E. NEW BUSINESS

1. Conditional Use Permit: PC Resolution 2024-03

Applicant: City of Soldotna

Request: Repair and replace a portion of a wastewater treatment line and a manhole with the 50-foot Habitat

Protection District of the Kenai River

City of Soldotna

Solstice Alaska Consulting, Inc. 2607 Fairbanks Street, Suite B Anchorage, AK 99503 907.929.5960

January 3, 2024

Samantha Lopez Kenai River Center Manager 514 Funny River Road Soldotna, AK 99669

Re: Kenai River Center Multi-Agency Permit Application
Project: Soldotna Wastewater Treatment Facility Outfall Rehabilitation

Dear Ms. Lopez:

The City of Soldotna is requesting authorization to repair a damaged section of the Soldotna wastewater treatment facility (WWTF) outfall pipe at river mile 20 of the Kenai River. The proposed project is located in Soldotna, Alaska (Section 31, Township 5 North, Range 10 West, Seward Meridian; USGS Quadrangle Map Kenai B-3 NW; Latitude 60.482595, Longitude -151.091130). Solstice Alaska Consulting, Inc. (SolsticeAK) is assisting with permitting the project, and CRW Engineering Group is assisting with design and engineering.

Project Description

The City of Soldotna is proposing to repair a portion of the existing WWTF outfall pipe, replace another portion of the outfall pipe with a new HDPE pipe, and replace one of four existing manholes. This section of the outfall pipe is damaged and in need of repairs in order to allow the continued use of the WWTF.

The proposed action would:

- Install a temporary cofferdam to enable construction within the Kenai River
- Replace a damaged section of outfall pipe with a new HDPE section of outfall pipe
- Replace a damaged manhole
- Repair a damaged section of outfall pipe using a "sliplining" method

Impact Summary

The proposed project would occur within the Kenai River, an anadromous stream according to the Alaska Department of Fish and Game (ADF&G). The project also requires dredging and the placement of 272 cubic yards (cy) of fill below ordinary high water (OHW), and excavation and the placement of 43 cy of fill above OHW. Additionally, the project would clear vegetation within the 50-foot Habitat Protection District of the Kenai River. See the attached project description for details.

Permits Required

An ADF&G Fish Habitat Permit and a Kenai Peninsula Borough Conditional Use Permit would be required. The City of Soldotna anticipates that the proposed project would fall under Nationwide Permit #58 (Utility Line Activities for Water and Other Substances), and a pre-construction notification (PCN; attached) is being submitted to the U.S. Army Corps of Engineers concurrent with this application.



If you have any questions or require additional information, please contact me, Robin Reich, at robin@solsticeak.com or at 907-929-5960.

Sincerely,

Robin Reich

President, Solstice Alaska Consulting, Inc.

Enclosed: Kenai River Center Multi-Agency Permit Application; USACE PCN

Copies: J. Ryan Moyers

Rom Print



Multi-Agency Permit Application



514 Funny River Road, Soldotna, AK 99669 • (907) 714-2460 • KenaiRivCenter@kpb.us

<u>Applicar</u>	<u>it Informati</u>	on: (must be a l	andowner)	Agent Info	rmation: (if	applicable)	
Name:	ame: Michael Allen (City of Soldotna)			Name:	Robin Reich (Solstice Alaska Consulting, I		
Mailing:			Mailing:	2607 Fairbanks St., Suite B			
	Soldotn	a Alaska 996	69		Anchora	ge AK 99503	
Phone:	Phone: 907 714 1205		Phone:	907 929	5960		
Email: mallen@soldotna.org			Email:	robin@so	olsticeak.com		
Project L	ocation:			S. Armine S. Company of the Company	Informatio		
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Physical	Address:	· <u> </u>	ne Ct and 351 Porcupine Ct		(looking downstream) Left Right		
		Soldotna Al	aska 99669	River Mile:	20		
Subdivisi	on:	18 :					
Lot:	Block:	Additio	on/No.:				
State of	Alaska Per	mit Fees:		KPB Permi	it Fees: (sele	ect one)	
S100 ·	- ADNR Sta	ite Parks Permit		☐ \$50 - KPB Habitat/Floodplain Permit			
				■ \$300 - K	(PB Conditio	nal Use/Floodway Permit	
Project I	nformation	ı: ■ New <u>O</u> l	R Extension/	Amendment to	o RC#		
Please se	elect all acti	ivities that apply	to your project:				
☐ Bank S	Stabilization		☐ Fish & Wildlife	Management		□ Road Construction	
□ Boat L			☐ Floating Dock	2 04 020 10		☐ Structure (Accessory)☐ Structure (Residential)	
☐ Bridge			☐ Fuel Storage G		THE	☐ Spruce Tree Revetment	
☐ Coir Lo			☐ In-Stream Strug☐ Oil & Gas	ctures (vveir)		☐ Stream Crossing	
☐ ELP S			☐ On G Ods	S		Utility Line/Easement	
	nent Stream	Crossing	■ Prior-Existing S			☐ Veg Mat	
		ng, and/or Fill	☐ Revegetation			Vegetation RemovalWater Withdrawal	
☐ Fence Installation ☐ Root Wads						Other: Wastewater Treatment Outfall	
				f your project,	; attach addi	itional pages if necessary.	
Please s	ee attach	end project d	escription				
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Cost-Sna	are: is this p	project funded b	y the Cost-Share P	rogram?	res 🔳 No		
KPB Tax	Credit Pro	gram: The Bord	ough provides a tax	credit as par	tial reimburs	sement for new habitat protection	
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			astructure	\$			
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Project Questions:			
1. Start date: Spring 2024 End date: Summe	r 2024 Estimated Days of Construction: 2	1	
2. Is any portion of the work already complete? If y	es, please describe:	☐ Yes	■ No
		_	
Ordinary High Water (OHW) and Mean High Water			
3. Is the project located within 50 feet of OHW or I	•	Yes	☐ No
4. Does any portion of the project extend below the	•	P Yes	
Does any portion of the project cantilever or ext		☐ Yes	No
6. Will anything be placed below OHW or MHW of	the waterbody?	Yes	☐ No
Regulatory Floodplains:			-
Is the property where the project is taking place	near or within a regulatory floodplain?	Yes	☐ No
 a. Is this project within or adjacent to a regulate 	ory floodway?	Yes	☐ No
 b. Is this project within or adjacent to a coastal 	high hazard zone?	Yes	■ No
 For new buildings and/or additions, list all pr 	roject costs (labor, materials, etc.):	\$	
Excavation, Dredging, and Fill:			
Will material be <u>excavated</u> or <u>dredged</u> from the	site?	Yes	☐ No
a. Type of material(s): Soil			
b. Area to be dredged <u>below</u> OHW or MHW:			
Length: 152 (ft) Width: 14.2 (ft) Depth			
c. Area to be excavated above OHW or MHW:			
Length: 18.8 (ft) Width: 18.8 (ft) Depth	Management of the contract of		
 d. Location materials will be deposited: Pipe b 	pedding and back fill		
Will any material (including soils, debris, and/or	overburden) be used as fill?	Yes	☐ No
a. Type of material(s):			
b. Is this fill permanent or temporary?		Perm	Temp
c. Area to be filled above OHW or MHW:			
Length: 18.8 (ft), Width: 18.8 (ft), Dept	th: variable (ft), Total Cubic Yards: 43		
d. Area to be filled below OHW or MHW:			
Length: 152 (ft), Width: 14.2 (ft), Dept	th: <u>variable</u> (ft), Total Cubic Yards: <u>272</u>		
Motorized Equipment:			
 Will you be using motorized equipment for this p Excavator, small boat, barge 	project? If yes, please list all equipment:	Yes	☐ No
a. Will you be crossing a stream or waterbody?	?	Yes	☐ No
b. How long will equipment be used below OH	W or MHW? Duration of construction		
Signature & Certification:			
This application is hereby made requesting permit(s)	to authorize the work described in this appl	ication for	m. i
certify the information in this application is complete a			
plans or drawings are attached. If applying for a tax of			•
ject and that the project will be constructed to the sta			erty
Taxes, KPB 5.14 Habitat Protection Tax Credit, and o	other applicable rederal, state, and rocal reg	ulations.	
/	1/3/2024		
Applicant Signature (required)	Date		
Kobni Ksuit	1.3.24		
Agent Signature (if applicable)	Date		

Kenai River Center Multi-Agency Permit Application
Soldotna Wastewater Treatment Facility Outfall Rehabilitation
Project Description
January 2024

The proposed project would:

- Remove damaged pieces of the existing wastewater treatment facility (WWTF) outfall pipe
- Slipline a section of the damaged WWTF pipe
- Replace a section of the damaged WWTF pipe with a new outfall pipe
- Replace a damaged manhole
- Involve vegetation clearing and grubbing

Overview

The City of Soldotna proposes to repair a damaged section of the Soldotna wastewater treatment facility (WWTF) outfall pipe in Soldotna, Alaska (Township 5N, Range 10W, Section 31, Seward Meridian; U.S. Geological Survey [USGS] Quadrangle Kenai B-3 NW; Latitude 60.4826°N, Longitude -151.0910°. The lower section of the outfall pipe and a manhole were installed in 1972 and are damaged and in a state of disrepair. No blasting or pile driving is proposed with this project.

Location

Soldotna is located on the Kenai Peninsula, 150 highway miles south of Anchorage (Alaska Division of Community and Regional Affairs 2023). The community is located about 10 miles from Cook Inlet and is bordered by the Kenai River to the south and west. The WWTF outfall pipe runs southwest from the Soldotna WWTF along a 50-foot-wide right of way to the Kenai River.

Purpose and Need

The purpose of the Soldotna WWTF Outfall Rehabilitation project is to repair the damaged WWTF outfall pipe and manhole. The project is needed because the corrugated metal and concrete outfall pipe, installed in 1972, partially collapsed in spring 2023. The collapsed pipe, which leads from a manhole (manhole #4001) on the river bank to the Kenai River, has caused water to back up and overflow from the manhole. An effluent sensor inaccurately measures the amount of effluent discharged into the Kenai River due to the collapsed pipe and associated overflow. Accurate effluent measurements are needed for the WWTF to meet Alaska Department of Environmental Conservation (ADEC) wastewater outfall permitting requirements. The WWTF serves approximately 4,000 people, a majority of Soldotna's population (City of Soldotna 2023). Repairs to the outfall pipe and manhole #4001 are needed to allow the continued use of the City's WWTF and to ensure that treated water discharged into the Kenai River is accurately measured.

To minimize impacts to anadromous fish species, and to avoid construction during the busy Kenai River fishing season, work for the proposed project would occur during the early spring when water levels are low and the river bed is exposed near the banks of the river. Construction activities would take place for approximately three weeks in early spring, 2024.

Construction Methods and Equipment

The proposed action would replace the portion of the outfall pipe that runs from manhole #4001 to the headwall, repair the portion of the outfall pipe above manhole #4001, and replace manhole #4001 (Figure 1). During construction, a cofferdam and bypass line would be used to move wastewater around the area. The project would occur within wetlands and waters of the United States (U.S.), and the City of Soldotna anticipates that the proposed project would fall under Nationwide Permit #58 (Utility Line Activities for Water and Other Substances) authorization.

Cofferdam and Bypass Line

A 6-inch-diameter high-density polyethylene (HDPE) temporary bypass line would be installed for the duration of project construction, running approximately 575 feet from the WWTF ultraviolet (UV) disinfection basin to the Kenai River (Figure 1). The temporary line would be removed upon construction completion. Temporary asphalt ramps would be placed over the temporary bypass line where it crosses Porcupine Court to protect the line from vehicle traffic.

A cofferdam would be installed around the existing outfall pipe during project construction, and would consist of one of three options:

- A polypropylene and polyethylene tube would be filled with approximately 290,000 gallons of water to form the sides of the cofferdam. This water would be sourced from the temporary bypass line or the Kenai River, and released back into the river after construction is complete.
- Approximately 700 supersacks filled with earth or gravel would make up the cofferdam walls, and the cofferdam would be lined with an impermeable membrane.
- A preconstructed steel framework with flexible waterproof membrane walls would be installed around the work area. The walls would be freestanding and would not require pile installation.

The cofferdam would have a perimeter of approximately 80 feet by 200 feet (Figure 1). The cofferdam would be dewatered using a pipe with a mesh screen on the intake. A screen with a maximum mesh size of 0.04 inches (1.0 millimeters) and a maximum velocity of 0.1 feet per second would be used in accordance with Alaska Department of Fish and Game (ADF&G) recommendations for water withdrawals in water with fry and juvenile stage whitefish and salmon (McLean 1998). Installation of the cofferdam may require the use of a small boat. Any boat used for the proposed project would adhere to the Alaska State Parks Kenai River boat and motor regulations.

Sliplining

The 93-foot portion of the existing pipe that runs between manhole #4001 and manhole #4002 would be repaired using a sliplining method. The sliplining process would involve cleaning the pipe, and then inserting a new 18-inch-diameter HDPE pipe into the existing pipe and grouting the annular space between the pipes at either end. The sliplining pipe and equipment would be transported to the site via one of two site access options described below. The sliplining pipe would be inserted from the lower end of the pipe at manhole #4001, and run up to manhole #4002. Staging for the sliplining process would occur above the proposed project, within the 50-foot right of way between Porcupine Court and existing manhole #4002, and within the dewatered cofferdam (Figure 1).

Outfall Pipe and Manhole Replacement

Approximately 152 feet of the existing 21-inch-diameter pipe between manhole #4001 and the outfall within the Kenai River would be replaced with a new 18-inch-diameter HDPE pipe. An excavator would be used to remove the damaged portion of pipe, excavating approximately 284 cubic yards (cy) (2,160 square feet [sf]) of river bed to create a 14.2-foot-wide trench. The new outfall pipe would be secured to the river bed with 18-inch-long concrete anchors and a new headwall, similar to the existing design. The new outfall pipe would require approximately 272 cy (2,160 sf) of fill below ordinary high water (OHW) (Table 1).

Replacement of the manhole would involve excavation around the existing manhole, removal of the manhole, and installation of a new 48-inch Type A sewer manhole. The manhole replacement, along with approximately seven feet of the outfall pipe, would require approximately 45 cy (354 sf) of excavation and placement of 43 cy (354 sf) of fill above OHW (Table 1).

Excavation and placement of fill for the new outfall pipe would occur above and below OHW of the Kenai River. Excavation and placement of fill for the replacement of the manhole would occur above OHW. A portion of the project would occur within the Kenai Peninsula Borough 50-foot habitat protection area and within the Kenai River floodplain (Figure 1).

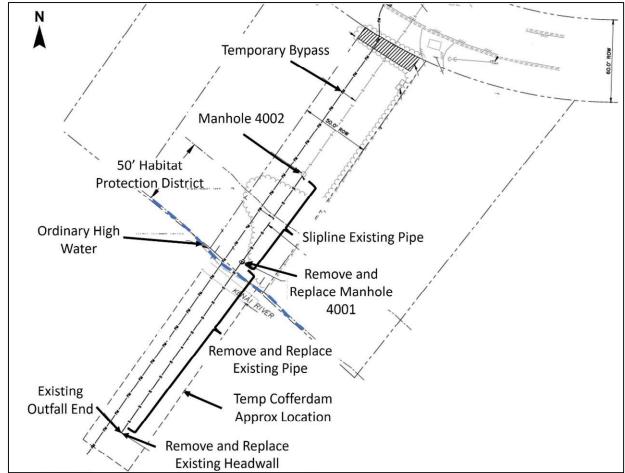


Figure 1. Soldotna WWTF Outfall Rehabilitation Project Site Overview

Table 1. Soldotna WWTF Outfall Rehabilitation Project Excavation and Fill Quantities

Action	Surface Area (ft²)	Volume (CY)				
Above OHW						
Excavation above OHW	354	45				
Fill above OHW	354	43				
Below OHW						
Dredging below OHW	2,160	284				
Fill below OHW	2,160	272				

Site Access Options

There are three site access options for the proposed project:

- A barge would support construction activities by transporting an excavator and materials to the project site.
- A crane or winch, positioned near Porcupine Court within the outfall pipe easement, would be used to place the excavator and materials at the project site. The crane would remain upland of the project site, and would not be driven below OHW.

A small boat launched from the Centennial Park Campground boat launch
 (approximately 3,000 feet downriver from the project site) or from the Swiftwater boat
 launch (approximately 2.5 miles upriver from the project site) would be used during
 placement of the cofferdam to maneuver the dam into place.

Wetlands

According to the U.S. Fish and Wildlife Service (USFWS) National Wetlands Inventory (NWI) mapper, the proposed project would impact riverine habitat (R1UBV) along the Kenai River (USFWS 2023). Approximately 2,514 sf (315 cy) of fill placed for this project would occur above and below OHW. Fill would be placed above OHW during replacement of the manhole and for a small portion of the new outfall pipe (Table 1; Drawings: Sheet 5). The area above OHW is not mapped on the NWI mapper, but it appears to be made up of freshwater forested/shrub wetland or freshwater emergent wetland, similar to wetlands mapped in the vicinity of the project site. The proposed project involves replacing a previously permitted structure.

Fish Habitat

The Kenai River is an anadromous stream listed in the ADF&G Anadromous Waters Catalog (AWC# 244-30-10010). All five species of Pacific salmon are found in the Kenai River (CHp, COp, COr, Ks, Kr Ps, Sp)¹ along with Dolly Varden, Pacific lamprey, eulachon, steelhead trout, and whitefish (ADF&G 2023). In-water work would impact fish and fish habitat through localized turbidity and the temporary placement of a cofferdam. An ADF&G Fish Habitat Permit would be required for impacts to the Kenai River during construction.

Due to the urgent need for repairs, construction would occur as soon as approvals are obtained and may result in unavoidable short-term impacts to fish. To minimize impacts to salmon, installation and removal of the outfall pipe would occur as much as possible between May 15 and July 15². A screen would be used during dewatering of the cofferdam to protect anadromous fish that may be present.

To meet the purpose and need of this project, complete avoidance of floodplains, wetlands, and fish habitat is not possible. To minimize the impacts to these resources, the following measures would be implemented:

- Construction limits will be staked and clearly demarcated
- No stockpiles will be placed within wetland areas
- Water quality will be protected during construction through best management practices
- Natural vegetation will be retained wherever possible.
- The project uses the minimum amount of excavation and fill needed to conduct repairs to the WWTF outfall pipe.

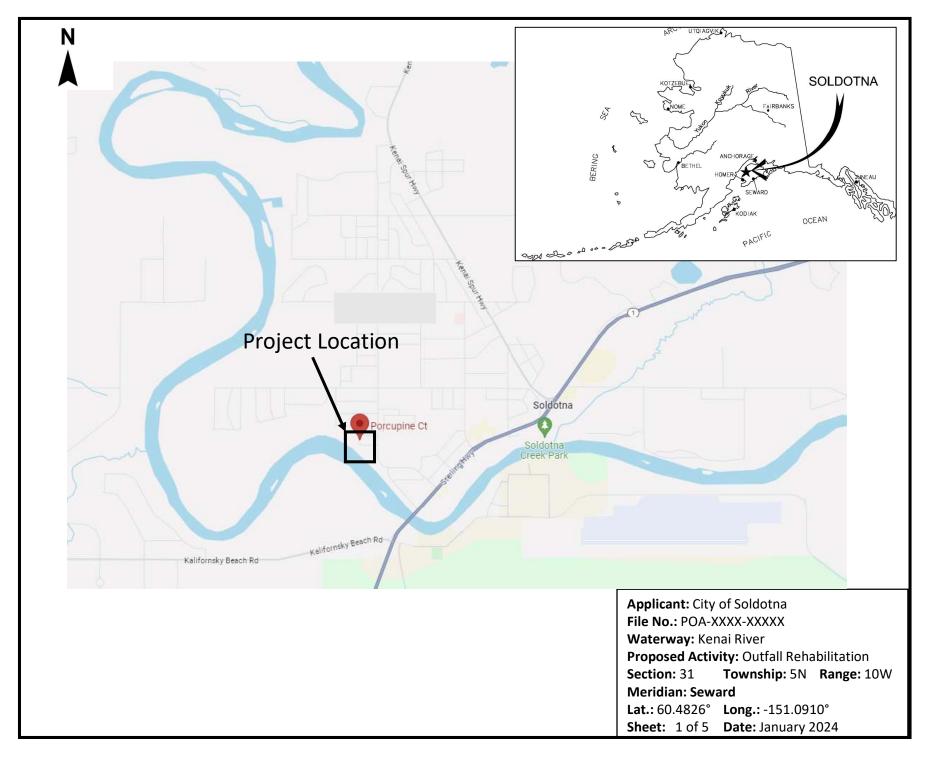
¹ CH=chum, CO=coho, K=Chinook, P=pink, S=sockeye; p=present, r=rearing, s=spawning

² Based on personal communication with Kaitlynn Cafferty, Habitat Biologist, ADF&G, on October 26, 2023.

References

- Alaska Department of Fish and Game. 2023. Alaska Fish Resource Mapper. Accessed at https://experience.arcgis.com/experience/1a4eb07b42ff4ebb8c71ba45adaedf0c/ on June 16, 2023.
- Alaska Division of Community and Regional Affairs. 2023. Soldotna. Accessed at https://dcced.maps.arcgis.com/apps/MapJournal/index.html?appid=1e993e279a224ea5b8f fe8134bc87ea9 on December 19, 2023.
- City of Soldotna. 2023. Wastewater Treatment Facility. Accessed at https://www.soldotna.org/departments/utilities/waste-water-treatment on June 16, 2023.
- McLean, R.F. 1998. Water Intake Structures: An Alternative to Traditional Screened-Box Enclosures for the Protection of Fish. Technical Report No. 97-8. Alaska Department of Fish and Game. Accessed at https://www.adfg.alaska.gov/static/license/uselicense/pdfs/97_08.pdf on August 14, 2023.
- United States Fish and Wildlife Service. 2023. National Wetlands Inventory. Accessed at https://www.fws.gov/program/national-wetlands-inventory/wetlands-mapper on October 31, 2023.

Project Drawings



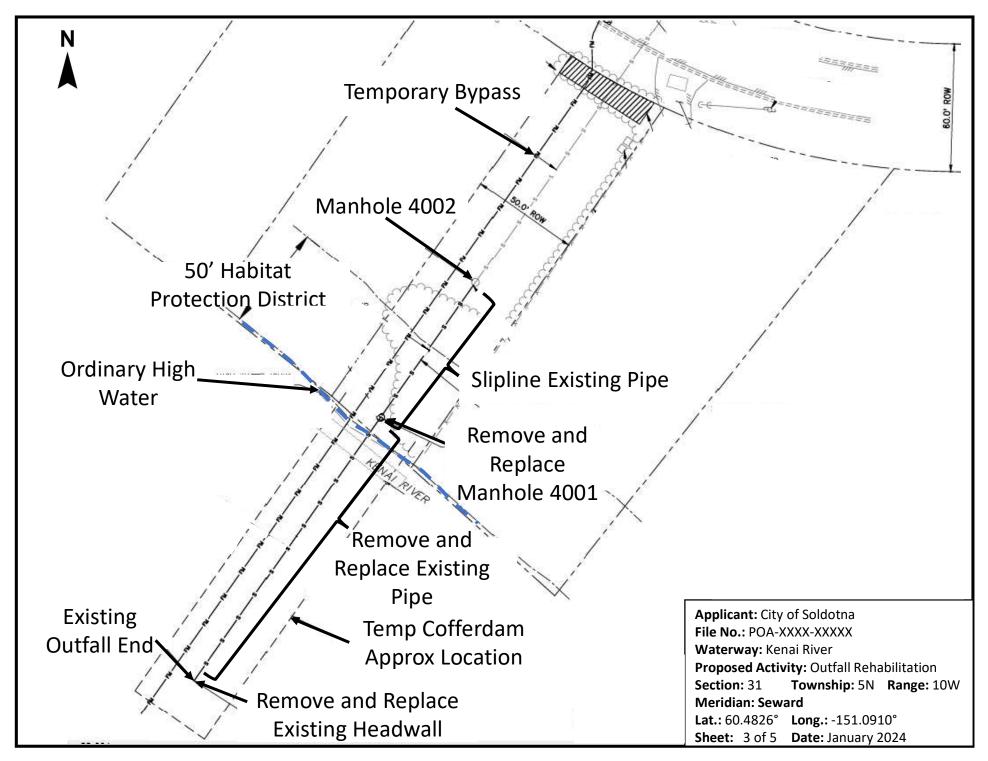


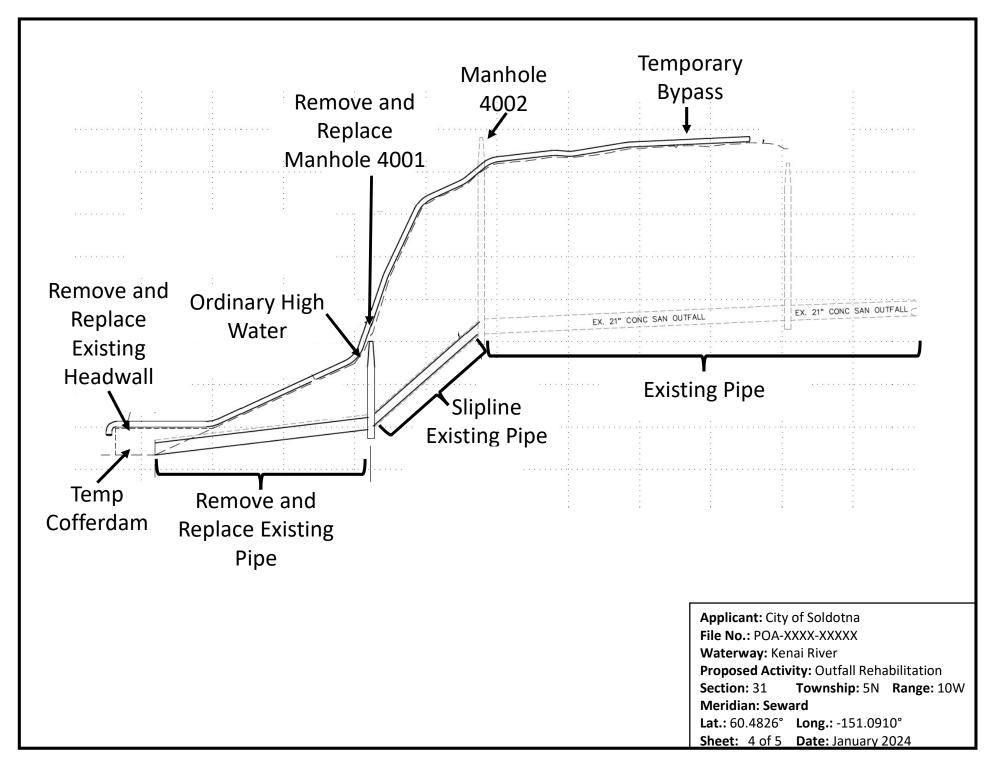
Applicant: City of Soldotna File No.: POA-XXXX-XXXX Waterway: Kenai River

Proposed Activity: Outfall Rehabilitation Section: 31 Township: 5N Range: 10W

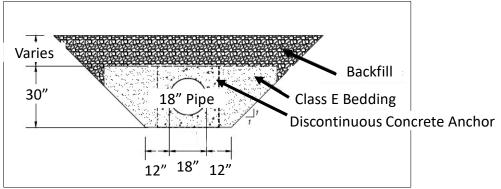
Meridian: Seward

Lat.: 60.4826° **Long.:** -151.0910° **Sheet:** 2 of 5 **Date:** January 2024

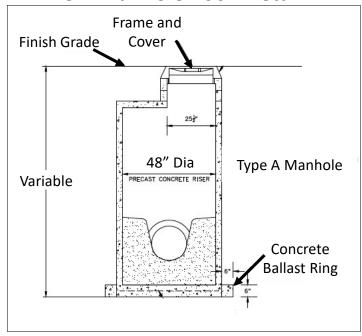




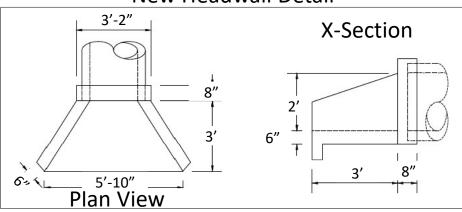
New Pipe Trench Detail



New Manhole 4001 Detail



New Headwall Detail



Applicant: City of Soldotna
File No.: POA-XXXX-XXXXX
Waterway: Kenai River

Proposed Activity: Outfall Rehabilitation Section: 31 Township: 5N Range: 10W

Meridian: Seward

Lat.: 60.4826° **Long.**: -151.0910° **Sheet**: 5 of 5 **Date**: January 2024

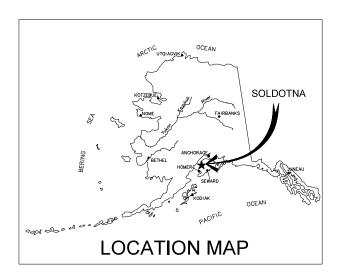
Project Plan Set



CITY OF SOLDOTNA

SOLDOTNA WWTF OUTFALL REHABILITATION





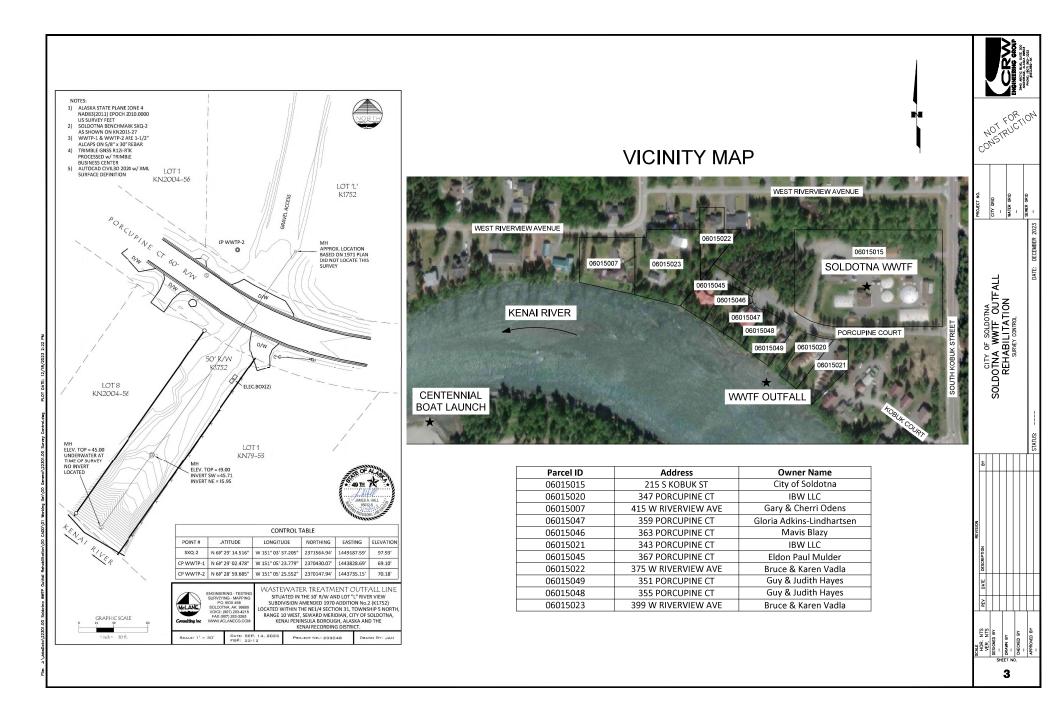
SHEET INDEX						
SHEET NO.	SUBJECT					
1	COVER AND SHEET INDEX					
2	GENERAL NOTES, LEGEND, AND ABBREVIATIONS					
3	SURVEY CONTROL					
4	SITE PLAN					
5	PLAN AND PROFILE OF OUTFALL					
6	TRENCH DETAILS					
7	BYPASS DETAILS					

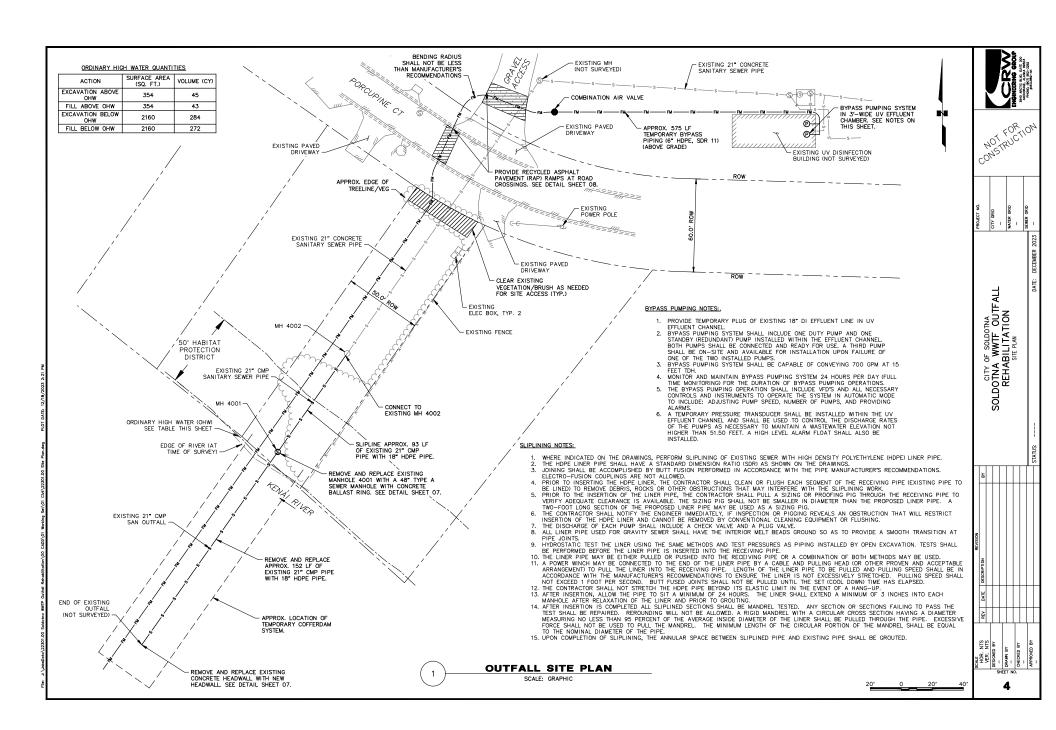


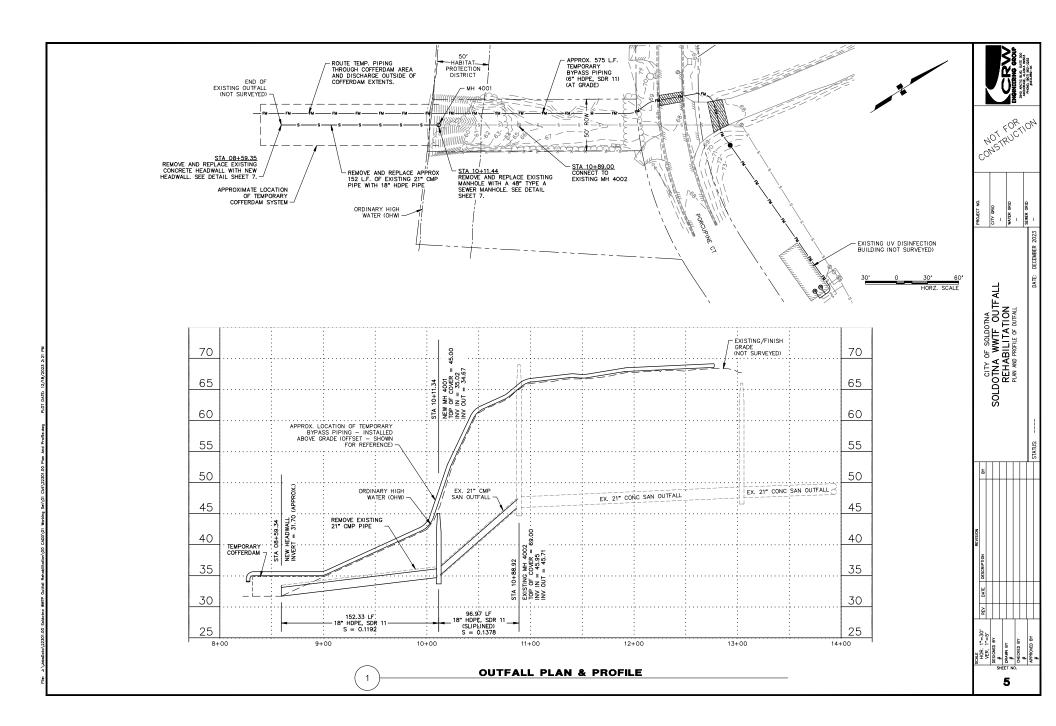
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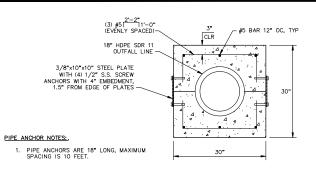
WWTF OUTFALL REHABILITATI

<u>LEGEND</u>				COMMON ABBREVIATIONS			GENERAL NOTES	■ ≥8		
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DM.B.	■M.B.	MAILBOX	-0	GUY POLE	со	CLEANOUT	PP	POWER POLE	FOR EXCESS WATER AND SHALL BE	
		HOUSE OR STRUCTURE	←	GUY ANCHOR	CONST	CONSTRUCTION	PRV	PRESSURE REGULATING VALVE	RESPONSIBLE FOR SECURING ALL NECESSARY	<u></u>
$\Box$		LAKE OR POND		LOAD CENTER	CPEP	CORRUGATED POLYETHYLENE PIPE	PT	POINT OF TANGENCY, POINT	PERMITS AND APPROVALS. THE CONTRACTOR	I ≨502≩
ma		CONTOUR LINE	SC	SWITCH CABINET	D	DRAIN	PUE	PUBLIC USE EASEMENT	SHALL PROVIDE COPIES OF PERMITS AND	[all <b>\</b>
222 222	700 gra	SPOT ELEVATION	<b>:</b>	ELECTRIC TRANSFORMER	DEG	DEGREE	PVI	POINT OF VERTICAL INTERSECTION	APPROVALS TO THE ENGINEER PRIOR TO	355
•P		IRON PIN (REBAR) / IRON PIPE	-⊘-	<ul> <li>JOINT USE POWER &amp; TELE. POLE</li> </ul>	DI	DUCTILE IRON	PZ	PRESSURE ZONE	BEGINNING DEWATERING.	_ ° ≷ ∃ ;
•		BENCHMARK	•	TELEPHONE MANHOLE	DIA	DIAMETER	QTY	QUANTITY	·	g _ m
•		TEMPORARY BENCHMARK	CIU.T.	UNDERGROUND TELE. PEDESTAL	DIP D&R	DUCTILE IRON PIPE	R&R	REMOVE AND REPLACE	·	≿≥±°
•		BRASS CAP MONU./BLM CORNER	DU.C.	UNDERGROUND TV CABLE PEDESTAL	B 4111	DISCONNECT AND RECONNECT	RJ	RESTRAINED JOINT	·	SOLDOTNA WWTF OUTF REHABILITATION FIFTEN ARRESPORTIONS
•		PK NAIL, SPIKE OR CONCRETE NAIL	O _{WM}	WATER METER	D.W.	DETECTABLE WARNING EAST	R.O.W., R/W	RIGHT OF WAY	<u> </u>	2
•		ALCAP OR PLASTIC CAP		DEEP SERVICE RISER	ELEC	ELECTRIC, ELECTRICAL	R.W.	RETAINING WALL	<u> </u>	ld
		FILL SLOPE LIMITS		AIRVALVE STATION	ELEV, EL	ELEVATION	s.vv.	SEWER, SOUTH	<u> </u>	Ŋ
		CUT SLOPE LIMITS		BLOWOFF	EOP	END OF PROFILE, EDGE OF PAVEMENT	SCH SCHED	SCHEDULE	<u> </u>	
		RETAINING WALL		PIPF	EOS	END OF SHOULDER	sn.	STORM DRAIN	<u> </u>	
		STORM DRAIN LINE			ESMT	EASEMENT	s/w	SIDEWALK	<u> </u>	
	su		-	• • • •	EXC	EXCAVATION	SS	SANITARY SEWER, STAINLESS STEEL		
s	s	SANITARY SEWER LINE	^	STORM DRAIN MANHOLE	EX, EXIST	EXISTING	SEC CORN	SECTION CORNER	<u> </u>	
w	w	WATER LINE		CATCH BASIN OR CATCH BASIN MANHOLE	E F&I	FURNISH AND INSTALL	SF	SQUARE FEET		
s	s	SANITARY SEWER GRAVITY MAIN LINE	<u>*</u>	WATER LEVEL	FG	FINISHED GRADE	SI	STREET INTERSECTION	<u>'</u>	
s	——s—	SANITARY SEWER PRESSURIZED MAIN	A	A.	FL	FLOW LINE	SM	SILTY SAND	<u>'</u>	
s	s	SANITARY SEWER LATERAL LINE		II 3 STORMDRAIN MANHOLE & PIPE	FT	FEET, FOOT	SP	POORLY GRADED SAND	1	
w	w	WATER MAIN LINE		INSULATION	GAL	GALLON	ST	STREET	1	
w	w	WATER SERVICE LATERAL LINE	Declaration of the	CONCRETE	GALV	GALVANIZED	STA	STATION, STATIONING	1	
w	w	WATER HYDRANT LATERAL LINE		GRAVEL	GB	GRADE BREAK	STD	STANDARD	4	
G		GAS LINE		COMPACTED SOIL	GM	SILTY GRAVEL	TBC	TOP BACK OF CURB	1	NO.
—-ε——		UNDERGROUND ELECTRIC LINE		NATURAL SOIL	GP	POORLY GRADED GRAVEL	TBD	TO BE DETERMINED	·	SEAS
OE		OVERHEAD ELECTRIC LINE	100000000	METAL GRATING	GV	GATE VALVE	TBM	TEMPORARY BENCH MARK	1	
		UNDERGROUND TELEPHONE LINE	RRRRRRRRR	LEFT FINISH GRADE	GW	WELL GRADED GRAVEL	TCE	TEMPORARY CONSTRUCTION EASEMENT	1	É
от —		OVERHEAD TELEPHONE LINE	-		H	HORIZONTAL	101	TEMPORARY CONSTRUCTION PERMIT	1	SCR.
			~ _ ~	RIGHT FINISH GRADE	HT	HIGH DENSITY POLYETHYLENE HEIGHT	TELE	TELEPHONE TEST HOLE	<u>'</u>	8
		UNDERGROUND CABLE TV LINE		CENTER LINE FINISH GRADE	IAW	IN ACCORDANCE WITH	TYP	TYPICAL	1	
oc		OVERHEAD CABLE TV LINE	T	TELEPHONE CROSSING	ID	INSIDE DIAMETER	UG	UNDERGROUND	1	
UG/F0		UNDERGROUND FIBER OPTIC	Ö	GAS CROSSING	IF.	INVERT ELEVATION	UON	UNLESS OTHERWISE NOTED	1	ا ا
		CENTER LINE (ROW)	Ē	ELECTRIC CROSSING	INFO	INFORMATION	UTIL	UTILITY	1	
		PROPERTY LINE	©	CABLE CROSSING	INTX	INTERSECTION	VB	VALVE BOX	1	
	0.00%	GRADE OF PAVEMENT AT CENTER LINE	6		INV	INVERT	vc	VERTICAL CURVE	<u>'</u>	S S Y Y
	0.00%	EXISTING GROUND OVER PIPE		FIBER OPTIC CROSSING	JB	JUNCTION BOX	VPC	VERTICAL POINT OF CURVATURE	1	
			<b>©</b> €	OVERHEAD ELECTRIC LINE	LC	LOAD CENTER	VPI	VERTICAL POINT OF INTERSECTION	1	SCALE HOR. VER. DESIGNED
					LF	LINEAR FOOT	VPT	VERTICAL POINT OF TANGENT	†	SHEET NO
					LF LONG		VPT W			SHEET NO









VARIES BACKFILL OVER PIPE - SLOPE VARIES, SEE NOTE 1 30" 18"ø HDPE - CLASS 'E' BEDDING DISCONTINUOUS CONCRETE ANCHOR OD OF PIPE 12" 12"

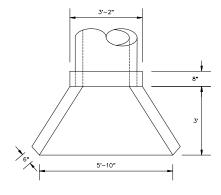
#### CONCRETE PIPE ANCHOR DETAIL SCALE: NTS

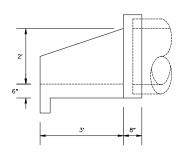
## FRAME & COVER WITH DUSTPAN -REDUCING SLAB PER CITY OF SOLDOTNA STANDARD CONSTRUCTION SPECIFICATIONS DETAIL 30-22 FINISH GRADE -251" TYPE A MANHOLE PER CITY OF SOLDOTNA STANDARD CONSTRUCTION SPECIFICATIONS DETAIL 30-4 WITH REDUCING SLAB 48" DIA. PRECAST CONCRETE RISER VARIABLE - CONCRETE BALLAST RING W/(4) NO. 4 REBAR HOOPS └ NO. 4 AT 12" CENTERS EACH WAY

#### TRENCH NOTES:.

- TRENCH WALL SLOPES WILL VARY WITH SOIL STRENGTH AND CHARACTER. SLOPES SHALL CONFORM TO OSHA SAFETY STANDARDS.
   COMPACT TRENCH BACKFILL TO A MINIMUM OF 95% MAXIMUM DENSITY.

TYPICAL TRENCH DETAIL 3 SCALE: NTS





CONSTRUCTION

SOLDOTNA WWTF OUTFALL REHABILITATION IRBNCH DETMIS

SCALE
HOR. NTS
VER. NTS
DESIGNED BY
DRAWN BY
CHECKED BY

6

#### HEADWALL NOTES:.

- CONCRETE WILL BE CLASS II CONCRETE WITH DESIGN STRENGTH OF 4500 PSI AT 28 DAYS, UNIT IS OF MONOLITHIC CONSTRUCTION INCLUDING WALLS AND FLOOR.

   REINFORCEMENT WILL BE GRADE 60 REINFORCED. NO. 4 STEEL REBAR TO CONFORM TO ASTM A615 ON RECUIRED CENTERS OR EQUIAL. BARDS BENDING AND PLACEMENT SHALL WITH THE LATEST ACI STANDARDS.

   PRECAST CONCRETE HEADWALL SHALL BE PARK USA HWBS OR EQUIAL.

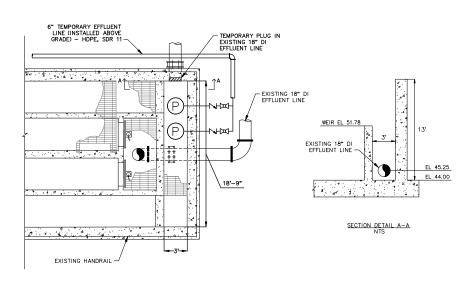
**CONCRETE HEADWALL DETAIL** SCALE: NTS

#### MANHOLE NOTES:.

2

1. ALL MANHOLE SECTIONS SHALL CONFORM TO ASTM C-478-69.

#### STANDARD M.H. TYPE A WITH REDUCING SLAB AND CONCRETE BALLAST RING



#### BYPASS PUMPING NOTES:.

- TEMPORARILY PLUG EXISTING 18" DI EFFLUENT LINE IN UV EFFLUENT CHANNEL.
- CHANNEL.

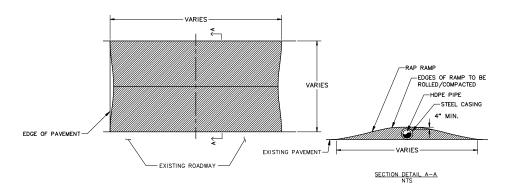
  BYPASS PUMPING SYSTEM SHALL INCLUDE ONE DUTY PUMP AND ONE STANDBY (REDUNDANT) PUMP INSTALLED WITHIN THE EFFLUENT CHANNEL. BOTH PUMPS SHALL BE CONNECTED AND READY FOR USE. A THIRD PUMP SHALL BE CON-SITE AND AVAILABLE FOR INSTALLATION UPON FAILURE OF ONE OF THE TWO INSTALLED PUMPS.

  BYPASS PUMPING SYSTEM SHALL BE CAPABLE OF CONVEYING 700 GPM AT 15 FEET TDH.

  THE BYPASS PUMPING OPERATION SHALL INCLUDE VFD'S AND ALL NECESSARY CONTROLS AND INSTRUMENTS TO OPERATE THE SYSTEM IN AUTOMATIC MODE TO INCLUDE: ADJUSTING PUMP SPEED, NUMBER OF PUMPS, AND PROVIDING ALARMS.
- ALARMS
- ALARMS.
  A TEMPORARY PRESSURE TRANSDUCER SHALL BE INSTALLED WITHIN THE UV EFFLUENT CHANNEL AND SHALL BE USED TO CONTROL THE DISCHARGE RATES OF THE PUMPS AS NECESSARY TO MAINTAIN A OWNSTEWATER ELEVATION NOT HIGHER THAN 51.50 FEET. A HIGH LEVEL ALARM FLOAT SHALL ALSO BE INSTALLED.

EXISTING UV DISINFECTION EFFLUENT CHANNEL PLAN & SECTION SCALE: 1/4" = 1'

1



RECYCLED ASPHALT PAVEMENT (RAP) RAMP 2 SCALE: NTS

CONSTRUCTION, SOLDOTNA WWTF OUTFALL
REHABILITATION
BPPASS DETMIS SCALE
HOR. NTS
VER. NTS
DESIGNED BY

DESIGNED BY

CHOCKED BY

CHOCKED BY

APPROVED BY 7

Project Overview and Vicinity Map

# 100 200

#### **City of Soldotna Wastewater**

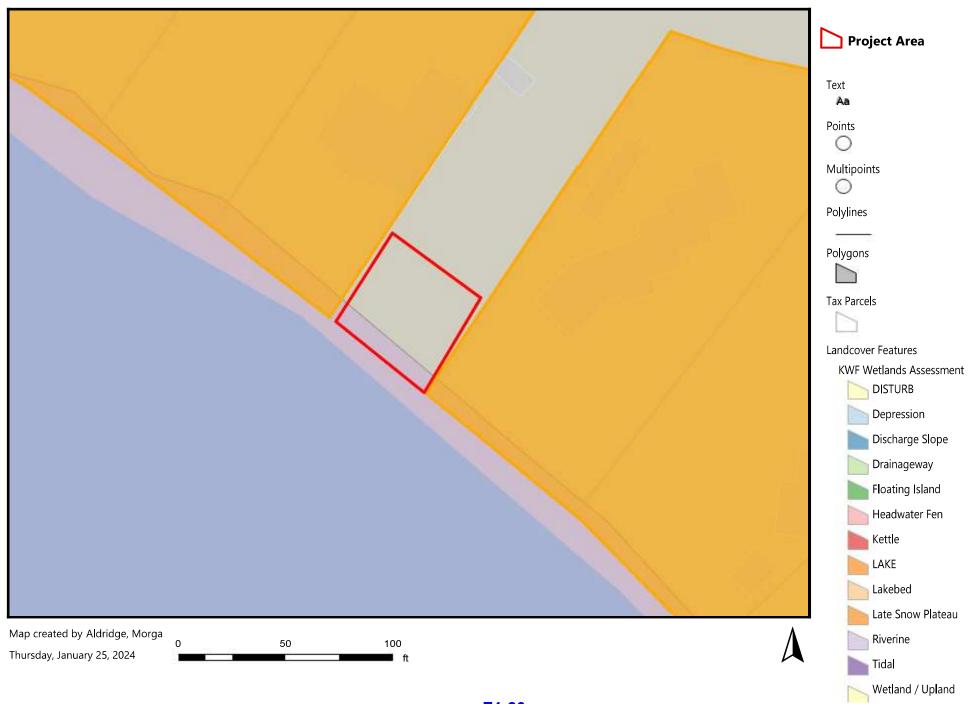
**Project Area** 

#### **Vicinity**



Map created by Aldridge, Morgan

City of Soldotna Wastewater



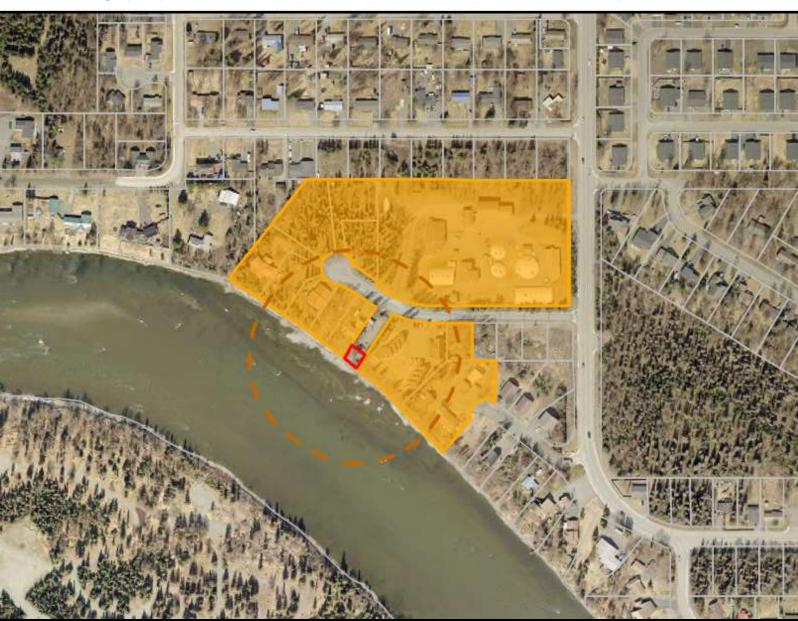
#### City of Soldotna Wastewater



## Kenai Peninsula Borough Planning Department

Imagery Map

City of Soldotna Wastewater



Project Area

Text Aa

Points

0

Multipoints

 $\circ$ 

Polylines

Polygons



Tax Parcels



Map created by Aldridge, Morga Thursday, January 25, 2024

0 500 1000 ft





# Donald E. Gilman River Center

514 Funny River Road, Soldotna, Alaska 99669 • (907) 714-2460 • (907) 260-5992 Fax A Division of the Planning Department Peter A. Micciche **Borough Mayor** 

#### KENAI PENINSULA BOROUGH PLANNING COMMISSION NOTICE OF PUBLIC HEARING

The Kenai Peninsula Borough received an application for a Conditional Use Permit under KPB 21.18.081 for a project within the 50-foot Habitat Protection District (HPD) of the Kenai River. This project has been scheduled for a public hearing before the Kenai Peninsula Borough Planning Commision.

#### Why are you receiving this notice?

Per code, property owners within 300 feet of the proposed project must receive notice of the public hearing. This project is located on a City Right of Way on Porcupine Court within the City of Soldotna, Alaska. Our records indicate that you are a property owner within 300 feet of the project.

#### **Project Description:**

The City of Soldotna is requesting to repair and replace a portion of a wastewater treatment line and a man hole within the 50-foot HPD of the Kenai River.

#### How can you look at the application?

The meeting packet will be posted the week prior to the meeting. Once it has been posted it can be viewed at https://kpb.legistar.com/Calendar.

#### How do you attend the Planning Commission meeting?

When: Monday, February 12, 2024 at 7:30 p.m.

Where: This meeting will be held in the Betty Glick Assembly Chambers at the George Navarre

Building located at 144 N Binkley St and also electronically via Zoom.

Zoom: Meeting ID 907 714 2200

> https://us06web.zoom.us/j/9077142200 1-888-788-0099 or 1-877-853-5247

#### How do I comment on the project?

You can provide verbal comment at the meeting (see information above). You may also submit written comments. Written comments must be received by 1:00 pm Friday, February 9, 2024.

> Mail comments to: Email comments to: Donald E. Gilman River Center

514 Funny River Road Soldotna, Alaska 99669 KenaiRivCenter@kpb.us

For additional information, please contact Morgan Aldridge at maldridge@kpb.us or (907) 714-2465.

# Conditional Use Permit Anadromous Waters Habitat Protection District Staff Report

KPB File No. 2024-03

Planning Commission Meeting: February 12, 2024
Applicant City of Soldotna
Mailing Address 328 Porcupine Ct

Soldotna, AK 99669

Location Description City of Soldotna right of way on Porcupine CT

#### **Project Description**

A Conditional Use Permit is sought pursuant to KPB 21.18 for the repair and maintenance of a water line and manhole within the 50-foot Habitat Protection District of the Kenai River, as established in KPB 21.18.040.

#### **Background Information**

The City of Soldotna is planning to repair and partially replace a failing outfall pipe and manhole that is currently not accurately reporting effluent discharge into the Kenai River due to a partial collapse of the line and backflow of water out of the manhole.

#### **Project Details within the 50-foot Habitat Protection District**

- 1. Slip-line 40 feet of the existing pipe for repair
- 2. Replace 8 feet of 21 inch pipe with 18 inch pipe between the manhole and the outfall
- 3. Remove and replace existing manhole with new 48 inch type A sewer manhole
- 4. Excavate about 45 cubic yards of materials and place 43 cubic yards of fill during the manhole replacement
- 5. Temporary placement of approximately 20 foot total of cofferdam and 50 feet of 6 inch bypass line- to be removed upon completion of project
- 6. Minimal removal of vegetative material

#### Findings of fact pursuant to KPB 21.18.081 Conditional Use Permit

- 1. Portions of this proposed project are within the 50-foot habitat protection district as defined by KPB 21.18.040.
- 2. Pursuant to KPB 21.18.081(B)(5), construction of transportation and utility infrastructure may be approved as a conditional structure/use within the habitat protection district.
- 3. Pursuant to 21.18.081(D) General Standards, staff finds that the proposed project meets the five general standards.
- 4. Pursuant to KPB 21.18.020(A), this chapter was established to protect and preserve the stability of anadromous fish through controlling shoreline alterations and disturbances along anadromous waters and to preserve nearshore habitat.
- 5. Pursuant to KPB 21.18.20(B)(5), one purpose of this chapter was established to separate conflicting land uses.
- 6. The water line needs repair in order to adequately function and meet standards for wastewater outfall.

- 7. The man hole and water line were installed in 1972 and are damaged, necessitating repair so that the facility can continue to service the 4,000 members of the City of Soldotna.
- 8. Pursuant to KPB 21.06.081(D)(3), the proposed work will occur on the applicant's property and shall not have an adverse effect on adjoining properties.
- 9. Kenai Peninsula Borough Planning Commission Resolution 2015-35 defines water-dependent as:
  - "...a use or structure located on, in or adjacent to water areas because the use requires access to the waterbody. The definition is applicable to facilities or activities that must be located at or near the shoreline and within the 50-foot buffer. An activity is considered water dependent if it is dependent on the water as part of the intrinsic nature of its operation. Examples of water dependent facilities may include, but are not limited to, piers, boat ramps, and elevated walkways."
- 10. The River Center found the application complete and scheduled a public hearing for February 12, 2024.
- 11. The City of Soldotna Planning Commission reviewed this project at their February 7, 2024 meeting.
- 12. Agency review was distributed on January 31, 2024. No comments or objections have been received from resource agencies to date.
- 13. Pursuant to KPB 21.11.030, public notice was mailed to all property owners within a radius of 300 feet of the project on January 24, 2024. A total of 11 mailings were sent.
- 14. Pursuant to KPB 21.11.020, public notice was published in the Peninsula Clarion on January 31, 2024 and February 7, 2024.
- 15. The applicant is currently in compliance with Borough permits and ordinances.

#### **Permit Conditions**

- 1. Construction techniques and best management practices shall be utilized to ensure that land disturbing activities do not result in runoff or sedimentation to the Kenai River.
- 2. The outfall pipe and manhole must be designed and installed to meet KPB floodplain requirements, however this project falls within the Soldotna City Limits, and the City does not participate in the National Flood Insurance Program, so no floodplain permit is required.
- 3. The permittee shall minimize damage to all vegetation and shall revegetate all disturbed areas with native vegetation.
- 4. For each tree removed, two seedlings less than 5.5-feet tall of a species native to the region will be planted within the 50-foot HPD.
- 5. Storage or use of fuel is prohibited within 50-feet of any open water.
- 6. The River Center shall be notified at least 3 days prior to the start of the project.
- 7. If changes to the approved project described above are proposed prior to or during its siting, construction, or operation, the permittee is required to notify the River Center to determine if additional approval is required.
- 8. The permittee shall be held responsible for the actions of the contractors, agents, or others who perform work to accomplish the approved plan.
- 9. The construction or installation phase of this Conditional Use Permit must be completed within one calendar year from the date of the permit's issuance, or the Conditional Use Permit shall expire unless the Planning Commission finds that more time is necessary to effectuate the purposes of this chapter, in which case the commission may extend the deadline for a maximum of six years from the date of issuance. Prior to its expiration date and upon written request, the Planning Director may grant a Conditional Use Permit extension for 12 months (KPB 21.18.081 (H)).
- 10. In addition to the penalties provided by KPB 21.18.110, and pursuant to KPB 21.50, the permit may be revoked if the permittee fails to comply with the provisions of this chapter or the terms and conditions of a permit issued under this chapter. The Borough Clerk shall provide at least 15 day's written notice to the permittee of a revocation hearing before the hearing officer (KPB 21.18.082).
- 11. The permittee shall comply with the terms, conditions and requirements of the Kenai Peninsula Borough Code of Ordinances Chapter 21.18, and any regulations adopted pursuant to this chapter.

12. The permittee is responsible for abiding by all other federal, state, and local laws, regulations, and permitting requirements applicable to the project (KPB 21.18.081 (G)).

#### **General Standards**

Pursuant to 21.18.081(D) General Standards, the following standards shall be met before conditional use approval may be granted:

- 1. The use or structure will not cause significant erosion, sedimentation, damage within the habitat protection district, an increase in ground or surface water pollution, and damage to riparian wetlands and riparian ecosystems; **Conditions 1, 3-4 appear to support this standard.**
- 2. Granting of the conditional use shall be consistent with the purposes of this chapter, the borough comprehensive plan, other applicable chapters of the borough Code, and other applicable planning documents adopted by the borough; **Condition 11 and Findings 1-2 appear to support this standard.**
- 3. The development of the use or structure shall not physically damage the adjoining property; **Finding 8 appears to support this standard.**
- 4. The proposed use or structure is water-dependent; Finding 9 appears to support this standard.
- 5. Applicant's or owner's compliance with other borough permits and ordinance requirements; **Finding 14 appears to support this standard.**

#### **Attachments**

Multi-Agency Application Draft Resolution 2024-03

#### **Recommendation**

Based on the findings, staff finds that the proposed project meets the five general standards of KPB 21.18.081. The Planning Commission could consider additional permit conditions to mitigate for any habitat loss if it chooses.

Staff recommends the Planning Commission grant a Conditional Use Permit for the proposed project details subject to adopted conditions as set forth in 2024-03.

Note: An appeal of a decision of the Planning Commission may be filed to the Hearing Officer, in accordance with the requirements of the Kenai Peninsula Borough Code of Ordinances, Chapter 21.20.250. An appeal must be filed with the Borough Clerk within 15 days of date of the notice of the decision using the proper forms and be accompanied by the filing and records preparation fee.

**END OF STAFF REPORT** 

#### KENAI PENINSULA BOROUGH PLANNING COMMISSION

#### **RESOLUTION 2024-03**

# A RESOLUTION GRANTING A CONDITIONAL USE PERMIT PURSUANT TO KPB 21.18 FOR THE CONSTRUCTION OF UTILITY LINE WITHIN THE 50-FOOT HABITAT PROTECTION DISTRICT OF THE KENAI RIVER.

WHEREAS, Chapter 21.18 provides for the approval of Conditional Use Permits for certain activities within the habitat protection district; and WHEREAS, KPB 21.18.081 provides that a conditional use permit is required for construction not meeting the standards of KPB 21.18.071; and WHEREAS. KPB 21.18.091 provides for mitigation measures by the planning department staff to address impacts to the Habitat Protection District from a proposed, ongoing, or completed project; and WHEREAS, an application to repair and replace a water line and manhole within the 50-foot habitat protection district was received on January 4, 2024; and this application was reviewed by the City of Soldotna Planning Commission at their WHEREAS, February 7, 2024 meeting and _____ public notice was sent to all property owners within a 300-foot radius of the proposed WHEREAS, activity as provided in Section 21.11.030; and WHEREAS, public notice was published in the Peninsula Clarion on January 31, 2024 and February 7, 2024 as provided in Section 21.11.020; and

# NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH:

a public hearing was held at the February 12, 2024 meeting of the Kenai Peninsula

That the Planning Commission makes the following findings of fact pursuant to KPB 21.18:

#### Section 1. Project Details Within the 50-foot Habitat Protection District

1. Slip-line 40 feet of the existing pipe for repair

Borough Planning Commission;

WHEREAS,

- 2. Replace 8 feet of 21 inch pipe with 18 inch pipe between the manhole and the outfall
- 3. Remove and replace existing manhole with new 48 inch type A sewer manhole
- Excavate about 45 cubic yards of materials and place 43 cubic yards of fill during the manhole replacement
- 5. Temporary placement of approximately 20 foot total of cofferdam and 50 feet of 6 inch bypass line- to be removed upon completion of project
- 6. Minimal removal of vegetative material

#### Section 2. Findings of fact pursuant to KPB 21.18.081

- 1. Portions of this proposed project are within the 50-foot habitat protection district as defined by KPB 21.18.040.
- 2. Pursuant to KPB 21.18.081(B)(5), construction of public transportation and utility infrastructure may be approved as a conditional structure/use within the habitat protection district.
- 3. Pursuant to 21.18.081(D) General Standards, staff finds that the proposed project meets the five general standards.
- 4. Pursuant to KPB 21.18.020(A), this chapter was established to protect and preserve the stability of anadromous fish through controlling shoreline alterations and disturbances along anadromous waters and to preserve nearshore habitat.
- 5. Pursuant to KPB 21.18.20(B)(5), one purpose of this chapter was established to separate conflicting land uses.
- 6. The water line needs repair in order to adequately function and meet standards for wastewater outfall.
- 7. The man hole and water line were installed in 1972 and are damaged, necessitating repair so that the facility can continue to service the 4,000 members of the City of Soldotna.
- 8. Pursuant to KPB 21.06.081(D)(3), the proposed work will occur on the applicant's property and shall not have an adverse effect on adjoining properties.
- 9. Kenai Peninsula Borough Planning Commission Resolution 2015-35 defines water-dependent as:
  - "...a use or structure located on, in or adjacent to water areas because the use requires access to the waterbody. The definition is applicable to facilities or activities that must be located at or near the shoreline and within the 50-foot buffer. An activity is considered water dependent if it is dependent on the water as part of the intrinsic nature of its operation. Examples of water dependent facilities may include, but are not limited to, piers, boat ramps, and elevated walkways."
- 10. The River Center found the application complete and scheduled a public hearing for February 12, 2024
- 11. The City of Soldotna Planning Commission reviewed this project at their February 7, 2024 meeting.
- 12. Agency review was distributed on January 31, 2024. No comments or objections have been received from resource agencies to date.
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- 14. Pursuant to KPB 21.11.020, public notice was published in the Peninsula Clarion on January 31, 2024 and February 7, 2024.
- 15. The applicant is currently in compliance with Borough permits and ordinances.

#### Section 3. Permit Conditions

- 1. Construction techniques and best management practices shall be utilized to ensure that land disturbing activities do not result in runoff or sedimentation to the Kenai River.
- 2. The outfall pipe and manhole must be designed and installed to meet KPB floodplain requirements, however this project falls within the Soldotna City Limits, and the City does not participate in the National Flood Insurance Program, so no floodplain permit is required.
- 3. The permittee shall minimize damage to all vegetation and shall revegetate all disturbed areas with native vegetation.
- 4. For each tree removed, two seedlings less than 5.5-feet tall of a species native to the region will be planted within the 50-foot HPD.
- 5. Storage or use of fuel is prohibited within 50-feet of any open water.

- 6. The River Center shall be notified at least 3 days prior to the start of the project.
- If changes to the approved project described above are proposed prior to or during its siting, construction, or operation, the permittee is required to notify the River Center to determine if additional approval is required.
- 8. The permittee shall be held responsible for the actions of the contractors, agents, or others who perform work to accomplish the approved plan.
- 9. The construction or installation phase of this Conditional Use Permit must be completed within one calendar year from the date of the permit's issuance, or the Conditional Use Permit shall expire unless the Planning Commission finds that more time is necessary to effectuate the purposes of this chapter, in which case the commission may extend the deadline for a maximum of six years from the date of issuance. Prior to its expiration date and upon written request, the Planning Director may grant a Conditional Use Permit extension for 12 months (KPB 21.18.081 (H)).
- 10. In addition to the penalties provided by KPB 21.18.110, and pursuant to KPB 21.50, the permit may be revoked if the permittee fails to comply with the provisions of this chapter or the terms and conditions of a permit issued under this chapter. The Borough Clerk shall provide at least 15 day's written notice to the permittee of a revocation hearing before the hearing officer (KPB 21.18.082).
- 11. The permittee shall comply with the terms, conditions and requirements of the Kenai Peninsula Borough Code of Ordinances Chapter 21.18, and any regulations adopted pursuant to this chapter.
- 12. The permittee is responsible for abiding by all other federal, state, and local laws, regulations, and permitting requirements applicable to the project (KPB 21.18.081 (G)).

# Section 4. Pursuant to 21.18.081(D) General Standards, the following standards shall be met before conditional use approval may be granted:

- 1. The use or structure will not cause significant erosion, sedimentation, damage within the habitat protection district, an increase in ground or surface water pollution, and damage to riparian wetlands and riparian ecosystems; **Conditions 1, 3-4 appear to support this standard.**
- Granting of the conditional use shall be consistent with the purposes of this chapter, the borough comprehensive plan, other applicable chapters of the borough Code, and other applicable planning documents adopted by the borough; Condition 11 and Findings 1-2 appear to support this standard.
- 3. The development of the use or structure shall not physically damage the adjoining property; Finding 8 appears to support this standard.
- 4. The proposed use or structure is water-dependent; Finding 9 appears to support this standard.
- 5. Applicant's or owner's compliance with other borough permits and ordinance requirements. **Finding 14 appears to support this standard.**

THIS CONDITIONAL USE PERMIT	EFFECTIVE ON DAY OF_	, 2024.
ATTEST:	Jeremy Brantley, Chair Planning Commission	person
Ann Shirnberg Administrative Assistant		

Note: An appeal of a decision of the Planning Commission may be filed to the hearing officer, in accordance with the requirements of the KPB Code of Ordinances, Chapter 21.20.250. An appeal must be filed with the Borough Clerk within 15 days of date of the notice of the decision using the proper forms and be accompanied by the filing and records preparation fee.