

**DRIVEWAY REGULATION AD-HOC COMMITTEE MEETING MINUTES  
DECEMBER 15, 2016**

Call To Order

The meeting was opened at 7:08pm. In attendance were committee appointees:

- Jim Labrie, Southampton Select Board, Planning Board, Retired Developer
- Ron Laurin, Tree Warden, Builder
- Randall Kemp, Southampton Highway Superintendent
- Dan Pellegrini, Builder/Developer
- Mark Reed, Heritage Surveys
- John Workman, Southampton Fire Chief

In addition, Tom Quinlan, Southampton Building Inspector and Builder was present but has still not been appointed as a member.

Review of Minutes of the November 17, 2016 meeting

Several edits to meeting minutes including confirmation on who made and seconded particular motions. Mr. Pellegrini posed a question to Mr. Labrie regarding classification of lots and whether sub-division lots are accepted when a sub-division is approved (specifically Mr. Pellegrini's lots in his sub-division)? Mr. Labrie reiterated that the Planning Board does not approve lots.

Discussion on "severe topography" definition, Chief Workman – Mass Highway may have a definition.

Mr. Laurin made a motion to accept the November 17, 2016 minutes as modified. Motion second by Chief Workman, no discussion on the motion. Vote: six (6) yes, zero (0) no, zero (0) abstentions – the motion passed unanimously.

Discussion

Discussion on the fifth bullet point Proposed Driveway Regulations (PDR 2<sup>nd</sup> Draft) – is paving a "major modification?" Mr. Kemp argues yes, because changing from a pervious to non-pervious surface will affect stormwater runoff. This language was not satisfactory to some. Bullet point was modified to read "This regulation applies to all new driveways, suggested change of location such as but not limited to alignment, width and/or any similar work in the Town Right of Way which has the potential to impact Town infrastructure and/or Public Safety." There was general agreement on this modification.

Bullet point regarding construction roads, etc. – we will circle back to this one next meeting.

None of the committee members wanted the requirement for and engineered plan except for Mr. Kemp. The committee decided that applicants will instead self-regulate by signing off that they are in compliance with the PDR. Mr. Laurin presented Northampton's permit for review as an example (included in Attachments).

More discussion on wheel bases/radii for emergency vehicle access. Mr. Reed presented a diagram which he and Chief Workman discussed at length (included in Attachments). Mr. Laurin to get the Department of Transportation standard and Chief Workman will work on for next meeting.

Specification of language on grades – to read “from edge of pavement or top of curb if curb is present.” There was consensus on this modification. Also, it was pointed out that the proposed modification of PDR #3 agreed upon at the last meeting did not make it onto the second draft. PDR #3 to read “Any portion of the driveway greater than 10% grade shall be paved for a distance of 20-feet before and after such section.” Mr. Kemp to modify for third draft.

More discussion on PDR #6. Chief Workman wanted to ensure that the consideration for ensuring 11-feet of vertical clearance was preserved in the final draft. No disagreement on this item.

Discussion on PDR #2 and acceptable widths. The 8 to 16-feet might conflict with the radii required for emergency vehicle access. Mr. Kemp pointed out that is why he included a stipulation (unless a wider width is needed to accommodate PDR # 6).

Discussion of permit fees – is eighty dollars per permit sufficient.

#### Open Time To the Public

There was no public in present.

The next meeting was scheduled for January, 26, 2017 at 7:00pm.

Motion to adjourn made by Mr. Laurin, second by Chief Workman, no discussion on the motion. Vote: six (6) yes, zero (0) no, zero (0) abstentions – the motion passed unanimously.