

Ad-Hoc Council Committee Report

Program to Address Driveway Approach and Transitions

Key Reference Items in Woodcreek's Code of Ordinances

- 1) Chapter 156 Zoning: General Provisions – Definitions: 156.009

Drive Approach. A paved surface connecting the street to a lot line.

Driveway. A hard, impervious surface such as hot-mix asphalt or concrete surface connecting a drive approach with a parking space, parking lot, loading dock or garage.

- 1) Responsibility of the City established in Chapter 92.03 - Streets and Rights-of-way

"The City shall have exclusive dominion, control and jurisdiction in, over, under, through, along and across the streets and rights-of-ways, and may provide for the improvement thereof by paving, re-paving, raising, draining, realigning, closing, or otherwise the use thereof. Such exclusive dominion, control and jurisdiction in, over, under, through, along and across the streets and rights-of-way of the City shall also include, but not be limited to, the power to regulate, locate, remove or prohibit the location, installation, alteration or removal of any type of facility or other property in, over, under, through, along or across any streets or rights-of-way. The location, alteration or removal, including the route, of all facilities within the rights-of-way or streets shall be subject to the reasonable direction of the City."

- 2) Chapter 156 Zoning: General Requirements and Limitations establishes a responsibility of the private property owner to install a driveway, but no mention of the driveway approach or establishing access to a city-owned right-of-way

156.028: All buildings shall have a hard-surface driveway. Accessory structures not accessed by road vehicles are excepted.

Creation of Committee: Nov 8th 2023

<https://mccmeetings.blob.core.usgovcloudapi.net/woodcreek-pubu/MEET-Minutes-dfd3e39ecad841cf833760b8f1fa6a6a.pdf>

6. **Discuss and Take Appropriate Action on a Change Order for Added Scope and Fee to Address Driveway Transition Improvements Related to the 2023 Roads Project.** (Hines)

Motion was made by Council Member Hines to approve a Change Order for added scope and fee to address driveway transition improvements related to the 2023 Woodcreek Roads Project.

After discussion, Council Member Hines withdrew her motion at 7:18PM.

Motion was made by Council Member Hines to create an Ad Hoc Committee of Council Members to travel the streets and work with Staff and develop a program to address driveway approach and transitions.

A roll call vote was taken.

Voting Yea:

Mayor Pro Tem Pulley, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Hines

Motion Passed: 5-0-0

Staff was directed to turn over their list of addresses with missing driveway approaches and "short driveways" that don't meet the main street.

Purpose: Work with staff to develop a program to address driveway approach and transitions as related to the 2023 Roads Project work done by Alpa Paving last fall.

History:

1) Committee Members:

- a. City Manager Kevin Rule
- b. Mayor Jeff Rasco
- c. Mayor Pro Tem Debra Hines
- d. Council Member: Bob Hambrick

2) Meeting of Committee Members:

- a. During the Nov 8th 2023 meeting discussion established the following key points:
 - i. There are clear inconsistencies in treatment for driveway approaches throughout the City in the 2023 roads improvement project.
 - ii. It was established that Alpha frequently paved up to or beyond existing road edges to improve driveway approaches and road edge transitions. See photos in the Staff prepared documents in the ["Meeting About Driveways" on SharePoint.](#)
 - iii. Example of an improved driveway approach and road edge connection fully repaired by the 2023 road improvement project.

Source: [2023 Roads Project – Long and Short Driveways.](#)

28 Champions Circle – Before



28 Champions Circle – After



2023 Roads Project – Long and Short Driveways

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- iv. There was an arbitrary method used to mark road edges – a person with a can of spray paint walking and marking.
 - v. There was no clear formula or establishment of procedure for how one would delineate between a driveway or road edge.
 - vi. Many of the driveway aprons throughout the City consisted of asphalt (and/or old road base and gravel due to erosion) these seamlessly connected to the previous road prior to 2023 road improvements.
- b. All streets in the City of Woodcreek city limits were reviewed by Rasco, Hines and Hambrick
 - c. Staff conducted an independent driveway approach review and provided additional documentation (see packet: Jan 24th 2024, item 5)
 - d. A zoom meeting occurred to discuss the committee review of the driveways and discuss next steps. It was determined that a consultation with the anticipated new engineer hire would be desirable before any final report is sent to Council. The focus being: What (if any) action can, or should, the city take as a remediation plan for any driveways determined to need additional work to repair crumbling road edge connections that remained after the 2023 road improvements completed by Alpha Paving.
- 3) Council Discussion:
- a. Jan 24th 2024 Bob Hambrick placed the following item on the agenda:
Discussion of Remediation Necessity Regarding Driveway Approach Repairs for Woodcreek Residents

- b. No action was taken, the committee report was still pending
- c. Staff documents posted in the packet featuring photos of driveway connection inconsistencies.
- d. Concerns over the cost and scope of work were discussed.
- e. It was shared that the Ad-Hoc Committee had narrowed it down to a list of less than 20 addresses that were being reviewed for consideration and likely less would make the final cut for the report.

List of Driveways: They following addresses were determined to be under consideration for additional repairs in the driveway approach and road edging connections:

3) Determining Factors Considered:

- a. Type of material – was this pre-existing road base or is this the private driveway?
- b. Condition of remaining erosion – Does this pose a hazard for pedestrians, and could it result in damage to vehicles?
- c. Is this located in the City owned right-of-way easement?
- d. Did the road work result in additional deterioration? (i.e. water flow increase or directional change and any possible damage that may have been caused during the 2023 road improvements project)
- e. In some instances, driveway approach aprons were previously constructed of road base and/or asphalt which connected seamlessly with the previous road. Did the City create a potential disconnect from the road to the existing driveway in the apron? Note: typically, it is the responsibility of the resident to ensure their driveway meets the road (see ordinance: ____). In this instance, if the private drive did in fact meet a previous road edge, but the City has since moved the maintenance of that edge... who is responsible for the gap or the “apron” at that time? Examples of apron gaps that do not pose a hazard, but still present a question of who is responsible for improving and maintaining space between a driveway and road that is of a previously existing road base or asphalt material - see examples in the [2023 Roads Project – Driveway Approaches](#) and [2023 Roads Project – Long and Short Driveways](#) documents on share point.

4) Full List of Addresses for Consideration:

These addresses were selected due to potential hazards to pedestrians and possible damage to vehicles with signs of significant disrepair and crumbling pre-existing road edging left behind in the driveway approach, or via citizen complaint:

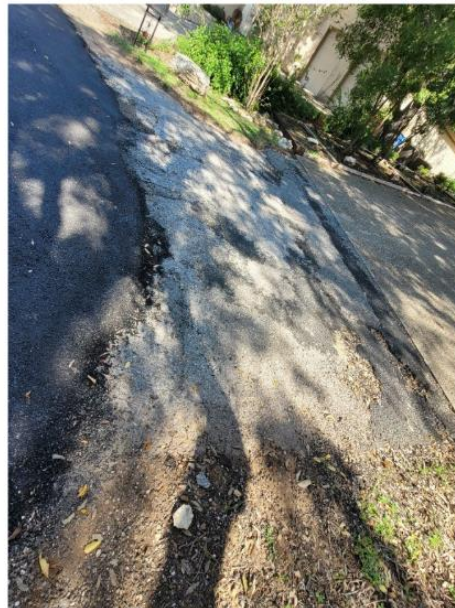
- a. Augusta Drive: 58,100, and162 (58 was on the City’s citizen report of complaint list – but would not have made this list otherwise)
- b. Augusta / Brookmeadow: 73 Augusta with Brookmeadow driveway
- c. Shady Grove: 23 (reported concerns prior to road work occurring and tried to receive assistance- this report was shared with Council and can be viewed here [Shady Grove Driveway Issues](#))
- d. Brookmeadow: 19
- e. Tremont Trace: 17

Photos taken from the Staff prepared documents in the “Meeting About Driveways” on SharePoint and attached in the Jan 14th packet, document titled: 2023 Roads Project – Driveway Approaches.

17 Tremont Trace – Before



17 Tremont Trace – After



73 Augusta Drive (Off BrookMeadow) – After



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100 Augusta Drive - After



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23 Shady Grove Lane – After



19 Brookmeadow Drive – After



58 Augusta Drive – After



2023 Roads Project – Driveway Approaches

162 Augusta Drive – After



2023 Roads Project – Road Inconsistencies

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Recommendations:

- 1) Contact owners of the “top priority addresses” listed below to alert them to the consideration of additional repairs in the driveway approach located in the city-owned right-of-way easement along their lot line.
- 2) Consider repairing the “top priority addresses” listed below:
 - a. 100 Augusta Drive
 - b. 73 Augusta - Brookmeadow driveway
 - c. 23 Shady Grove
 - d. 19 Brookmeadow
 - e. 17 Tremont Trace

Current Status Report:

- f. Tom Turk from the City’s engineering firm Freeland Turk, City Manager Rule, and Mayor Pro Tem Hines met on March 12th of 2024 via Zoom.
- g. Discussion centered around the responsibility of the maintenance of driveway approaches, satisfaction of the vendor contract with Alpha Paving, and what was needed from the engineering firm to determine a scope of work and cost should Council consider repairs.

- h. Mr. Turk has reviewed in person the specified “top priority” addresses in this report on March 12th and will provide a report on the cost estimate of the work by April 24th.