptly after rainfall events.

The tributary drainage area of the proposed sediment basin shall not be more than 100 acres.

Sediment basins that impound 25 acre-feet of water or more require that a Location Notice be filed with SD DENR and may also require a Water Rights Permit from SD DENR. A structure is considered a dam by SD DENR if the height to the dam crest is greater than or equal to 25 feet and the storage at the dam crest (not at the spillway elevation) is greater than 15 acre feet or if the height to the dam crest is greater than 6 feet and the storage at the dam crest (not at the spillway elevation) is greater than or equal to 50 acre feet. The height of the dam is the difference in elevation between the natural bed of the watercourse or the lowest point on the toe of the dam, whichever is lower, and the crest elevation of the dam. Dams that meet this definition must follow specific SD DENR safety requirements. If there is any question as to whether a sediment basin may trigger these or other dam regulations, the Owner shall coordinate with SD DENR.

Standard Drawing 7 in Attachment 5 may be used in development of the plan sheet.

## 5. Drainageway Protection Best Management Practices

At times construction activities must occur adjacent to or within a drainageway. Whenever this occurs, bottom sediments will be disturbed and transported downstream. The goal of drainage protection is to minimize the movement of sediments resulting from construction

activities that take place within any drainageway. Temporary facilities can be installed to divert flowing water around such sediment-generating construction activities within drainageways.

### **5.1 Working Within or Crossing a Waterway**

Whenever work occurs within a waterway, the following shall be considered as appropriate:

- Construction vehicles shall be kept out of a waterway to the maximum extent practicable. Where in-channel work is necessary, steps, such as temporary channel diversions, shall be taken to stabilize the work area during construction to control erosion. The channel (including bed and banks) shall be restabilized immediately after in-channel work is completed.
- Where an actively-flowing watercourse must be crossed regularly by construction vehicles, a temporary crossing shall be provided. Two primary methods are available: 1) a culverted crossing, and 2) a stream ford. A culverted crossing shall be designed to pass the 2-year design flow. A stream ford shall be lined with a minimum six (6) -inch thick layer of one-and-a-half- (1.5)-inch diameter rock. A permit is required for placement of fill in a waterway under Section 404 of the Clean Water Act. The Corps of Engineers Office in Pierre, South Dakota, shall be contacted about the requirements for obtaining a 404 permit.
- Whenever possible, construction in a waterway shall be sequenced to begin at the most downstream point and work progressively upstream installing required channel and grade control facilities.
- Work shall be completed in small segments, exposing as little of the channel at a time as possible.
- Where possible, all in-channel work shall be performed between September 15 and April 15.

### **5.2 Outlet Protection**

The outlets of drains, culverts, sediment traps, and sediment basins shall be protected from erosion and scour. This may require the use of a rip rap apron at the outlet location.

Check dams or wattles can be used in ditches or swales and downstream of the outlets of temporary drains, culverts, sediment traps, and sediment basins. These devices reduce the velocity of concentrated flows and trap sediment eroded from the upstream ditch or swale.

Check dams may be used under the following conditions:

- In temporary or permanent swales that need protection during establishment of grass;
- In permanent swales that need protection prior to installation of a non-erodible lining;
- In temporary ditches or swales that need protection where construction of a non-erodible lining is not practicable.

Check dams providing outlet protection shall meet all requirements of Section 4.5.

### **5.3 Inlet Protection**

All storm sewer inlets which are made operable during construction shall be protected to prevent sediment-laden runoff from entering the conveyance system without first being filtered or otherwise treated to remove sediment.

Inlets may be temporarily blocked to prevent sediment-laden runoff from entering storm sewers. Inlet protection measures shall be removed after upstream disturbed areas are stabilized.

Inlets may be protected using wattles, filter fabric, silt fence, or other similar methods. See Section 4.3 Erosion Control Wattles, Section 4.4 Silt Fence and Standard Drawings 3 and 4a through 4d in Attachment 5 for detailed examples.

Caution must be used in temporarily blocking inlets to ensure that localized flooding conditions do not develop.

## **6. Good Housekeeping and Non-structural Best Management Practices**

### **6.1 Concrete Wash Water**

The following standards apply to the mixing and handling of concrete on construction sites.

Both dry and wet materials should always be stored under cover and protected from rainfall and runoff. Dry materials shall be protected from wind. Bags of cement must be secured after they are open. Wind-blown cement powder should be kept away from gutters, storm drains, rainfall, and runoff. Employees should be trained to be aware of the impacts of improper disposal of concrete/mortar wastes and washwater.

Fresh concrete, mortar or plaster shall be mixed only for use during the same day. Small mixers shall be set up and operated on tarps or heavy plastic dropcloths. An on-site area shall be designated for dumping excess concrete. Random dumping around the site shall not be allowed. Washout shall never be disposed of into the street, storm drains, drainage ditches, or streams. Washout shall be directed to a containment pond, pit, or bermed area large enough for liquid and solid waste. Washout shall be pumped back into the mixer for reuse whenever possible.

Water collected in a pond, trap, or basin shall be allowed to evaporate or infiltrate into soil. Excess concrete shall be allowed to harden so it can be broken up and disposed of in trash.

During saw cutting operations, slurry must not be discharged to the storm drain system. Slurry shall be vacuumed and pumped to a holding tank for disposal or to a containment pond. When washing concrete to remove fine particles or expose the aggregate, discharge to the storm drain should be avoided by directing the water to a bermed or dirt area. Concrete sweepings from exposed aggregate shall not be washed into the street or storm drain. Aggregate sweepings shall be collected and returned to base stockpile or disposed of in the trash. When cleaning up after driveway or sidewalk construction, fine material shall be washed onto dirt or grassy areas, not down the driveway or into the street or storm drain.

Exposed stockpiles of mortar, sand, and other similar materials must be covered with plastic tarps to protect from rain. All materials should be stored as far away from creeks and storm drains as practical.

## 6.2 Dust Control / Street Sweeping

Use dust control measures to reduce the surface and air transport of dust and other pollutants. For paved areas, sweep, rather than wash dirt or debris from the surface. When land is disturbed, minimize dust transport by applying the following measures as appropriate:

- **Vegetative Coverings:** Temporary seeding and mulching may be applied to cover bare soil and to prevent wind erosion. The soil must be kept moist to establish cover.
- **Barriers:** Solid board fences or other materials can be used to control air currents and blown soil. Barriers placed at right angles to prevailing wind currents at intervals of about 15 times the barrier height are effective in controlling wind erosion.
- **Irrigation:** The site is sprinkled with water until the surface is wet and repeated as necessary. If this method is to be employed at a construction site, it is recommended that a temporary gravel rock entrance be created to prevent mud from spreading onto local streets.

## 6.3 Spill Prevention and Response

Spill prevention and response includes measures to be taken to ensure that spills do not result in water quality impacts. Spills and leaks together are one of the largest sources of stormwater pollutants and in most cases are avoidable.

The following preventative strategies are recommended where fluids are commonly present:

- Identify all equipment that may be exposed to stormwater, pollutants that may be generated, and possible sources of leaks or discharges.
- Perform regular maintenance of each piece of equipment to check for proper operation, leaks, malfunctions, and evidence of leaks or discharge (stains). Develop a procedure for spill reporting, clean up, and repair.
- Drain or replace motor oil or other automotive fluids in an area away from streams or storm or sanitary sewer inlets. Collect spent fluids and recycle or dispose of properly.
- In fueling areas, clean up spills with dry clean up methods (absorbents), and use damp cloths on gas pumps and damp mops on floors instead of a hose.

An important part of spill prevention is training. All Contractor employees shall be trained in spill prevention practices and adhere to them.

The best way to prevent pollutants from entering the storm drains is to prevent stormwater from contacting equipment or surfaces that may have oil, grease, or other pollutants. Some good activities to help prevent negative impacts on stormwater quality include:

- Properly dispose of stormwater that has collected in containment areas (may need permit if contaminated).
- Adopt effective housekeeping practices.
- Ensure adequate security to prevent vandalism.

It is important to identify potential spill areas and their drainage points to determine preventative measures and spill response actions. Areas and activities that are most vulnerable to spills include transportation facilities where vehicle spills could be a problem:

- Loading and unloading areas
- Storage areas
- Process activities
- Dust or particulate generating processes
- Waste disposal activities

In addition to these areas, evaluate spill potential in other areas (access roads, parking lots, power generating facilities, etc.). It is also important to estimate the possible spill volume and drainage paths.

Proper outdoor materials handling procedures include:

- For permanent and long-term (greater than 3 months) storage, keep bulk solid materials (including raw materials, sand, gravel, topsoil, compost, concrete, packing materials, and metal products) covered or protected from stormwater.
- Isolate and consolidate bulk materials from stormwater runoff by providing berms or other means to keep the material from migrating into drainage systems.
- When possible, store materials such as salt, hazardous materials, and other materials prone to leaching when exposed to stormwater on a paved surface.
- Locate material storage areas away from storm drains, ponds, and drainage ways.
- Hazardous materials must be stored according to federal, state, and local HazMat requirements.
- Adopt procedures that reduce the chance of spills or leaks during filling or transfer of materials.
- Substitute less or non-toxic materials for toxic materials.

Proper spill response procedures are as follows:

- Wipe up small spills with a shop rag, store shop rags in covered rag container, and dispose of properly (or take to professional cleaning service and inform them of the materials on the rag).
- Contain medium-sized spills with absorbents (kitty litter, sawdust, etc.) and use inflatable berms or absorbent rolls or “snakes” as temporary booms for the spill. Store

and dispose of absorbents properly. Wet/dry vacuums may also be used, but not for volatile fluids.

- For large spills, first contain the spill and plug storm drain inlets where the liquid may migrate offsite, then clean up the spill. Contact appropriate emergency response agency according to State and local requirements.

A **Spill Prevention Plan** identifies areas where spills can occur onsite, specifies materials handling procedures, storage requirements, and identifies spill cleanup procedures. The purpose of this plan is to establish standard operating procedures, and the necessary training to minimize the likelihood of accidental releases of pollutants that can contaminate stormwater runoff. Stormwater contamination assessment, flow diversion, record keeping, internal reporting, training, and preventative maintenance are associated BMPs that can be incorporated into a comprehensive Spill Prevention Plan.

A Spill Prevention Plan is applicable to facilities that transport, transfer, and store hazardous materials, petroleum products, and fertilizers that can contaminate stormwater runoff. A Spill Prevention Plan shall include the following information:

- A description of the facility including the nature of the facility activity, and general types and quantities of chemicals stored at the facility.
- A site plan showing the location of storage areas of chemicals, the location of storm drains, site drainage patterns, fire-fighting equipment and water source locations, and the location and description of any devices used to contain spills such as positive control valves.
- Notification procedures to be implemented in the event of a spill such as phone numbers of key personnel and appropriate regulatory agencies.
- Instructions regarding cleanup procedures.
- Designated personnel with overall spill response cleanup responsibility.
- Quick notification of the Watertown Fire Department for spills that cannot be handled by local site staff.

A summary of the plan shall be written and posted at appropriate points identifying the spill cleanup coordinators, location of cleanup kits, and phone numbers of regulatory agencies to be contacted in the event of a spill. Cleanup of spills shall begin immediately. No emulsifier or dispersant shall be used. In fueling areas, absorbent shall be packaged in small bags for easy use and small drums shall be available for storage of absorbent and/or used absorbent. Absorbent materials shall not be washed down the floor drain or into the storm sewer.

Emergency spill containment and cleanup kits shall be located at the facility site. The contents of the kit shall be appropriate to the type and quantities of chemicals or goods stored at the facility. The following procedures shall be followed when implementing an emergency spill cleanup plan:

- Key personnel shall receive formal training in plan execution with additional training to the people who are likely to be the first on the site. All employees shall have a basic knowledge of spill control procedures.

- A plan summary shall be posted at appropriate site locations. The summary shall include the identification of the spill cleanup coordinators, location of cleanup equipment, and phone numbers of site personnel and regulatory agencies to be contacted in the event of a spill.
- Perform the following notifications in the event of a spill:
  - Codrington County Emergency Management (605) 882-6272
  - Watertown Fire Department 911
  - City of Watertown Public Works Director (605) 882-6204 x14
  - National Response Center (800) 424-8802
  - State and Federal Agencies as required by the material spilled
- Containment and cleanup of any spills shall begin immediately.
- Absorbents shall be readily used in fueling areas.

An inventory of cleanup materials shall be maintained onsite and strategically deployed based on the type and quantities of chemicals present.

## 6.4 Planning and Scheduling

When planning and scheduling construction activities, the following practices will serve to limit erosion and sediment pollution:

Existing vegetation should only be removed when necessary. When planning a project, consider leaving in place as much existing vegetation as possible. If possible, excavation, grading and paving operations should be planned for dry weather periods. Grading operations should be phased to limit the extent of disturbed areas and duration of exposure.

For the duration of a construction project, a specific area of the site should be set aside for material storage and equipment maintenance. This location should be as far away from storm drain inlets, ditches, or streams as possible.

Proper waste disposal must be practiced. If possible, recycle solvents, water-based paint, vehicle fluids, broken asphalt and concrete, wood, and cleared vegetation. All waste that cannot be recycled shall be stored in dumpsters covered with tarps or plastic sheeting. Dumpsters must be emptied often enough to ensure that they do not overflow.

Material in excess of what is required to complete the project should not be stored on site. Construction site operators should conduct training sessions to educate employees about erosion and sediment control practices described in this manual. Weekly inspections of erosion control practices should be conducted by the Owner as described in this manual.

## 7. Disposal of Temporary Measures

All temporary erosion and sediment control measures shall be removed and disposed of within 30 days after final site stabilization is achieved or after the temporary measures are no longer needed, whichever occurs earliest, or as authorized by the Office of the City Engineer. For example, a site containing only one building shall have temporary erosion control measures removed after building construction is complete and final landscaping is

in place. Temporary erosion control measures shall be removed from a commercial construction site or residential subdivision only after streets are paved and all areas have achieved final stabilization. Trapped sediment and disturbed soil areas resulting from the disposal of temporary measures shall be returned to final plan grades and permanently stabilized to prevent further soil erosion.

The professional preparing the SWPPP shall submit, as part of the narrative report, a schedule of removal dates for temporary control measures. The schedule shall be consistent with key construction items such as street paving, final stabilization of disturbed areas, or installation of structural stormwater controls.

## **8. Maintenance**

All temporary and permanent erosion and sediment control practices shall be maintained and repaired by the Owner during the construction phase as needed to ensure continued performance of their intended function. Some specific maintenance requirements are described in each BMPs' individual Section. All facilities shall be inspected by the Owner weekly and following each precipitation event (greater than one-half (0.5) -inches or snowmelt event that results in runoff.

The professional preparing the SWPPP shall submit, as part of the narrative report, a schedule of planned maintenance activities for temporary and permanent erosion and sediment control measures. The schedule shall be consistent with the level of maintenance required for the control measures proposed in the plan.

## **9. Inspections**

The Owner shall ensure that qualified personnel such as the construction site superintendent or project manager inspect the site at least once every 7 calendar days and within 24 hours of the end of a storm of one-half (0.5) inch precipitation or greater to confirm plan compliance. Inspections are also required after snowmelt events resulting in runoff and any event or activity resulting in surface erosion, sediment transport, or vehicle tracking of debris off of property. Action to address any problem areas found during inspection must occur as soon as possible. Such sites will be considered as potential violations until addressed. The plan shall be revised and implemented in no case later than 7 calendar days following the inspection.

The inspection shall look for evidence of or the potential for pollutants entering the drainage system or leaving the site and shall include: disturbed areas of the construction site that have not been finally stabilize; areas used for storage of materials; structural and non structural control measures; and locations where vehicles enter or exit the site.

A report summarizing the areas inspected, name(s) and title(s) of personnel making the inspection, the date(s) of the inspection, major observations and corrective actions taken shall be made and retained as part of the plan for a least 3 years. Such reports shall identify any incidents of non-compliance. Where an inspection does not identify any incidents of non-compliance, the report shall contain a certification that the site is in compliance with the plan and permit. The Site Inspection Form in Attachment 6 may be used to conduct site investigations. Compliance documentation is the responsibility of the Owner.

## 10. Noncompliance

If the City determines that construction activities have occurred without a submitted SWPPP required as described in this Manual or that the required execution, maintenance, inspection of BMP measures as described in the submitted plan have not occurred to satisfaction of the City, then the Owner is subject to enforcement actions as allowed by the City of Watertown Ordinances. Enforcement actions may include:

- Withholding of grading or building permit or building inspections
- Warning letter/inspection report
- Letter of noncompliance
- Stop-work order
- Withholding of the Certificate of Occupancy
- Permit revocation by the City of Watertown and/or SD DENR
- Notice of violation and order with monetary fines
- Municipal summons

In addition, any person who violates a permit condition or makes any false statement, representation, or certification, may be subject to enforcement action under South Dakota Codified Law (SDCL), Chapter 34A-2.

## 11. References

City of Las Vegas, Nevada, *Stormwater Pollution - What You Should Know For...General Construction & Site Supervision*, 2005.

City of Sioux Falls, South Dakota, *Chapter 11 Drainage Improvements*, 2004.

City of Sioux Falls, South Dakota, *Chapter 12 Erosion Control*, 2004.

Minnesota Pollution Control Agency, *Protecting Water Quality in Urban Areas – A Manual: Chapter 6 Erosion Prevention and Sediment Control*, 2000.

Smolen, M.D., D.W. Miller, L.C. Wyatt, J. Lichthardt, and A.L. Lanier. 1988. *Erosion and Sediment Control Planning and Design Manual*. North Carolina Sedimentation Control Commission, North Carolina Department of Environment, Health, and Natural Resources, and Division of Land Resources Land Quality Section, Raleigh, NC.

South Dakota Department of Environment and Natural Resources, *General Permit for Stormwater Discharges Associated with Construction Activities*, 2002.

South Dakota Department of Transportation, *Erosion Control Manual*, 2004.

US Department of Agriculture Natural Resources Conservation Service and Illinois Environmental Protection Agency, *Illinois Urban Manual*, 2002.

US Environmental Protection Agency. Sediment Basin and Rock Check Dam Fact Sheet, <http://cfpub.epa.gov/npdes/stormwater/menuofbmps/>, 2006.

**Attachment 1**  
**List of Definitions**

---

## **Attachment 1 List of Definitions**

**Best Management Practices (BMPs):** schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to waters of the state. BMPs also include treatment requirements, operating procedures, and practices to control construction site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

**Control Measures:** any Best Management Practice or other method used to prevent or reduce the discharge of pollutants to waters of the state.

**Erodibility:** The susceptibility of a particular soil type to erosion by water or wind.

**Erosion:** The wearing away of the land surface by water, wind, ice or other geological agents, including the detachment and movement of soil or rock fragments by water, wind, ice, or gravity.

**Erosion Control Measures:** Practices that slow or stop erosion.

**Final Stabilization:** either:

**a.** all soil disturbing activities at the site have been completed and a uniform perennial vegetative cover with a density of 70% of the native cover for unpaved areas and areas not covered by permanent structures has been established, or equivalent permanent stabilization measures (such as the use of riprap, gabions, or geotextiles) have been employed; or

**b.** for individual lots in residential construction, that either: **1)** the permittee has completed final stabilization as specified in part **(a)** above, or **2)** the permittee has established temporary stabilization for an individual lot before the property owner assumes operational control of the property and the permittee informs the property owner of the need for, and benefits of, final stabilization; or

**c.** for construction projects on land used for agricultural purposes, final stabilization may be accomplished by returning the disturbed land to its pre-construction agricultural use. Areas disturbed that were not previously used for agricultural activities, such as buffer strips immediately adjacent to “waters of the state,” and areas which are not being returned to their pre-construction agricultural use must meet the final stabilization criteria in **(a)** or **(b)** above.

**Land Disturbing Activity:** Grading, cut, fill, stockpiling of dirt, removal of vegetation, or any other alteration or disturbance of the ambient land surface.

**Larger Common Plan of Development or Sale:** a contiguous area where multiple separate and distinct construction activities are planned to occur at different times on different schedules as a part of one plan.

**Mapping Unit:** Soil name and symbol given in the Soil Conservation Service Soil Survey for each soil type.

**Operator:** the owner, party, person, general contractor, corporation, or other entity that has operational control over a construction project. The operator is responsible for ensuring compliance with all conditions of the permit and with development and implementation of the “stormwater pollution prevention plan”.

**Permanent:** Installation of land-surface cover, or erosion and sediment control measures that will remain in place for a long period of time.

**Pollutant:** Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

**Point Source:** any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

**Sedimentation:** The process of solid materials, both inorganic (mineral) and organic, coming to rest on the earth’s surface either above or below sea level.

**Sediment:** Particulate solid material, either inorganic or organic, that will settle or be deposited in a liquid under the force of gravity.

**Sediment Barrier:** Straw bale barrier (dike) or a silt fence.

**Sediment Basin:** A depression, either excavated or formed by a dam, that holds water and debris and facilitates sedimentation of soil particles. Normally used for drainage areas equal to and greater than 5.0 acres.

**Sediment Trap:** A small depression that holds water and debris and facilitates sedimentation. Normally used for drainage areas less than 5.0 acres.

**Stormwater:** for the purpose of this manual, means stormwater runoff, snow melt runoff, or surface runoff and drainage associated with construction activity.

**Stormwater Associated with Construction Activity:** the stormwater runoff from construction activities including clearing, grading, and excavating, that result in the disturbance of five or more acres of total land area or which may be part of a larger common plan of development or sale if the larger common plan will ultimately disturb five or more acres of land.

**Temporary:** Installation of erosion or sediment control measures, either structural or nonstructural, that are planned to be removed or inactivated after a period of time.

**Waters of the State:** all waters within the jurisdiction of this state, including all streams, lakes, ponds, impounding reservoirs, marshes, watercourses, waterways, wells, springs, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface and underground, natural or artificial, public or private, situated wholly or partly within or bordering upon the state, but not waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of the CWA other than cooling ponds as defined in 40 C.F.R. § 423.11(m) (July 1, 1991).

**Attachment 2**  
**Example SWPPP Report**

---

**Example SWPPP Report**

**Prepared For:**

**Ajax Development Inc.**

**1234 A Street**

**Watertown, SD 57201**

**Phone: (605) 555-0000**

**Prepared By:**

**Acme Consultants, Inc.**

**43560 Square Feet Street**

**Watertown, SD 57201**

**Phone: (605) 555-1212**

**February 2008**

## **I. Introduction**

### **Name, Address, and Telephone Number**

Owner:

Ajax Development, Inc.  
1234 A Street  
Watertown, SD 57201  
Phone: (605) 555-0000

Erosion Control Consultant:

John Smith, P.E.  
Acme Consultants, Inc.  
43560 Square Feet Street  
Watertown, SD 57201  
Phone: (605) 555-1212

### **Project Location**

The project is located at 100 B Street in the SW quarter of Section\_\_\_\_, Township\_\_\_\_, Range of the 6th principal meridian located in Codington County, South Dakota.

### **Project Description**

The Project consists of the development of a 6.2 acre parcel with two office buildings. The project involves constructing two office buildings, two parking lots, an access road, a box culvert over Dry Creek and associated site utilities. The box culvert will be constructed first to provide access to the site. Following site grading, temporary vegetation and road base will be installed. Utility and building construction will then begin. Paving and landscaping will be the final phase of the project.

### **Existing Site Conditions**

Most of the existing site is vegetated with native grass. The plant density is estimated to be 50 percent coverage of the ground surface. Cottonwood trees and other riparian vegetation are found adjacent to Dry Creek. The site drains to Dry Creek except the southeast portion which drains offsite to the southeast. About 0.2 acres of wetlands are found next to Dry Creek. The riparian and wetland vegetation will not be disturbed by the site development. The existing slopes on the site range from 2 percent to 19 percent adjacent to the creek.

### **Adjacent Areas**

Land use in the vicinity is commercial. The land immediately to the south and east has been developed for commercial use. Areas to the north and west are undeveloped and vegetated with native grass. Dry Creek runs along the west border of the property. Sediment control measures will be taken to prevent damage to Dry Creek. Approximately 2 acres of grassland to the north contribute runoff to the construction area.

### **Receiving Waters**

Runoff from the site discharges to Dry Creek which runs along the west border of the property and is presently a stable, gently flowing perennial stream.

### **Soils**

The soil in the project area is mapped as Renwash loam, 0-2 percent slope. The upper 17 inches consists of dark gray loam. The subsoil consists of brown and grayish brown, gravelly loamy sand. Renwash soils are considered well-drained with permeability rates greater than 0.6 in/hr at the surface and 20 in/hr in the underlying gravelly material. The soil erodibility factor (K value) ranges from 0.28 at the surface to 0.1 in the subsoil. Renwash soils are classified in the B hydrologic soil group. Depth to the high water table is greater than 3.5 feet.

### **Areas**

The total site surface area is 6.2 acres. The project will involve grading approximately 5.2 acres of the parcel. Approximately 1 acre of wetland and riparian property adjacent to Dry Creek will remain undisturbed.

### **Erosion and Sediment Control Measures**

All listed measures will be the responsibility of the general contractor.

1. **Soil Stockpiles:** The upper 6 inches of topsoil will be stockpiled and re-spread on surfaces not planned for buildings or impervious areas. Soil stockpiles will be seeded with a temporary grass cover within 2 weeks of stockpile construction.
2. **Roads and Parking Lots:** Road cuts, road fills, and parking lot areas will be paved as soon as final grade is reached.
3. **Mulching/Temporary Revegetation:** All non-paved areas will be seeded within 14 days of final grading. Mulch shall be applied to protect newly seeded areas.
4. **Sediment Basin:** A sediment basin will be constructed in the southeast corner of the property. All water from disturbed areas will be directed to the basin before leaving the site. The contributing drainage area reaching the disturbed

- site is approximately 7.2 acres, consisting of the disturbed 5.2 acres and 2 acres to the north of the site. Basin calculations are can be found at the end of this report.
5. Vehicle Tracking and Temporary Construction Entrance: A temporary gravel construction entrance will be installed near the northeast corner of the property. Geotextile fabric will be placed under the entrance.
  6. Silt Fence: A silt fence will be constructed around the south boundary of the site and along the edge of the project area adjacent to Dry Creek. A buffer (>20 feet) will be maintained between the silt fence and Dry Creek.
  7. Grass-Lined Channel: A grass-lined channel will intercept runoff before it reaches the silt fence and convey water to the sediment basin. An erosion control blanket will be installed in the channel bottom until grass is established. As slopes in the channel will be less than 2 percent, check dams or other velocity reduction practices will not be necessary.

### **Nonstructural Control Measures**

Standard good housekeeping practices for management of concrete wash water and spill prevention will be employed. Dust control is not expected to be an issue due to the small area of exposure and the relatively short time of exposure (not to exceed 9 months). Should excessive dust be generated, it will be controlled by sprinkling.

Any sediment and debris that has been washed or tracked off the site will be removed. Solvents, water-based paint, vehicle fluids, broken asphalt and concrete, wood, and cleared vegetation will be recycled when possible. All waste that cannot be recycled will be stored in dumpsters covered with tarps or plastic sheeting. Dumpsters will be emptied regularly to ensure that they do not overflow.

### **Time Schedule**

The construction schedule is as follows:

Install Construction Entrance, Sediment Basin and Silt Fence Barriers:	September 15-September 30
Site Grading and Grass Swale Construction and Stabilization	September 30-October 15
Install Base Course and Mulch to all Exposed Soil Areas:	October 15-October 20
Utility and Building Construction:	October 20-April 1

Paving and Landscaping:	April 1-April 15
Removal of Erosion Control Measures:	April 15-April 20

The schedule will minimize the exposure of unprotected areas. The perimeter controls will be installed prior to site grading. Weekly inspections will be conducted by the Owner of erosion and sediment control structures. Inspections will begin during installation of control structures (approximately September 15) and continue through project completion.

### **Permanent Stabilization**

Permanent landscaping will include bluegrass sod and trees and shrubs and will be maintained to ensure vegetative cover is sufficient to control soil erosion and survive severe weather. Temporary revegetation will be installed on all disturbed areas having a period of exposure prior to final stabilization of two (2) weeks or longer. The sediment basin will be converted to the site detention pond after sod is installed (refer to the site Drainage Report for the detention requirements).

### **Stormwater Management Considerations**

Stormwater will sheet flow from the building areas toward the creek, then be intercepted and routed to a sediment basin via a grass swale during construction. The sediment basin outlet will release to Dry Creek. Post-development stormwater quality control will be provided by the detention pond and vegetated filter strip adjacent to Dry Creek.

### **Maintenance**

All erosion and sediment control practices will be checked for stability and operation following every rainfall event greater than 0.5 inches but in no case less than once every 7 days. Any needed repairs will be made immediately to maintain all practices as designed and installed for their appropriate phase of the project. An inspection report shall be prepared and maintained as part of the plan for at least 3 years.

The sediment basin will be cleaned out when the level of sediment reaches 2.0 feet below the top of the riser. Gravel will be cleaned or replaced when the sediment pool no longer drains properly. Sediment will be removed from behind the silt fence when it becomes approximately 0.5 feet deep at the fence. The silt fence will be repaired as necessary to maintain a barrier.

All seeded areas will be fertilized and reseeded as necessary to maintain dense vegetative cover.

### **Employee Training**

Training will be provided to all employees, contractors, and subcontractors to follow the Erosion and Sediment Control Plan before they are allowed to enter the work area.

This *SWPPP Report* and attached *Erosion and Sediment Control Detailed Drawing(s)* are intended to fulfill the requirements of the City of Watertown. I understand that additional erosion control measures may be needed if unforeseen erosion problems occur or if the measures described in the submitted plan do not function as intended. The requirements of this plan shall run with the land and be the obligation of the landowner until such time as the plan is properly completed, modified or voided.

I have reviewed this report and accompanying *Erosion and Sediment Control Detailed Drawings(s)* and accept responsibility for their contents.

---

Owner

I have prepared this report and accompanying *Erosion and Sediment Control Detailed Drawings(s)* and accept responsibility for their contents.

---

PE, CPESC, or SPSWQ (signature required for sites greater than 1 acre)

## Calculations

### Sediment Basin

Tributary Area = 7.2 acres

Required Volume = 3,600 ft<sup>3</sup>/acre x 7.2 acres = 25,920 ft<sup>3</sup>

Use a 54 ft. x 120 ft. x 4.0 ft. deep sediment basin

### Sediment Basin Dewatering Holes

Surface Area of the basin = 6,480 ft<sup>2</sup>

Head of water above the hole = 4 ft

Coefficient of contraction for orifice = 0.6

Detention Time = 16 hours

Total surface area of dewatering holes =  $(6,480 \text{ ft}^2 \times (2 \times 4 \text{ ft})) / (16 \text{ hours} \times 0.6 \times 20,428) = 0.26 \text{ ft}^2 = 38 \text{ in}^2$

**Attachment 3**  
**City of Watertown**  
**Change of Authorization/Name Change**

---

**CITY OF WATERTOWN**

**CHANGE OF AUTHORIZATION/NAME CHANGE**

for a Stormwater Pollution Prevention Plan Submitted to the City of Watertown  
Stormwater Phase II Construction Site Best Management Practices Program

---

Stormwater Pollution Prevention Plan Tracking Number: \_\_\_\_\_

Previous Company/Operator Name: \_\_\_\_\_

New Company/Operator Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Legal Location: \_\_\_\_\_

Storm Water Receiving Waters: \_\_\_\_\_

Municipal Storm Sewer/City: \_\_\_\_\_

Please include a brief description of activities conducted at the site: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date transfer of permit responsibility, coverage and liability becomes effective\*: \_\_\_\_\_

\*Include the written agreement between the two facilities which includes this date.

---

Send to: City of Watertown  
Office of Public Works  
City Hall  
23 Second Street NE  
P.O. Box 910  
Watertown, SD 57201-0910

**\*\* NOTE: Any change in location and/or operation requires that the facility's Stormwater Pollution Prevention Plan be updated and revised to reflect all operational changes.**

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

\_\_\_\_\_, the applicant in the above matter after being duly sworn upon oath hereby certify the following information in regard to this application:

Agenda Item 5.(d) Revisions of the Engineering Design Standards

South Dakota Codified Laws Section 1-40-27 provides:

"The secretary may reject an application for any permit filed pursuant to Titles 34A or 45, including any application by any concentrated swine feeding operation for authorization to operate under a general permit, upon making a specific finding that:

(1) *The applicant is unsuited or unqualified to perform the obligations of a permit holder based upon a finding that the applicant, any officer, director, partner or resident general manager of the facility for which application has been made:*

- (a) *Has intentionally misrepresented a material fact in applying for a permit;*
- (b) *Has been convicted of a felony or other crime involving moral turpitude;*
- (c) *Has habitually and intentionally violated environmental laws of any state or the United States which have caused significant and material environmental damage;*
- (d) *Has had any permit revoked under the environmental laws of any state or the United States; or*
- (e) *Has otherwise demonstrated through clear and convincing evidence of previous actions that the applicant lacks the necessary good character and competency to reliably carry out the obligations imposed by law upon the permit holder; or*

(2) *The application substantially duplicates an application by the same applicant denied within the past five years which denial has not been reversed by a court of competent jurisdiction. Nothing in this subdivision may be construed to prohibit an applicant from submitting a new application for a permit previously denied, if the new application represents a good faith attempt by the applicant to correct the deficiencies that served as the basis for the denial in the original application.*

All applications filed pursuant to Titles 34A and 45 shall include a certification, sworn to under oath and signed by the applicant, that he is not disqualified by reason of this section from obtaining a permit. In the absence of evidence to the contrary, that certification shall constitute a prima facie showing of the suitability and qualification of the applicant. If at any point in the application review, recommendation or hearing process, the secretary finds the applicant has intentionally made any material misrepresentation of fact in regard to this certification, consideration of the application may be suspended and the application may be rejected as provided for under this section.

Applications rejected pursuant to this section constitute final agency action upon that application and may be appealed to circuit court as provided for under chapter 1-26."

Pursuant to SDCL 1-40-27, I certify that I have read the forgoing provision of state law, and that I am not disqualified by reason of that provision from obtaining the permit for which application has been made.

**NOTE:** The Notice of Intent must be signed by the authorized chief elective, an executive officer or a corporate responsible official of the applicant, or by the applicant, if an individual.

*I declare and affirm under the penalties of perjury that this certification has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.*

Name (print) \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**PLEASE ATTACH SHEET DISCLOSING ALL FACTS PERTAINING TO SDCL 1-40-27 (1) (a) THROUGH (e). ALL VIOLATIONS MUST BE DISCLOSED, BUT WILL NOT AUTOMATICALLY RESULT IN THE REJECTION OF AN APPLICATION.**

**SDDENR must also be notified of change of ownership. SDDENR may be contacted at:**

Department of Environment and Natural Resources  
Surface Water Quality Program  
523 East Capitol  
Pierre, SD 57501-3181  
1-800-SD-STORM

**Attachment 4**  
**Seed Mixtures for Various Site Conditions**

Agenda Item 5.(d) Revisions of the Engineering Design Standards

**EXHIBIT 1**

Minimum Drill Seeding Rates for Perennial Grasses<sup>a</sup>

Seed Mix	Pounds of PLS/acre
SDDOT Type C Seed Mixture (Less than 5 acres)	
Western Wheatgrass (Flintlock, Rodan, Rosanna)	16.0
Slender Wheatgrass (Adanac, Pryor, Primar, Revenue)	2.0
<b>Total</b>	<b>18.0</b>
SDDOT Type G Seed Mixture (Steep grades, long backslopes, or erosive soils)	
Western Wheatgrass (Flintlock, Rodan, Rosanna)	9.0
Switchgrass (Dacotah, Forestburg, Nebraska 28, Pathfinder, Summer, Sunburst, Trailblazer)	5.0
Indiangrass (Holt, Tomahawk)	1.0
Big Bluestem (Bison, Bonilla, Champ, Pawnee, Sunnyview)	1.0
Oats or Winter Wheat	10.0
<b>Total</b>	<b>26.0</b>
Alkali Soil Seed Mix	
Alkar tall wheatgrass	28.0
<b>Total</b>	<b>28.0</b>
Fertile Loamy Soil Seed Mix (Option 1)	
Lincoln smooth brome	4.0
Bonilla big bluestem	4.0
Forestburg switchgrass	2.0
Pierre sideoats grama	4.0
<b>Total</b>	<b>14.0</b>
Fertile Loamy Soil Seed Mix (Option 2)	
Matua bromegrass	4.0
Western wheatgrass	4.0
Forestburg switchgrass	2.0
Pierre sideoats grama	4.0
<b>Total</b>	<b>14.0</b>
High Water Table Soil Seed Mix (Option 1)	
Garrison creeping foxtail	1.0
Reed canarygrass	1.0
Lincoln smooth brome	3.0
Forestburg switchgrass	1.0

Agenda Item 5.(d) Revisions of the Engineering Design Standards

**EXHIBIT 1**

Minimum Drill Seeding Rates for Perennial Grasses<sup>a</sup>

Seed Mix	Pounds of PLS/acre
Alkar tall wheatgrass	5.5
<b>Total</b>	<b>11.5</b>
High Water Table Soil Seed Mix (Option 2)	
Garrison creeping foxtail	5.75
Reed canarygrass	5.75
<b>Total</b>	<b>11.5</b>
Transition Turf Seed Mix (Option 1)	
Kentucky bluegrass	0.5
Durar hard fescue	1.0
Perennial ryegrass	3.0
Lincoln smooth brome	3.0
<b>Total</b>	<b>7.5</b>
Transition Turf Seed Mix (Option 2)	
Kentucky bluegrass	1.0
Seville perennial ryegrass	3.5
Matua bromegrass	3.0
<b>Total</b>	<b>7.5</b>
Sandy Soil Seed Mix (Option 1)	
Bonilla big bluestem	3.0
Pierre sideoats grama	3.0
Lincoln smooth brome	4.0
Forestburg switchgrass	1.0
Indian grass	1.0
<b>Total</b>	<b>12.0</b>
Sandy Soil Seed Mix (Option 2)	
Pennlawn red fescue	6.0
Hard fescue	3.0
Chewings fescue	3.0
<b>Total</b>	<b>12.0</b>
Heavy Clay, Rocky Foothill Seed Mix (Option 1)	
Alkar tall wheatgrass	9.0
Pierre sideoats grama	4.0

Agenda Item 5.(d) Revisions of the Engineering Design Standards

**EXHIBIT 1**

Minimum Drill Seeding Rates for Perennial Grasses<sup>a</sup>

Seed Mix	Pounds of PLS/acre
Lincoln smooth brome	5.0
<b>Total</b>	<b>18.0</b>
Heavy Clay, Rocky Foothill Seed Mix (Option 2)	
Alkar tall wheatgrass	9.0
Pierre sideoats grama	4.0
Matua bromegrass	5.0
<b>Total</b>	<b>18.0</b>

<sup>a</sup>

All of the above seeding mixes and rates are based on drill seeding followed by crimped hay or straw mulch. These rates shall be doubled if seed is broadcast and shall be increased by 50 percent if the seeding is done using a Brillion Drill or is applied through hydraulic seeding. Hydraulic seeding may be substituted for drilling only where slopes are steeper than 3:1. If hydraulic seeding is used, hydraulic mulching shall be done as a separate operation.

<sup>b</sup>

If the site is to be irrigated, the transition turf seed rates shall be doubled.

To provide temporary erosion control between the seeding dates, utilize surface roughening (on the contour or perpendicular to prevailing winds) and apply a mulch as specified above.

Perennial grasses can be seeded using a drill seeder in areas previously planted with a temporary grass cover. In this case, the annual grass may need to be mowed before perennial grasses are seeded. Broadcast seeding or hydroseeding shall not be done on areas that have a live crop of annual grasses without first reworking and preparing the topsoil.

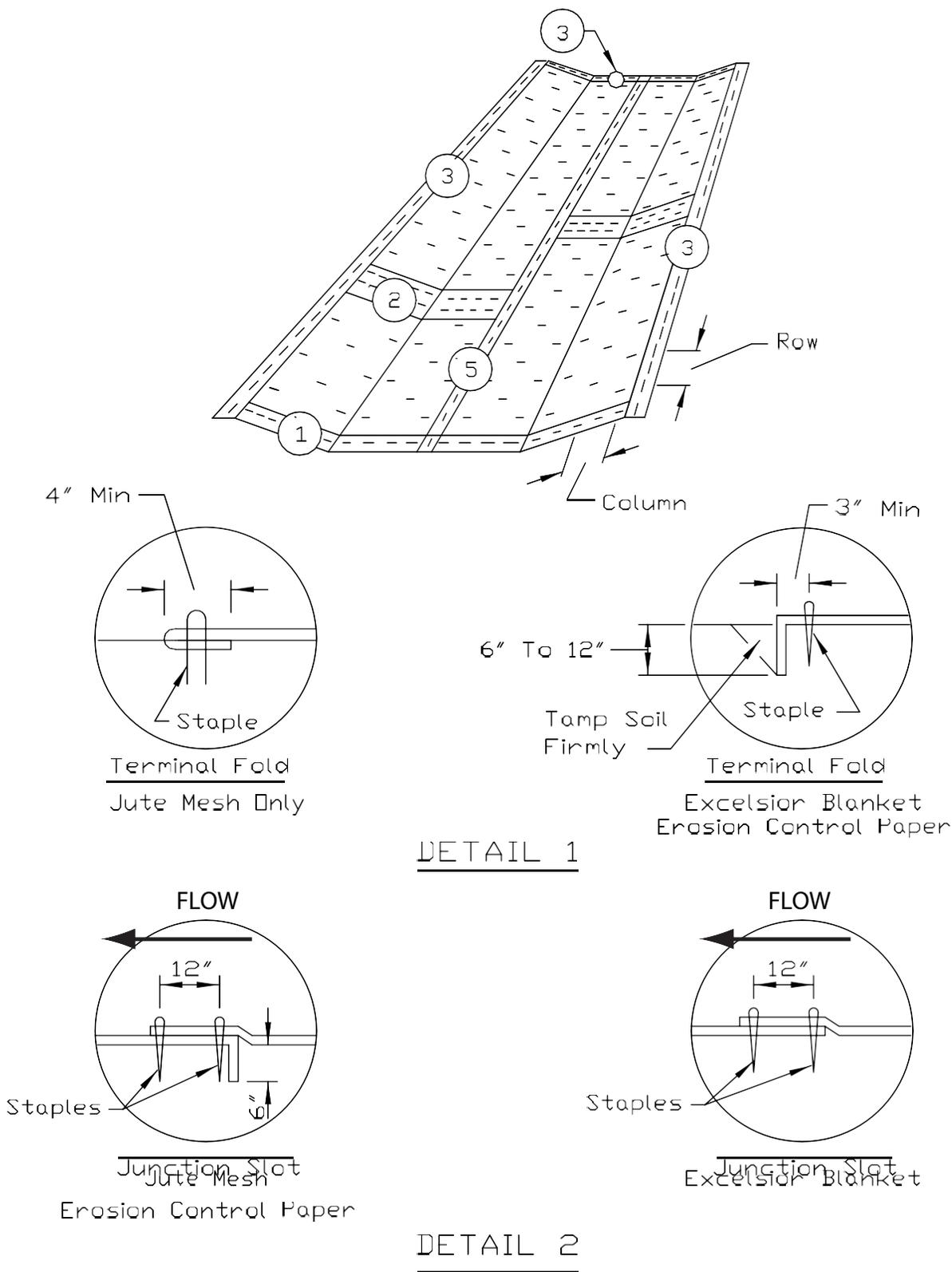
Seeding options are to be identified on the plan drawings.

Sources: Sioux Falls Chapter 12 Erosion Control Manual, SDDOT

**Attachment 5**  
**Standard Drawings**

---

# EROSION BLANKET PLAN

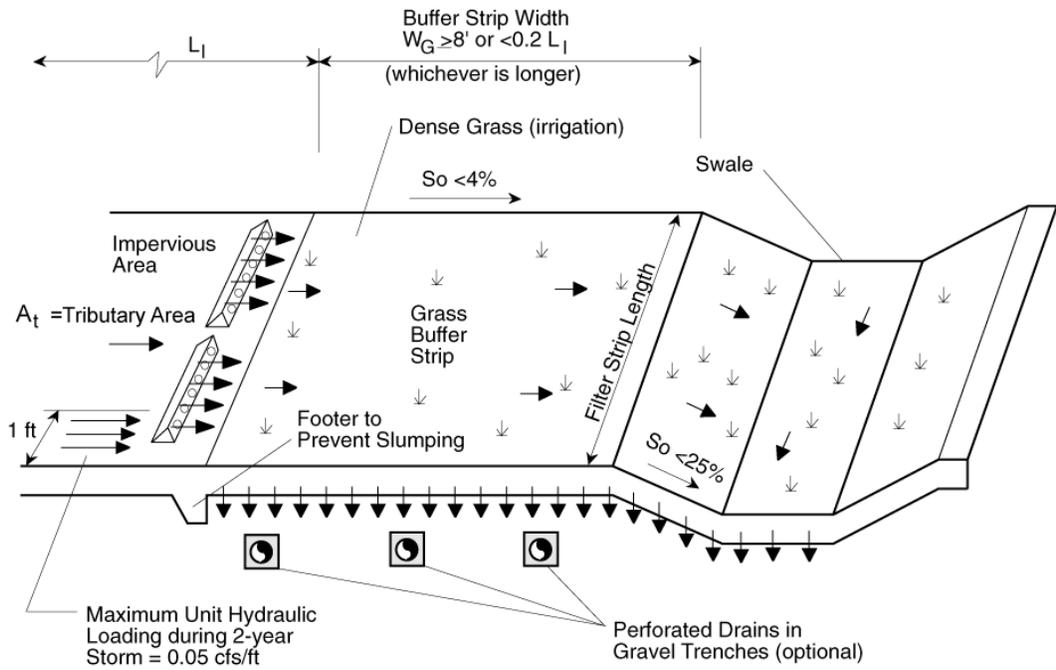


Source: Illinois Urban Manual

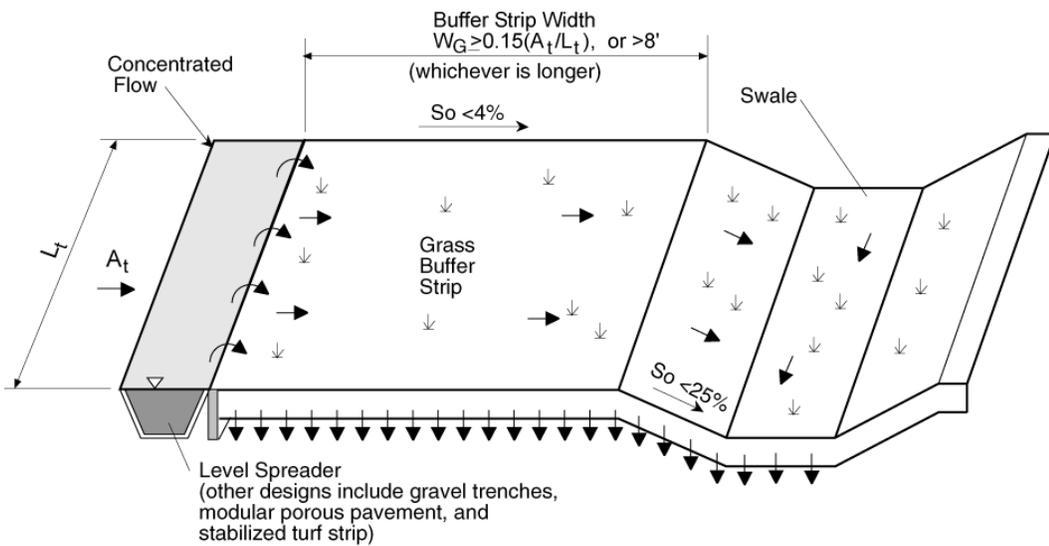
**STANDARD DRAWING 1**  
 Erosion Blanket Plan

WB082006001MKE STANDARD\_DRAWING\_1\_V3 8-29-06 CAE

**CH2MHILL**



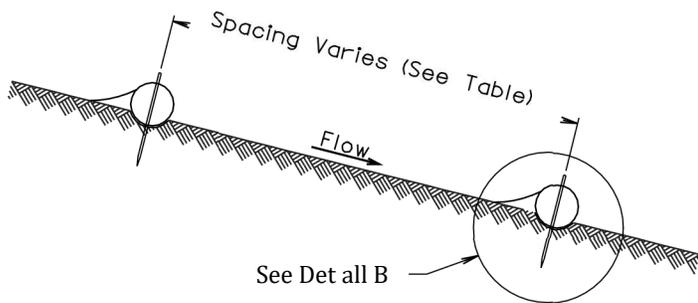
**SHEET FLOW CONTROL**



**CONCENTRATED FLOW CONTROL**

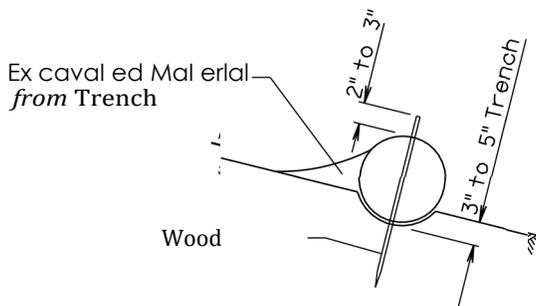
Note: Not to Scale

FIGURE CB 1

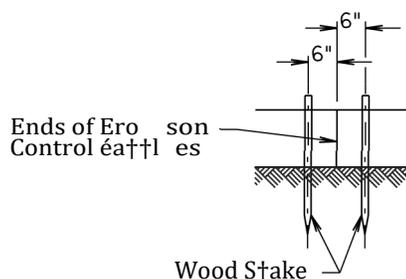


ELEVATION VIEW  
CUT OR FILL SLOPE INSTALLATION

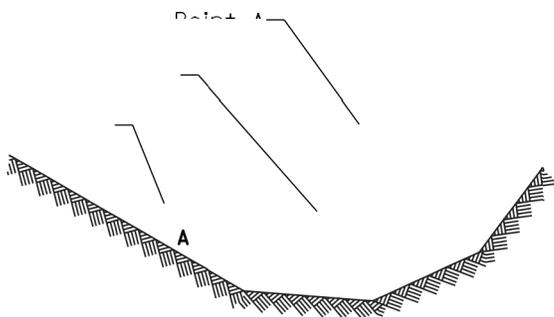
CUT OR FILL SLOPE INSTALLATION	
Slope	Spacing CFU
2:1	20
3:1	50
4:1	40



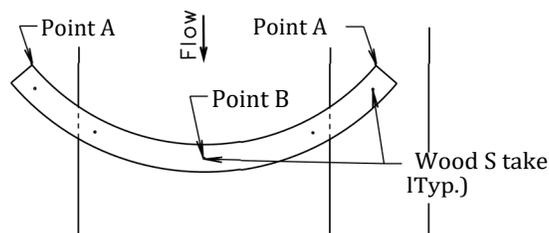
DETAIL 8  
TYPICAL OF ALL INSTALLATIONS



DETAIL C

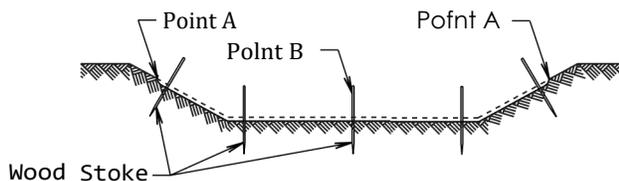


ISOMETRIC VIEW  
DITCH INSTALLATION



PLAN VIEW  
DITCH INSTALLATION

DITCH INSTALLATION	
Grade	Spacing (FT)
2%	150
3%	100
4%	75
5%	50

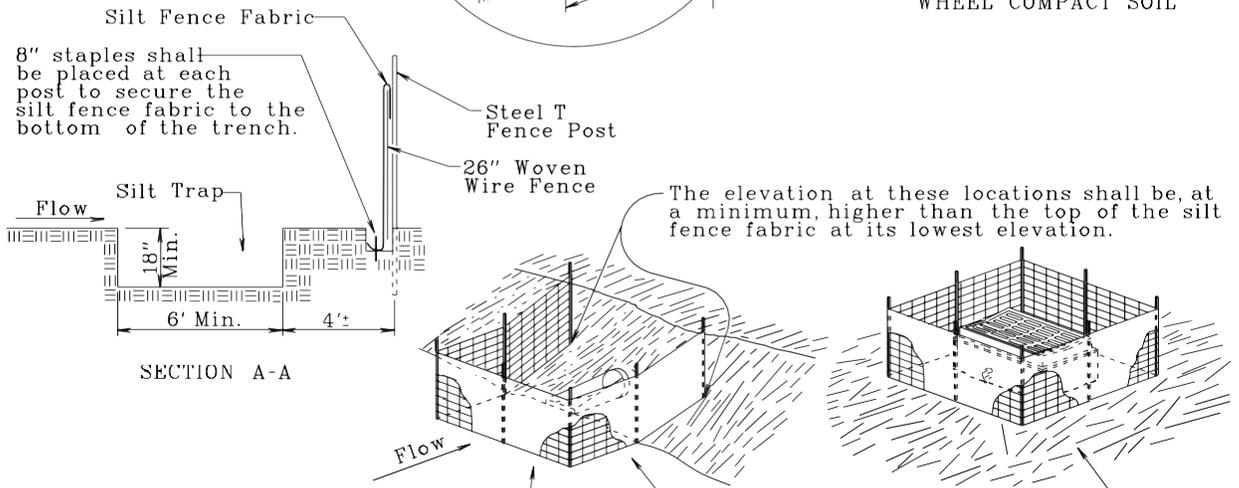
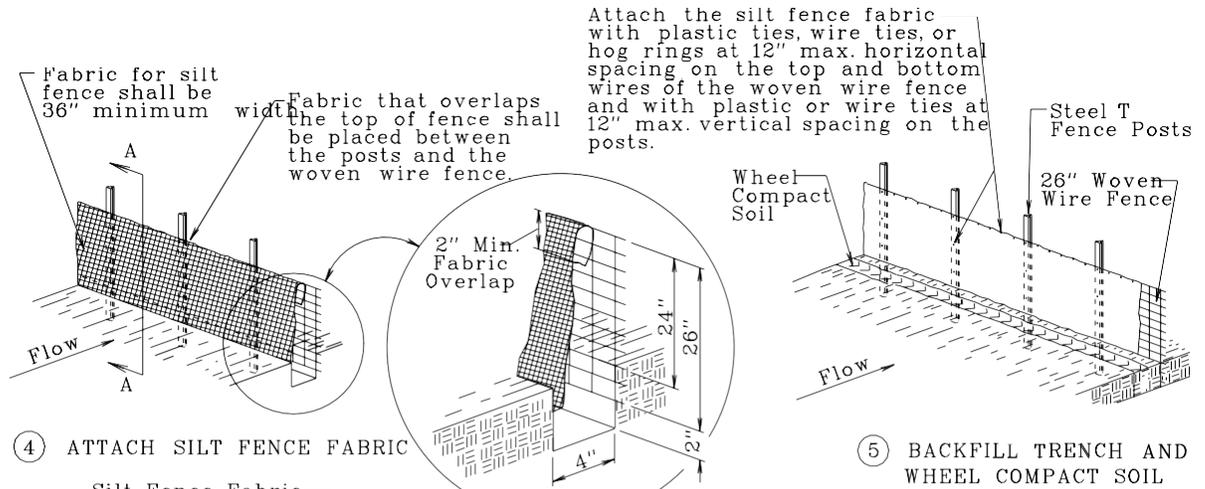
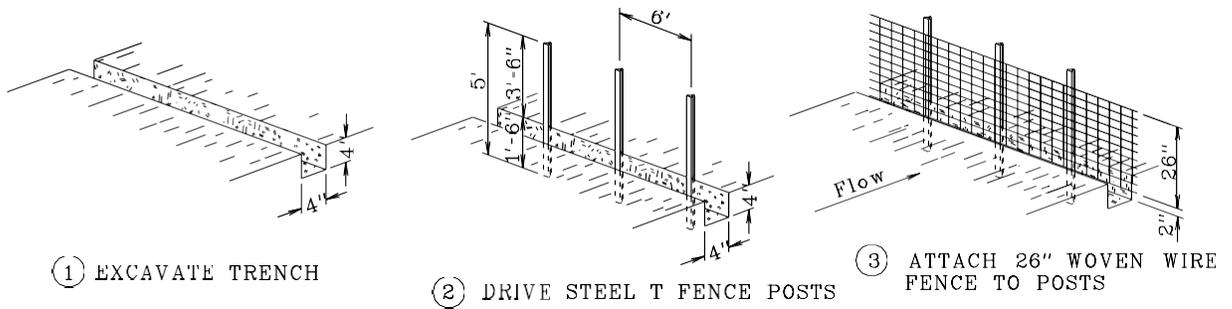


SECTION A—A

STANDARD DRAWING 3  
Erosion Control Wattle

Source: SDDOT Erosion Control Standard Plates

MANUAL LOW FLOW SILT FENCE INSTALLATION

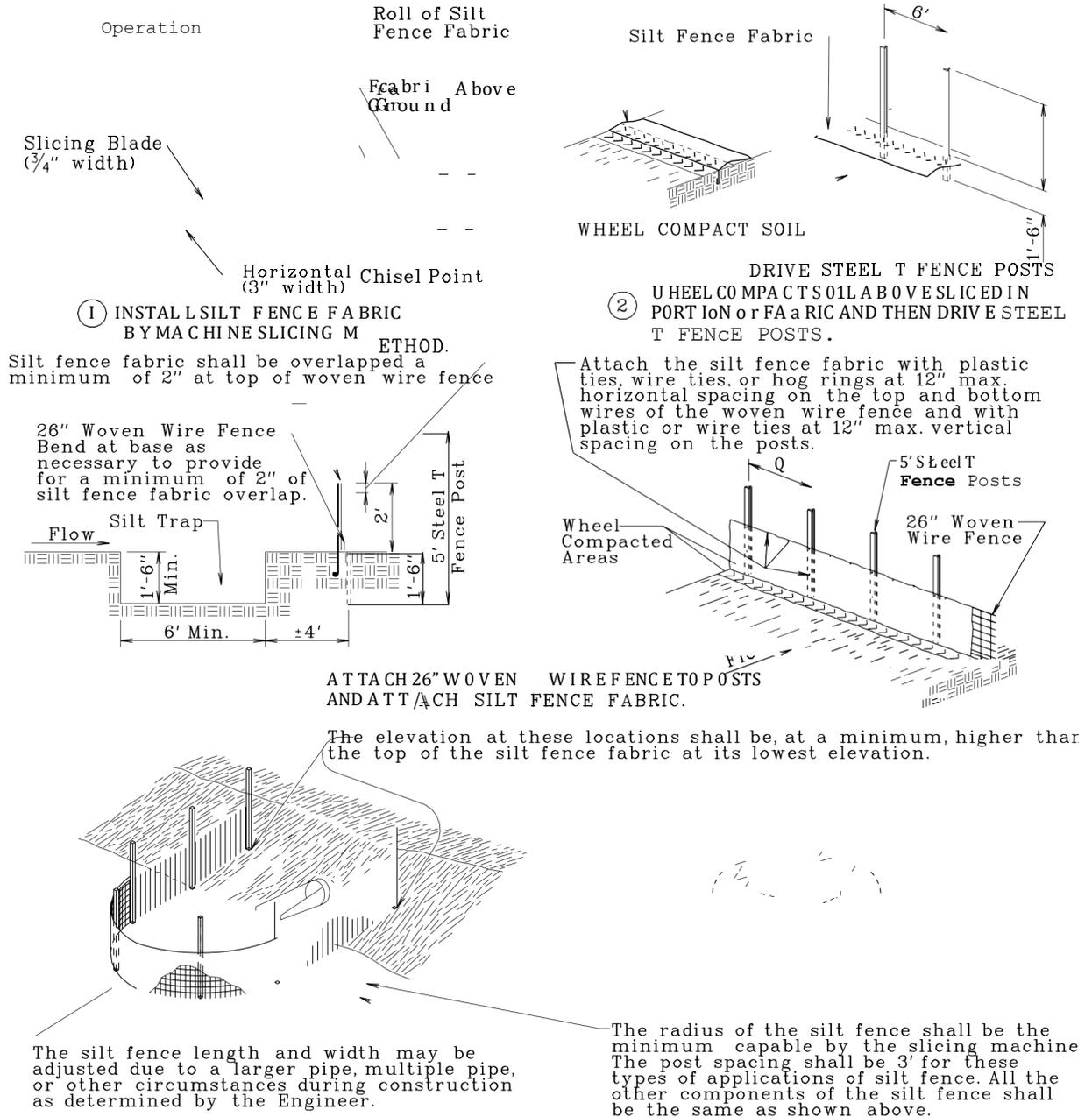


The silt fence length and width may be adjusted due to a larger pipe, multiple pipe, or other circumstances during construction as determined by the Engineer.

Post spacing shall be 3' for these types of applications of silt fence. All other components of the silt fence shall be the same as shown above.

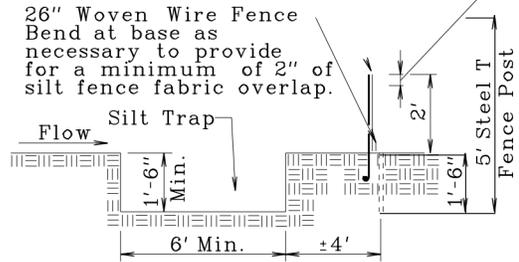
LOW FLOW SILT FENCE AND SILT TRAP

**MACHINE SLICED LOW FLOW SILT FENCE INSTALLATION**



- ① INSTALL SILT FENCE FABRIC BY MACHINE SLICING METHOD.
- ② WHEEL COMPACTS SOIL ABOVE SLICED IN PORTION OR FAIRIC AND THEN DRIVE STEEL FENCE POSTS.

Silt fence fabric shall be overlapped a minimum of 2" at top of woven wire fence



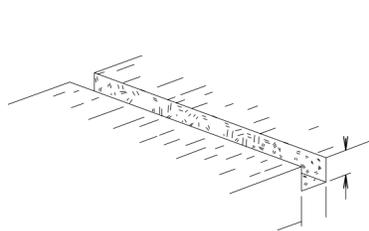
**GENERAL NOTES:**

As a silt trap shall be provided when specified by a plan note. All costs for constructing the silt trap shall be incidental to the contract unit price per cubic yard for "Silt Trap".

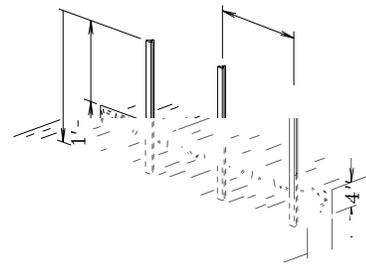
If a trench can not be dug or the silt fence fabric can not be sliced in due to the type of earthen material (such as rock), then a row of H0 to 40 pound sandbags butted end to end shall be provided on top of the extra length of silt fence fabric to prevent underflow.

SHEET OF

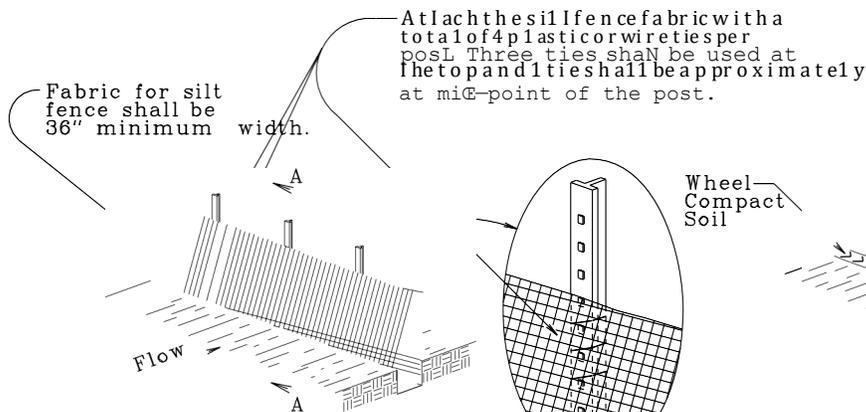
### MANUAL HIGH FLOW SILT FENCE INSTALLATION



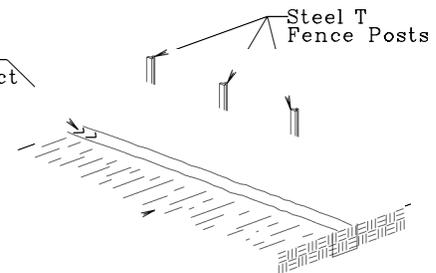
EXCAVATE TRENCH



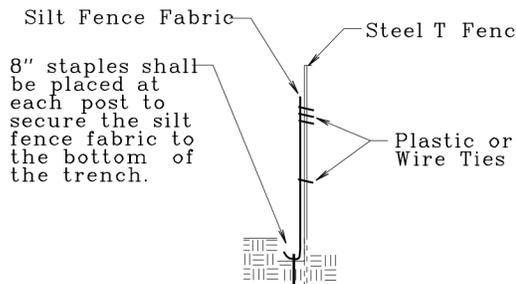
DRIVE STEEL T FENCE POSTS



3 ATTACH SILT FENCE FABRIC

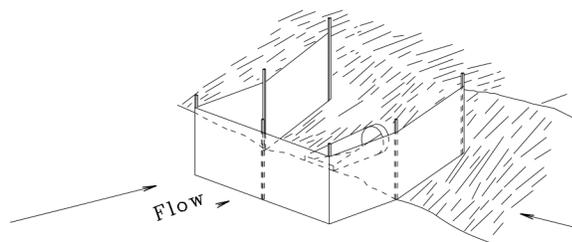


4 BACKFILL TRENCH AND WHEEL COMPACT SOIL

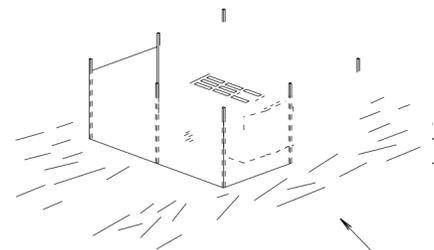


SECTION A-A

The elevation at these locations shall be, at a minimum, higher than the top of the silt fence fabric at its lowest elevation.

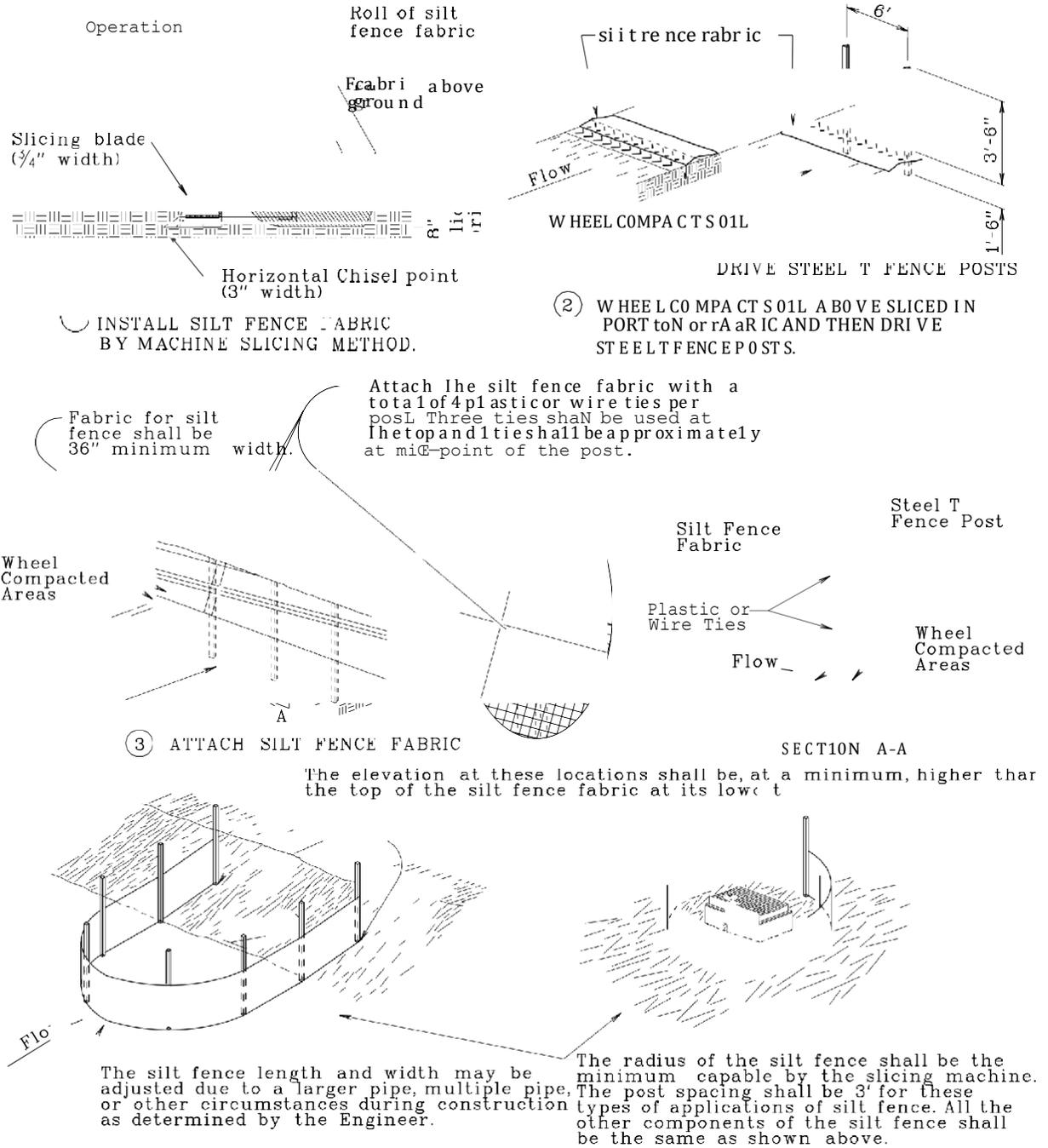


The silt fence length and width may be adjusted due to a larger pipe, multiple pipe, or other circumstances during construction as determined by the Engineer.



Post spacing shall be 3' for these types of applications of silt fence. All other components of the silt fence shall be the same as shown above.

MACHINE SLICED HIGH FLOW SILT FENCE INSTALLATION



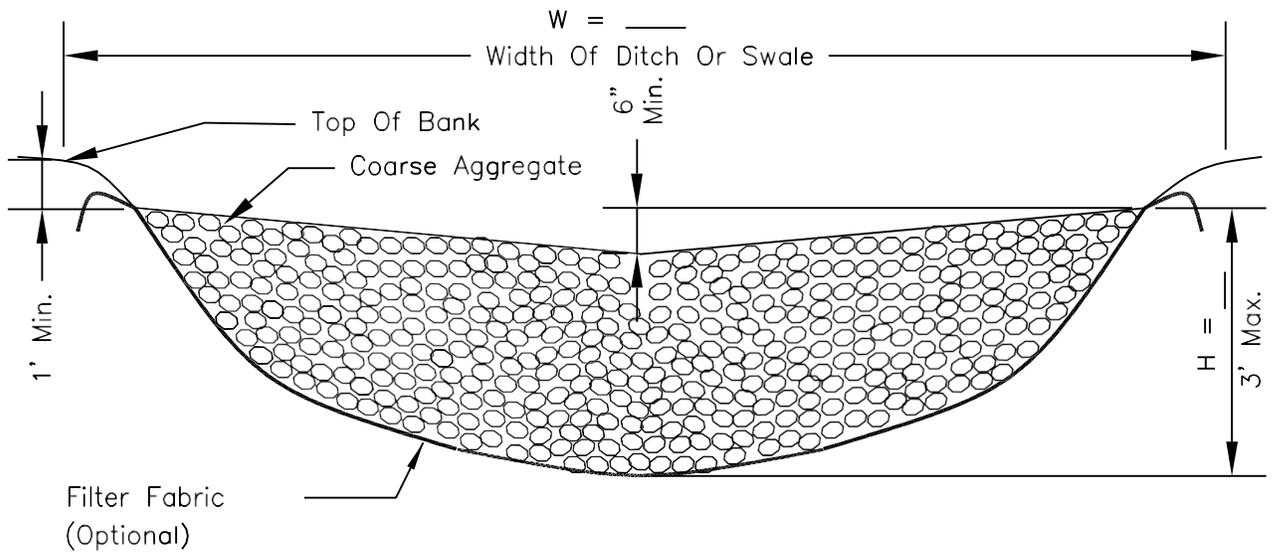
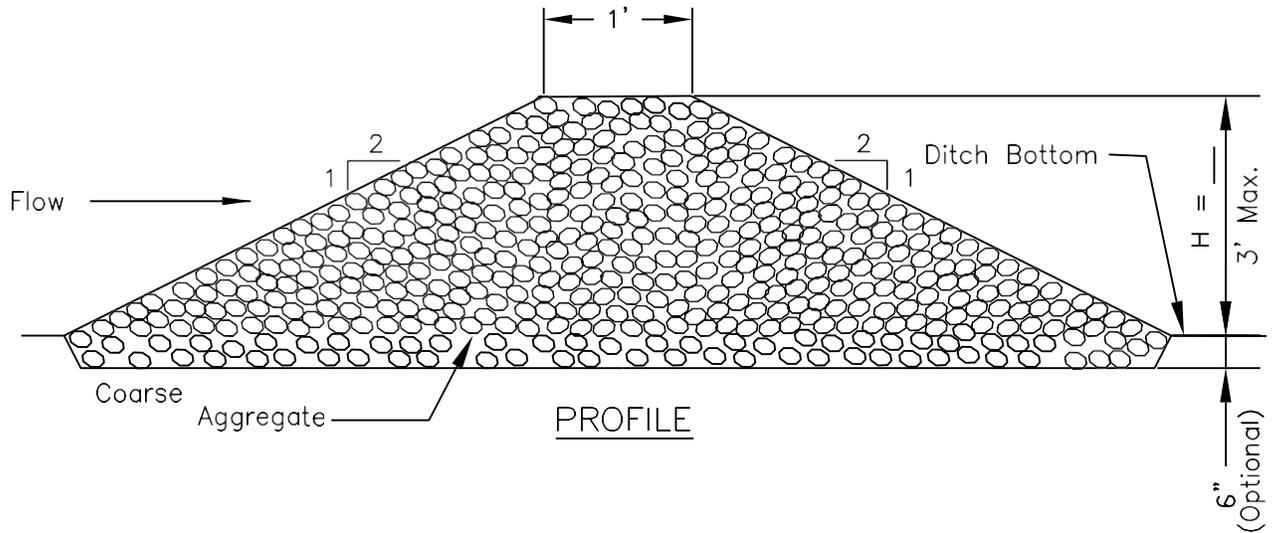
GENERAL NOTE:

If a trench cannot be dug or the silt fence fabric cannot be sliced in due to the type of earthen material (such as rock), then a row of 30 to 40 pound sandbags but tied end to end shall be provided on top of the extra length of silt fence fabric to prevent underflow.

HIGH FLOW SILT FENCE

# ROCK CHECK DA - COARSE AGGREGATE

M



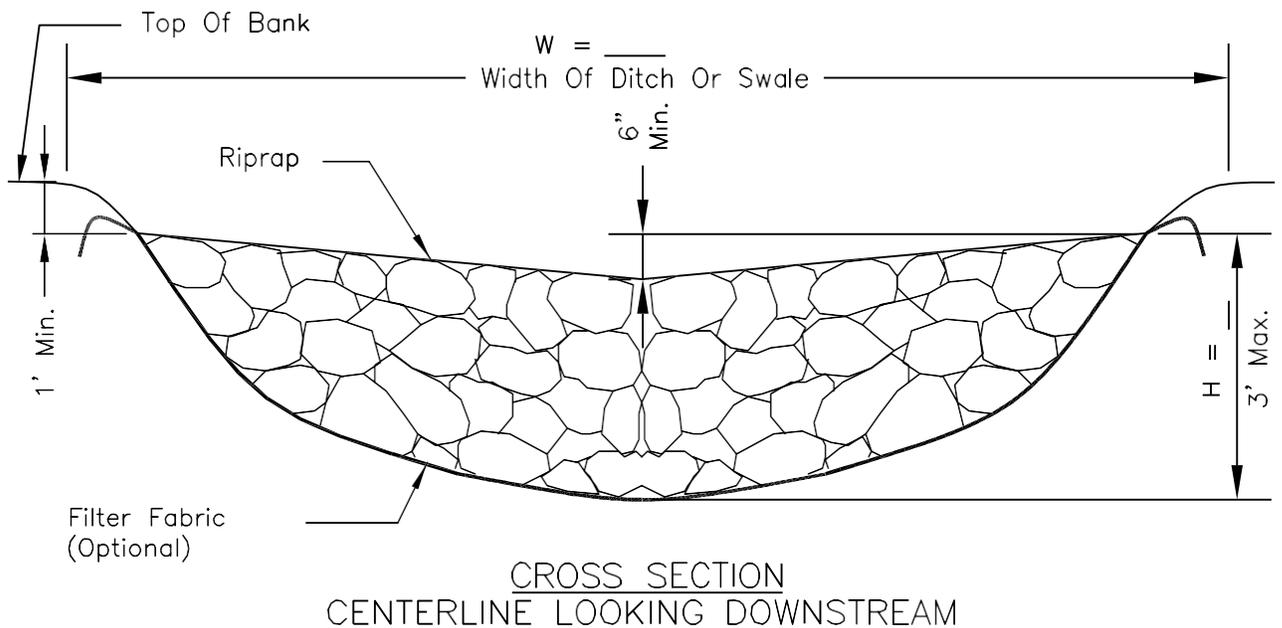
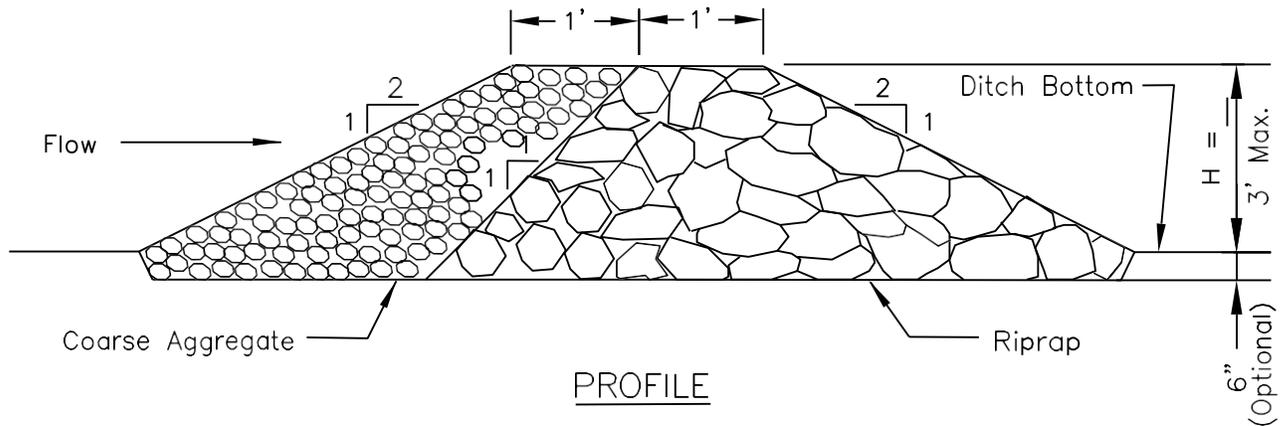
**NOTES:**

1. For added stability, the base of the dam may be keyed 6 inches into the soil.
2. Drainage area to each dam shall be less than 2 acres.
3. Use Standard Drawing 5b for drainage areas of 2 to 10 acres.

**STANDARD DRAWING 5a**  
Rock Check Dam - Coarse Aggregate

**CH2MHILL**

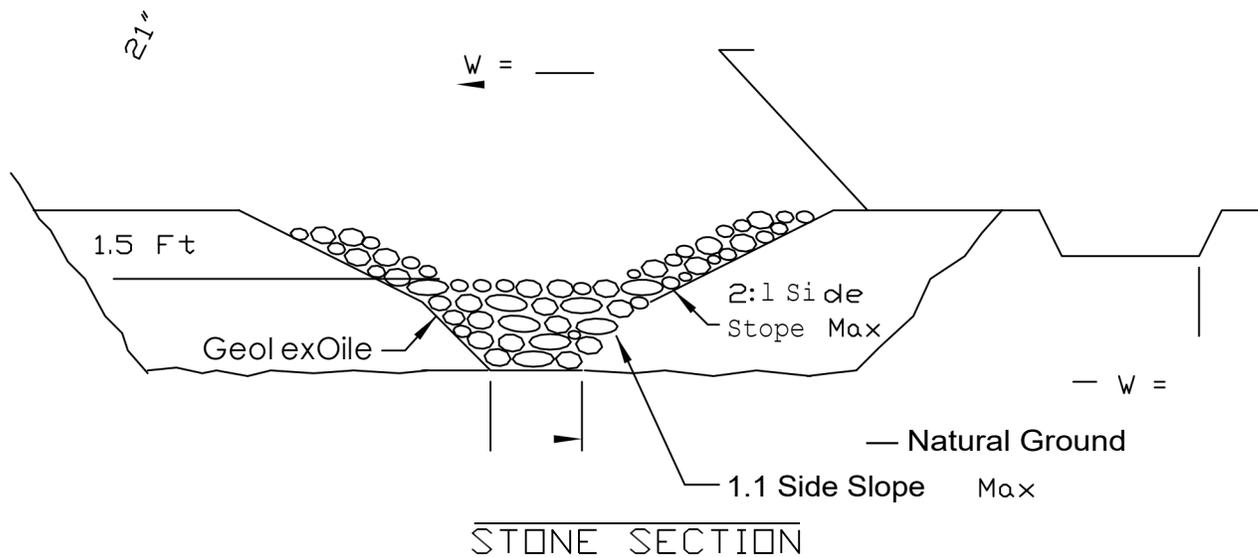
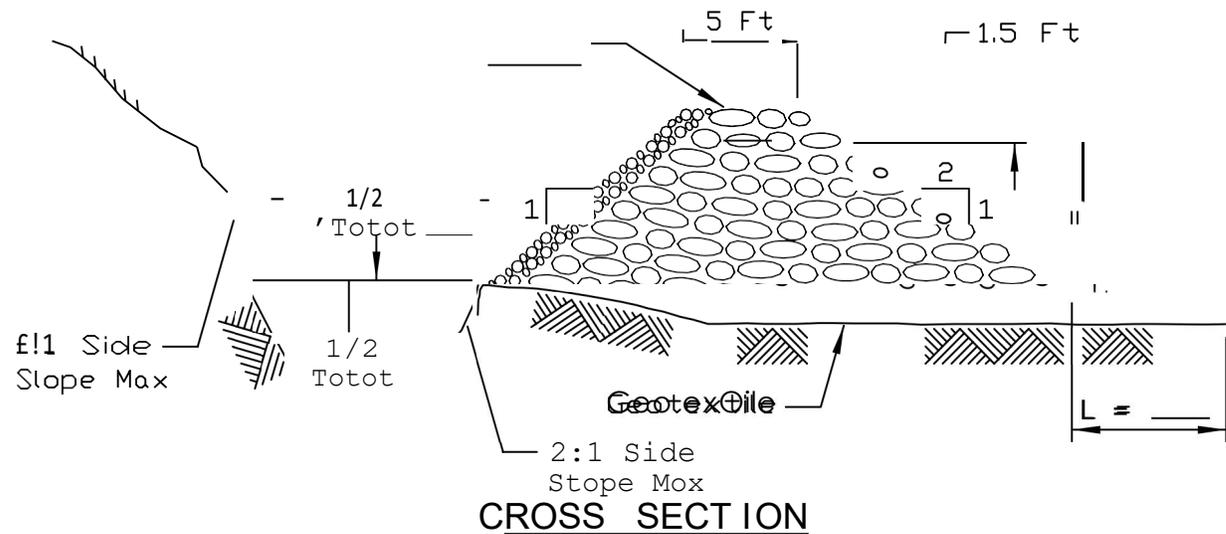
# ROCK CHECK DA - RIPRAP



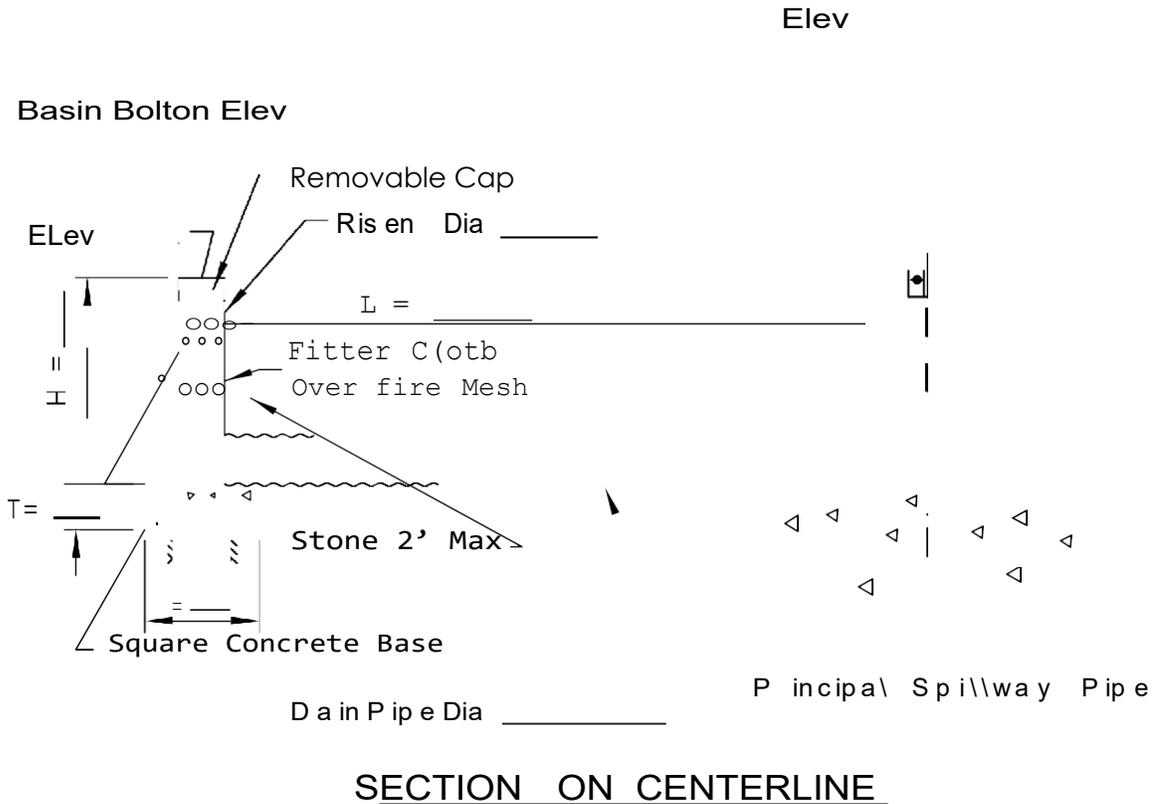
**NOTES:**

1. Riprap shall meet gradation requirements specified in *Erosion and Sediment Control Best Management Practices Manual*.
2. For added stability, the base of the dam may be keyed 6 inches into the soil.
3. Maximum drainage area to each dam is 10 acres.
4. Standard Drawing 5a may be used for drainage areas under 2 acres.

## TEMPORARY SEDIMENT TRAP



# SEDIMENT BASIN DEWATERING DEVICE



**NOTES:**

1. Slotted inlets shall be fabricated from corrugated metal or smooth steel.
2. Slots shall be cut cleanly and deburred. Ends of slots may be round or square.
3. Gravel filter, if used, shall be pit run sand and gravel with a maximum particle diameter of 2".
4. Fabricated or standard elbow; fabricated or standard tee with the pipe or plug in upstream end; or standard tee with one end embedded in concrete.
5. Thirty 1" diameter holes per foot of riser may be substituted for the 1"x 4" slots for 6" diameter risers.
6. Drain pipe shall be the same material and gauge as the principle spillway pipe.

**Attachment 6**

**Site Inspection and Maintenance Form**

**Stormwater Pollution Prevention Plan for Construction Sites**

**SITE INSPECTION AND MAINTENANCE FORM**

**City of Watertown**

**SITE:** \_\_\_\_\_

**NAME OF INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TYPE OF INSPECTION:**  WEEKLY  AFTER RAINFALL EVENT  OTHER

**APPROXIMATE RAINFALL DEPTH:** \_\_\_\_\_

**GENERAL SITE CONDITIONS AND VEGETATION**

Inspection:

Area of site:

Date last disturbed:

Date of next disturbance:

Type of Temporary or Permanent Stabilization:

Condition of Stabilization or Vegetation BMPs:

Maintenance to be performed: \_\_\_\_\_ On or Before: \_\_\_\_\_

Who to perform: \_\_\_\_\_ Date Performed: \_\_\_\_\_

**SOIL STOCKPILES**

Type of Material Stockpiled:

\_\_\_\_\_

Location on Site:

\_\_\_\_\_

Type of Temporary or Permanent Stabilization:

\_\_\_\_\_

Condition of Stabilization or Vegetation BMPs:

\_\_\_\_\_

Maintenance to be performed:

On or Before: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who to perform: \_\_\_\_\_ Date Performed: \_\_\_\_\_

**EROSION CONTROL BLANKET**

Date of Inspection: \_\_\_\_\_

Inspection:

Location of erosion control blanket? \_\_\_\_\_

Is the barrier in place and effective? \_\_\_\_\_

Is there evidence of water running under blanket or displacement? \_\_\_\_\_

Is there any observed erosion? \_\_\_\_\_

Maintenance to be performed:

On or Before: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who to perform: \_\_\_\_\_ Date Performed: \_\_\_\_\_

**CONSTRUCTION ENTRANCES/EXITS**

Date of Inspection: \_\_\_\_\_

Location on Site:

Condition of Entrance or  
Exit Pad or Wash Rack:

_____	_____	_____	_____
_____	_____	_____	_____

Is there evidence of material tracked off site? \_\_\_\_\_

Maintenance to be performed: \_\_\_\_\_ On or Before: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who to perform: \_\_\_\_\_ Date Performed: \_\_\_\_\_

**FILTER STRIPS/GRASS BUFFERS**

Date of Inspection: \_\_\_\_\_

Inspection:

Location of filter strip/grass buffer? \_\_\_\_\_

Is area eroded? \_\_\_\_\_

Has sediment built up? \_\_\_\_\_

Maintenance to be performed: \_\_\_\_\_ On or Before: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who to perform: \_\_\_\_\_ Date Performed: \_\_\_\_\_

**WATTLE/FIBER ROLL**

Date of Inspection: \_\_\_\_\_

Inspection:

Location of wattle/fiber roll? \_\_\_\_\_

Is area eroded? \_\_\_\_\_

Has sediment built up? \_\_\_\_\_

Maintenance to be performed: \_\_\_\_\_ On or Before: \_\_\_\_\_

---

---

---

---

---

---

---

---

Who to perform: \_\_\_\_\_ Date Performed: \_\_\_\_\_

**SILT FENCE**

Date of Inspection: \_\_\_\_\_

Inspection:

Location of silt fence? \_\_\_\_\_

Is the barrier in place and effective? \_\_\_\_\_

Is there evidence of washout or overtopping? \_\_\_\_\_

Is there evidence of undercutting or end-arounds? \_\_\_\_\_

Height of silt build up. \_\_\_\_\_

Maintenance to be performed: \_\_\_\_\_ On or Before: \_\_\_\_\_

---

---

---

---

---

---

---

---

Who to perform: \_\_\_\_\_ Date Performed: \_\_\_\_\_

**ROCK CHECK DAM**

Date of Inspection: \_\_\_\_\_

Inspection:

Location of rock check dam? \_\_\_\_\_

Is the barrier in place and effective? \_\_\_\_\_

Is there evidence of erosion around or downstream of checkdam? \_\_\_\_\_

\_\_\_\_\_

Has rock been dislodged? \_\_\_\_\_

Has sediment built up? \_\_\_\_\_

Maintenance to be performed: \_\_\_\_\_ On or Before: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who to perform: \_\_\_\_\_ Date Performed: \_\_\_\_\_

\_\_\_\_\_

**SEDIMENT TRAP**

Date of Inspection: \_\_\_\_\_

Inspection:

Location of sediment trap? \_\_\_\_\_

Is the barrier in place and effective? \_\_\_\_\_

Has rock been dislodged? \_\_\_\_\_

Height of sediment build-up, as percentage of permanent pool design depth? \_\_\_\_\_

\_\_\_\_\_

Maintenance to be performed: \_\_\_\_\_ On or Before: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who to perform: \_\_\_\_\_ Date Performed: \_\_\_\_\_

**SEDIMENT BASIN**

Date of Inspection: \_\_\_\_\_

Inspection:

Location of sediment basin? \_\_\_\_\_

Is the barrier in place and effective? \_\_\_\_\_

Has rock been dislodged? \_\_\_\_\_

Height of sediment build-up, as percentage of permanent pool design depth? \_\_\_\_\_

Maintenance to be performed: \_\_\_\_\_ On or Before: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who to perform: \_\_\_\_\_ Date Performed: \_\_\_\_\_

**ADDITIONAL COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Changes Required to the Soil Erosion and Sedimentation Control Plan

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Changes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Chapter 13**

### **Construction Plans**

**Chapter 13**  
**Construction Plans**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
13.1	General	13.1
13.2	Concept Plan	13.1
13.3	Preliminary Plan	13.1
13.4	Construction Plan	13.2
13.5	Record Drawings	13.2

## Chapter 13

### Construction Plans

#### 13.1 General

Detailed reproducible plans, prepared by or under the direct supervision with the signature, seal, and date of the licensed Professional Engineer in the State of South Dakota, shall be filed with the City Engineer for all work involved in public improvement contracts or private subdivisions resulting in public right-of-way dedication or construction of sanitary sewers, storm sewers, or drainage. Plans shall conform to the City of Watertown Engineering Design Standards and to the following requirements.

#### 13.2 Concept Plan.

24 | A concept plan shall be submitted to the City Engineer's Office to be  
24 | distributed for review. The purpose of a concept plan is for the Ddeveloper to  
24 | receive comments regarding general requirements, minimum standards of  
design and required improvements. This plan will aid the Ddeveloper in  
preparing a more readily accepted preliminary plan and prevent unnecessary  
costly revisions in the layout and development of the subdivision. ~~One hard  
copy of a concept plan shall be submitted, along with an electronic submittal.~~

The concept plan shall include all pertinent information as listed in Title 24, Subdivision of Land, of Revised Ordinances of the City of Watertown

#### 13.3 Preliminary Plan.

24 | A preliminary plan shall be submitted to the City Engineer's Office to be  
distributed for review. ~~One copy on 11"x17" paper and One (1)~~ electronic  
DWF or PDF file shall be submitted. Plan sheets shall be submitted at a  
maximum scale of 1-inch equal to 100-feet (1:100). The City Engineer shall  
review the preliminary plan and provide recommendations, along with  
recommendations from the Design Review Team, to the Plan Commission.  
Final approval shall be made by the Plan Commission within sixty (60) days  
following submittal. Copies of approved plans shall be submitted in  
accordance with Chapter 2 of the Engineering Design Standards.

The preliminary plan shall conform with the Engineering Design Standards and shall include all pertinent information as listed in Title 24, Subdivision of Land, of Revised Ordinances of the City of Watertown.

### 13.4 Construction Plan:

24

Construction plans shall be submitted ~~to the City Engineer's Office~~ on the City permitting website to be distributed for review. ~~One copy on 11"x17" paper and One (1) electronic DWF or PDF file~~ shall be submitted. Plan sheets shall be submitted at a maximum scale of 1-inch equal to 40-feet (1:40). Final approval shall be made by the City Engineer within sixty (60) days following submittal. Copies of approved plans shall be submitted in accordance with Chapter 2 of the Engineering Design Standards.

Plans shall include all information from the preliminary plan as well as all pertinent information as listed in Title 24, Subdivision of Land, of Revised Ordinances of the City of Watertown.

### 13.5 Record Drawings:

24

The developer shall submit record drawings that illustrate the project as constructed in the field. Record drawings shall be submitted to the City Engineer's Office to be distributed for review. ~~One copy on 11"x17" paper, One (1) electronic DWF or PDF file and one (1) electronic DWG file~~ shall be submitted no later than 30 days after construction is substantially complete. On projects where city maintained utilities are to be installed, utility drawings shall be submitted within 30 days of their installation. Once construction is complete, all drawings shall be combined into a final set of record drawings and submitted as described above for approval.

Copies of approved plans shall be submitted in accordance with Chapter 2 of the Engineering Design Standards. Record drawings shall include all information from the construction plan as well as the following information:

#### Streets:

1. Significant modifications to the street layout or paving plan.
2. Modifications to typical sections. Note locations where geotextile fabric was installed.

#### Sanitary Sewer:

1. Spatially correct, as-built locations of constructed gravity sewers, force mains, manholes, lift stations, services and other sanitary sewer appurtenances.
2. As-built elevations for manhole rims and inverts.

3. Distance labels for all services from the downstream manhole to the connection point at the main line.
4. Dimension distances between mainline fittings and service fittings.

Drainage:

1. Spatially correct, as-built locations of constructed open channels, bridges, culverts, storm sewers, ponding structures and other storm sewer appurtenances.
2. As-built elevations for manhole rims and inverts, flared end sections, ponding structures, and overtopping elevations at critical locations.

## **Chapter 14**

### **Acceptance Procedures and Requirements for Private Construction of Public Improvements**

## Chapter 14

### Acceptance Procedures and Requirements for Private Construction of Public Improvements

	Section	Topic	Page
24	14.1	<u>Utility Acceptance Prior to Paving</u>	<u>14.1</u>
	<u>14.2</u>	Maintenance of Streets Under Development	14.1
24	14. <del>3</del> <u>2</u>	Completion of Final Lift of Street	14.1
24	14. <del>4</del> <u>3</u>	Final Acceptance of Improvements	14.1
24	14. <del>5</del> <u>4</u>	Developer Warranty Responsibility	14. <u>2</u> <del>1</del>

## Chapter 14

### Acceptance Procedures and Requirements for Private Construction of Public Improvements

24

#### 14.1 Utility Acceptance **Prior to Paving**

It is recommended that sanitary sewer and storm sewer be televised and accepted by the City prior to the first lift as normal sequencing of construction.

Prior to paving the top lift, all sanitary sewer and storm sewer **must** be televised and accepted by the City. Any corrections needed for either sewer system will be made prior to paving as to not disturb the top lift. Any disturbance to the paving section for any reason will be the Developer's responsibility to repair.

#### **14.21 Maintenance of Streets Under Development**

For streets under construction, the City of Watertown will provide minimum maintenance and snow removal on gravel and asphalt streets to provide minimum vehicular passage and provide minimum street sweeping on asphalt streets. If there is any damage to manholes, valves, curb and gutter, valley gutters, or other appurtenances, repairs shall be done at the Ddeveloper's expense. Gravel streets will be allowed through one winter season only.

24

24

#### **14.32 Completion of Final Lift on Street**

No sooner than one year after the first lift has been applied or at any time when requested by the City of Watertown, the Ddeveloper shall place the final lift of asphalt on the street. Prior to this action, the Ddeveloper will notify the City and state its intentions. The City Engineer will inspect the improvements and make an inspection report to the Ddeveloper as to the necessary work needed for the project to meet City specifications. This inspection report will encompass all aspects of the water, sewer, storm sewer, curb and gutter, valley or any other part of the construction as provided for in the preliminary plan as approved. Adjustments or repairs will be the responsibility of the Ddeveloper and shall be made prior to the placement of the final lift.

24

24

#### **14.43 Final Acceptance of Improvements**

After the dDeveloper deems that all the street and utility improvements have been completed and has placed the final lift of asphalt, the Ddeveloper will notify the City in writing that the street is completed. The City Engineer will then inspect all the improvements and inform the developer of any deficiencies. And those deficiencies shall be remedied by the Ddeveloper at t

24

he Ddeveloper's expense. Upon the recommendation of the City Engineer, the City will then issue a Certificate of Completion noting any deficiencies and setting a date as to when the one year warranty will end.

24 | The Ddeveloper shall provide to the City As-Built drawings in DWGAutoCad and PDF format, as-built costs, test reports, and approved shop drawings for the project.

24 | **14.54 Developer's Warranty Responsibilities**

24 | The Ddeveloper shall warranty the water, sewer, storm sewer, curb and gutter, valley or any other part of the construction specified in the preliminary plan for a period of one year from the date as stated in the Certificate of Completion.

24 | Prior to the end of the one-year warranty period the City Engineer will inspect the improvements and report his findings to the City Council. The City Council shall by resolution confirm or reject the Acceptance Certificate. If confirmed, the Ddeveloper's responsibility for the improvements ends, and the improvements become the responsibility of the City. If any portion is rejected, 24 | the Ddeveloper will repair or replace the rejected portion and a one-year warranty period will begin again on the rejected portion and the Ddeveloper shall again comply with the provisions as stated in this ordinance.

## **Chapter 15**

### **Inspection and Testing**

**Chapter 15**  
**Inspection and Testing**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
15.1	General	15.1
15.2	Submittals	15.1
15.3	Testing Schedule	15.1
15.4	Inspection Schedule	15.3

## Chapter 15

### Inspection and Testing

#### 15.1 General

In order to insure satisfactory completion and conformance with city standards, the City shall conduct inspections and require testing during construction. It is the responsibility of the contractor to abide by the proposed testing and inspection schedules set forth in this section and to notify the city when work is ready for inspection. In the event that the proposed schedules are not met, construction on the project shall cease until the items that are out of compliance are resolved.

All projects shall be constructed and tested in accordance with the City's Standard Specifications for Construction and the Engineering Design Standards.

#### 15.2 Submittals:

The contractor shall submit shop drawings of all materials to be constructed to the City Engineer for approval. ~~Four (4)~~One (1) complete sets of original drawings, ~~plus~~ any number the Contractor wishes to maintain, and an electronic copy shall be submitted. One complete set of shop drawings and an electric copy shall include all submittals for the project. Each set shall be bound into a single document with a cover page attached listing the following information.

1. Project Name
2. Submittal Date
3. Contact information for the Contractor

#### 15.3 Testing Schedule:

The following tests shall be scheduled by the contractor and performed by a certified testing agency. All results shall be forwarded to the City Engineer. Tests shall be performed as detailed in the current version of the SDDOT Materials Manual or current ASTM Standards.

1. Asphalt Paving – Density tests shall be performed at the frequency of 1 per 900 lane feet per lift. Density tests shall be performed using the cut out (core) or nuclear gauge method. The nuclear gage method shall only be used for acceptance testing if it is

calibrated with cores as detailed in the Materials Manual. A standard density (Rice) test shall be performed once per project and when there is a change in the mix. Testing may be waived by the engineer when the total project quantity for asphalt is less than 500 tons.

2. PCC Concrete Streets – An air content test shall be performed on the first truck before pouring is begun. An air test, slump test, and at least four concrete cylinders (1 for an early break, 2 for 28 day breaks, and one backup) shall be made for every 150 cubic yards of pouring.
3. Sidewalks, Curb & Gutter, Concrete Fillets, Valley Gutters, Inlets, and other Miscellaneous Concrete – An air test, slump test and a strength test shall be performed for every 100 cubic yards of pouring. Additional strength tests should be run when needed to determine when concrete is ready to carry traffic.
4. Structural Concrete – Air tests, slump tests, and strength tests shall be run at the frequency specified by the current version of the SDDOT Materials Manual in the Minimum Sampling and Testing Requirements section.
5. Subgrade – Soil density and moisture content tests shall be performed on all pavement subgrade and roadway fills a minimum of one (1) per city block or every 600 feet, whichever is less, per four (4) feet of depth. A minimum of one (1) standard density and optimum moisture determination shall be made for the project and one (1) additional test for each change in the soil type.
6. Utility Trenches – Density tests on trench backfill shall be performed in accordance with the City's Standard Specifications for Construction. In general, a minimum of one density test and moisture content shall be made for every 500 lineal feet of trench per four (4) feet of depth. A minimum of one (1) standard density and optimum moisture determination shall be made for the project and one (1) additional test for each change in the backfill.
7. Base Course, Select Granular Backfill, Aggregates, and other Granular Materials – A minimum of one (1) gradation shall be run per project per type of material. Density tests shall be run on base course for roadways a minimum of one (1) per city block or every 600 feet, whichever is less. Testing may be waived by the engineer when the total project quantity for each type of material is less than 500 tons.

The engineer may at any time order additional testing above and beyond the minimum required. The contractor and supplier are encouraged to perform testing as needed to monitor their own quality control. This testing, however, will not be used in determining acceptance of the installed material. When testing will be destructive to the final product, such as coring asphalt pavement, approval must be obtained from the engineer prior to testing.

#### 15.4 Inspection Schedule:

Listed below is a summary of inspections that shall require written documentation of approval from the City Engineer. The Contractor shall schedule all inspections with the City Engineer.

##### 15.4.1 Streets:

1. Subgrade Stability: The contractor shall schedule an inspection with the City Engineer to inspect the subgrade stability. The inspection shall be completed once the subgrade has been compacted into place and prior to placing the base course. The contractor will be required to proof roll the subgrade with equipment approved by the Engineer. Unstable areas shall be repaired by the contractor.
2. Base Course Stability: The contractor shall schedule an inspection with the City Engineer to inspect the base course stability. The inspection shall be completed once the base course has been compacted into place and prior to placing surfacing. The contractor will be required to proof roll the base course with equipment approved by the Engineer. Unstable areas shall be repaired by the contractor.
3. Bottom Lift Asphalt Stability: The contractor shall schedule an inspection with the City Engineer to inspect the stability of the bottom lift of asphalt. The inspection shall be completed prior to placement of the second lift. The Engineer shall visually inspect the bottom lift for any failures or depressions. In areas of failure and excessive depression the existing asphalt shall be removed, the underlying grade stabilized and new asphalt patched back into place. In areas of moderate depression, a leveling course shall be installed prior to placement of the second lift.

**15.4.2 Sanitary Sewer:** Newly constructed sanitary sewer systems shall be tested as described in the City's Standard Specifications for Sanitary Sewer Construction.

1. Pipe Inspection

2. Pipe Leakage
3. Manhole Leakage
4. Pipe Deflection Test
5. Television Inspection

**15.4.3 Drainage:** Newly constructed storm sewer systems shall be tested as described in the City's Standard Specifications for Storm Sewer Construction.

1. Pipe Inspection
2. Pipe Deflection Test
3. Television Inspection

**15.4.4 Final Inspection:** The City Engineer shall conduct a final inspection once all improvements are complete. If all work appears substantially complete, an acceptance letter shall be forwarded to the contractor. If needed a punch list of items to be repaired or completed shall be attached to the acceptance letter.

**15.4.5 Warranty Inspections:** The City Engineer shall conduct inspections as necessary throughout the warranty process. If needed a punch list of items to be repaired shall be generated and forwarded to the contractor. At the end of the warranty period, the City Engineer shall forward a letter documenting the expiration of the warranty.



# City Council Work

## Session

### Agenda Item

**Subject:** Future Council Items Read Ahead for December 16th, 2024 City Council Meeting.

**Meeting:** City Council Work Session - Dec 09 2024

**From:** Kristen Bobzien, Interim City Manager/Chief Financial Officer

---

#### **BACKGROUND INFORMATION:**

Future Council Items Read Ahead for the December 16th, 2024 City Council Meeting include:

1. Minutes of the City Council Meeting held on December 2nd, 2024.
2. Authorization for the Finance Officer to issue a special check in the amount of \$1,075.52 to Dave Greenman for weight room pad upholstery reimbursement.
3. Additional Funding for the USACE
4. Change Order No. 1 for 7th Ave, Project No. 2414
5. Approval of Change Order No. 2-Final for the 2024 Neighborhood Street Reconstruction 12th Ave NW, Project No. 2403 with Duininck Inc., for an increase of \$267.00 for a new contract price of \$1,517,777.17.
6. Bid Award Project No. 2318 WWTF Lift Station
7. Approval of Cost Transfer No. 13 with Rice Lake within the GMP for the Wastewater Collection System and Treatment Facilities Improvements, Project No. 2317 in the amount of \$465,720.01
8. 2025 Recycling Agreement with Dependable Sanitation
9. First Reading of Ordinance No. 24-26, Annexation and Zoning Hopper Addition
10. First Reading of Ordinance No. 24-27, Rezone to I1 for Hopper Addition
11. Second Reading of Ordinance No. 24-22 to supplement the 2024 Budget for various Departments and Projects & State and Federal Grant Appropriations
12. Resolution No. 24-33, Adoption of Revisions of the Engineering Design Standards

---

#### **FINANCIAL CONSIDERATIONS:**

N/A

---

#### **STAFF RECOMMENDATION / SUGGESTED MOTION:**

No Action Required.

---