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<b>TO:</b>	<b>GENERAL COMMITTEE</b>
<b>SUBJECT:</b>	<b>DRIVEWAY RESTORATION POLICY</b>
<b>WARD:</b>	<b>ALL</b>
<b>PREPARED BY AND KEY CONTACT:</b>	<b>A. KILEY, MANAGER OF LINEAR INFRASTRUCTURE, EXT. 4759</b>
<b>SUBMITTED BY:</b>	<b>S. DIEMERT, P. ENG., DIRECTOR OF INFRASTRUCTURE</b>
<b>GENERAL MANAGER APPROVAL:</b>	<b>B. ARANIYASUNDARAN, P. ENG., GENERAL MANAGER OF INFRASTRUCTURE AND GROWTH MANAGEMENT</b>
<b>CHIEF ADMINISTRATIVE OFFICER APPROVAL:</b>	<b>M. PROWSE, CHIEF ADMINISTRATIVE OFFICER</b>

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#### **RECOMMENDED MOTION**

1. That the existing Driveway Restoration Policy regarding the repair of driveways, be replaced with the updated Driveway Restoration Police outlined in Appendix "A" to Staff Report INF002-22.

#### **PURPOSE & BACKGROUND**

2. The purpose of this Staff Report is to revise the existing driveway policy approved by Council in 2002. The existing policy is subjective and is often challenged by residents, businesses, and third parties completing work within the City's right-of-way.
3. The revised policy provides greater definition and clarity into the restoration expectations which will support City staff when responding to inquiries regarding driveway restorations, while being fair and reasonable with the residents, businesses, and third parties.
4. The revised policy clearly defines the different types of restoration expectations for capital projects (Road Resurfacing and Road Reconstruction), City maintenance repairs, as well as restorations part of right-of-way permit or municipal consent work.
5. Adoption of a policy will provide staff with a consistent approach to the repair of driveways and better define the required limits of repair and reduce conflicts with property owners, businesses, and third parties completing work within the City's right-of-way.
6. For the purposes of this staff report, Driveway Aprons are defined as the area of driveway from the edge of curb or asphalt road to the edge of sidewalk. If no sidewalk present, from the edge of road to the property line.

#### **ANALYSIS**

7. The proposed policy does not impact new subdivision development. During new subdivision construction, Driveway Aprons are constructed as a part of the road construction under the Standard Residential Subdivision Agreement. The remainder of the driveway on private property is constructed by home builders, and owners with their contractors.

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8. Most driveway repairs are required as a result of work on utilities, services, or sidewalk and curb repairs as part of maintenance activities or road resurfacing/reconstruction.
  9. Service level agreements with third party utility companies shall not be subject to this policy as those agreement would specifically outline the restorations requirements.
  10. During road reconstruction, Driveway Aprons are constructed and funded as a part the capital project. The remainder of the driveway on private property would be maintained or replaced by the property owner or their contractors.
  11. As part of a capital project, the cost to pave the Driveway Apron for a single driveway with asphalt (3 metres by 3 metres) is approximately \$500. The cost to pave a double Driveway Apron with asphalt (6 metres by 3 metres) is approximately \$1,000.
  12. The proposed policy provides clarity on the restoration expectations under different types of projects being undertaken by the City or third parties including: City maintenance repairs, private third party utility work, all road resurfacing and, road Reconstruction.
  13. The existing policy does not provide clear guidance on how much of the Driveway Apron needs to be impacted before an entire driveway apron should be replaced. The proposed policy provides clarity in this area.
  14. The existing policy outlines asphalt Driveway Aprons but does not speak to the other types of materials often encountered within the City's right-of-way. The proposed policy clarifies the restoration expectations of other driveway materials.
  15. The proposed policy encourages third party utilities companies to explore designs or alternative construction methods to avoid driveway impacts. Any impacted driveways would result in a full Driveway Apron replacement.
  16. For capital projects, any driveways impacted by road resurfacing of road reconstruction will include a Full Driveway Apron Repair.
  17. In some cases, reconstruction of roads requires significant changes in driveway grades and extension of works onto private property, including the occasional reconstruction of an entire driveway through cooperation with property owners. The policy addresses this situation and provides guidance to staff on when an entire driveway would be replaced.
  18. Adoption of the revised Driveway Restoration Policy will provide clear guidance and consistency. Staff acknowledge the proposed policy, under capital works, will result in more driveway apron replacements however feel this policy meets the "fairness" expectations of the residents and businesses of our community.

#### **ENVIRONMENTAL AND CLIMATE CHANGE IMPACT MATTERS**

19. There are no environmental and/or climate change impact matters related to the recommendation.

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## **ALTERNATIVES**

20. The following alternatives are available for consideration by General Committee:

**Alternative #1** General Committee could maintain the existing policy/procedure/by-law with respect to Driveway Restorations

This alternative is not recommended as the existing policy is outdated and is often challenged by residents and third parties.

## **FINANCIAL**

21. There are no direct financial impacts associated with this Staff Report. Costs for driveway restorations associated with The Driveway Restoration Policy would be included in the Capital or Operating Budget associated with the project and approved as part of the annual Business Plan.

## **LINKAGE TO 2018–2022 STRATEGIC PLAN**

22. The recommendation(s) included in this Staff Report support the following goals identified in the 2018-2022 Strategic Plan:
- ☒ Offering Innovation and Citizen Driven Services
  - ☒ Improving the Ability to Get Around Barrie
23. The proposed policy supports 'Offering Innovation and Citizen Driven Services'. The policy is fair to residents and businesses and, helps achieve excellence in customer service through building infrastructure that meets the expectations of the community.
24. The proposed policy supports 'Improving the Ability to Get Around Barrie'. The projects associated with the policy help improve Barrie's infrastructure to meet the needs and expectations of the community.

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## APPENDIX "A"

### Driveway Restoration Policy - 2022

**Driveways:** Shall be defined as the appropriately surfaced vehicle access to private properties from a City Street. As a driveway is for the sole use of the occupants of that private property, all construction and maintenance shall be the responsibility of the property owners.

**Driveway Aprons:** Shall be defined as the area of driveway from the edge of curb or asphalt road to the edge of sidewalk. If no sidewalk present, from the edge of road to the property line.

#### 1. Driveway Repair After City Maintenance Repairs

- a) When a driveway cut is made within 1 metre of any Driveway edge, the Driveway repair will extend to the edge of the Driveway, sidewalk, or curb and, be a minimum of 1 metre in width (i.e. no strips of existing driveway less than 1 metre will be left).
- b) When Driveway repairs exceed 1/3 of the total area of the Driveway Apron, the entire Driveway Apron shall be replaced. Repairs less than 1/3 of the total area are subject to the preceding condition, shall be square, and shall not be less than 1 metre by 1 metre in size.
- a) When sidewalks are repaired and a Driveway repair is required on the property owner's side of the sidewalk, the repair is subject the two preceding conditions and shall be extended to the property line at a maximum.
- b) When Driveways in poor condition (substandard materials etc.) are damaged, the above noted criteria will still apply with respect to areas of the repair. Reasonable efforts shall be made to conform to City of Barrie standards for the repair.
- c) Operation and adjustment of service boxes, valves, and other devices that do not result in damage to Driveways are not subject to these conditions.
- d) When repairs are required on new Driveways (less than 2 years old), subject to submission of an approved ROWA permit or receipt, special efforts will be made to match the existing driveway. Where repair areas are excessive or patches are not reasonable, measures may include but not be limited to, surface sealing of entire Driveway or full replacement of Driveway Apron.
- e) Granular Driveways shall be restored with new granular material to existing or better condition.
- f) Interlock paving stone Driveways shall be salvaged and reset in existing condition or better.
- g) Plain concrete Driveways shall be replaced to match existing conditions. Whenever possible, repairs around stamped concrete Driveways shall be avoided. If a repair is required, consultation with the property owner shall occur prior to undertaking any work.

#### 2. Driveway Repair as Part of Utility Installation or Repair

Individuals or agencies undertaking work within the right-of-way which impacts the condition of the Driveway are responsible to restore the Driveway to the existing condition or better with materials consistent with the existing driveway. Utility companies are encouraged to design their works or explore alternative construction methods to avoid Driveway impacts during their work.

- a) When a Driveway is impacted, the restoration shall include the entire Driveway Apron and shall be constructed to current City of Barrie Standard.
- b) Granular Driveways shall be restored with new granular material to existing or better condition.
- c) Interlock paving stone Driveways shall be salvaged and reset in existing condition or better.
- d) Plain concrete Driveway Aprons shall be replaced to match existing conditions. Whenever possible, repairs around stamped concrete Driveways shall be avoided. If a repair is required, consultation with the property owner shall occur prior to undertaking any work.
- e) If the City has a Service Level Agreement in place with a third party, the preceding conditions do not apply.

3. **Driveway Repair as a Part of Capital Road Reconstruction and Capital Road Resurfacing**

When reconstruction or resurfacing of City Streets impact Driveways, the associated works on the Driveway will be considered a part of the reconstruction or resurfacing project with respect to design, construction, and budget.

- a) The restoration shall include the entire Driveway Apron and shall be constructed to current City of Barrie Standard.
- b) Granular Driveways shall be restored with new granular material to existing or better condition.
- c) Interlock paving stone Driveways shall be salvaged and reset in existing condition or better.
- d) Plain concrete Driveways shall be replaced to match existing conditions. Reconstruction adjacent to stamped concrete driveways shall include consultation with the property owner prior to undertaking any work.
- e) When sidewalks are repaired or constructed and a Driveway repair is required on the property owner's side of the sidewalk, the repair shall be extended to the property line at a maximum.
- f) During road reconstruction some major design changes require restoration that may extend beyond City property line as necessary to address drainage, slope, and other design requirements. This work will be completed in consultation with the owners. If more than 1/3 of the private portion of the Driveway is impacted the entire driveway shall be paved.

- 4. New water service lines and service boxes are not to be placed within Driveways on private property in adherence to City standards.
- 5. Whenever possible, sanitary service laterals and access boxes shall be located outside of driveways when feasible, while adhering to City standards.