

Chapter 62 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

ARTICLE I.: IN GENERAL

Sec. 62-11 - Access Management

(a) Definitions.

(1) Driveway

- a. For the purpose of this Section, driveway is that portion of a private drive leading to an off-street destination such as a garage or parking area and providing access for motor vehicles from a public way that lies between the curb or pavement edge of a public street and the property line.

(b) Review.

(1) Determinations.

- a. Intent.
 1. It is the intent of this chapter to regulate access of abutting property to and from the public streets in order to protect and promote the welfare and safety of the public, the movement of traffic on the public streets, and to eliminate unreasonable traffic hazards.
- b. Permit Issuance.
 1. The City Engineer shall issue a permit hereunder when the City Engineer finds:
 - i. That the work will be done according to the provisions described herein;
 - ii. That the curb cut or proposed driveway will not constitute a traffic hazard or unreasonably impair or interfere with vehicular and pedestrian traffic, the demand and necessity for street parking spaces, and the means of ingress to and from adjacent properties; and
 - iii. That the health, welfare and safety of the public will not be unreasonably impaired.
 2. If a permit is denied, the City Engineer shall forthwith notify the applicant and shall set forth in such notice the reasons for denying the permit.
- c. Appeals to City Council.
 1. Any person aggrieved by any action taken by the City Engineer in granting or denying a permit of any curb cut or driveway may appeal to the City Council by filing in the office of the City Clerk a notice of appeal specifying the grounds thereof. An appeal shall stay all proceedings until the City Council renders action. Such appeal shall initiate an opportunity to be heard before the Council or before a committee of the Council to which the matter has been referred for review and recommendation. Thereafter, the Council may affirm, reverse or modify the action of the City Engineer.

(2) Requirements.

- a. All driveway construction must comply with the requirements of Sections 62-3 and Chapter 86.

- b. All work on private properties beyond driveways as defined in this Section and applications for permits for replacing the existing surfacing of driveway only with no modifications are exempt from the requirements of this ordinance.
- c. All applications for permits that include driveway modifications must conform to the requirements of this ordinance.
- d. Driveway permit applications that include either new driveways or modifications to an existing driveway must include a plan layout of the proposed work illustrating that the proposed driveway will conform to the requirements in this ordinance.

(3) Exceptions.

- a. A property owner may file for an exception to the regulations described herein.
- b. Exception requests shall be submitted to the Office of the City Engineer in the form of a formal letter including additional documentation describing the requested exception(s) including but not limited to the following:
 - 1. Location map;
 - 2. Ordinance requirement(s) requested for exception;
 - 3. Detailed description of proposed work outside of requirements of ordinance; and
 - 4. Contact information of applicant.
- c. Exception requests shall be reviewed by the City Engineer or his/her designee. The Office of the City Engineer shall offer a determination within 30 days of receiving a written request for exception from the provisions of this ordinance.

(4) Quantity.

- a. Residential-Zoned Properties
 - 1. Properties will be granted one (1) curb cut access for driveway for lot frontage to the street up to eighty-five (85) feet. Properties with greater than eighty-five (85) feet of lot frontage to the street will be granted (2) curb cut accesses for driveways.
- b. Commercial and Industrial-Zoned Properties
 - 1. All Commercial and Industrial properties will be granted one (1) curb cut access per parcel for driveway.

(c) Construction.

(1) Materials.

- a. Surface Pavement.
 - 1. All driveways must be surfaced with concrete from the street to the back of the existing sidewalk.
 - 2. If no sidewalk exists, concrete surface shall extend to the back of the City Right-of-Way.
- b. Within the City Right-of-Way, residential and commercial-zoned driveways require a minimum of four (4) inches of gravel base and six (6) inches of concrete pavement. Industrial-Zoned driveways require a minimum of four (4) inches of gravel base and seven (7) inches of concrete pavement.

(2) Geometrics.

- a. Residential-Zoned Properties.
 - 1. Curb cut access for driveways shall not be more than 36 feet in width measured at the full-width opening, not including required flared sections.

2. Curb cut access for shared driveways on a multi-family residential property shall not measure more than 48 feet in width.
 3. When Intersecting Existing Sidewalks
 - i. The width of the new sidewalk shall measure a minimum of five (5) feet unless existing surrounding walk is four (4) feet in width, measured perpendicularly to the driveway.
 - ii. The cross-slope of the new sidewalk shall measure less than a 2% to meet ADA requirements.
 - iii. A new sidewalk transition panel outside of each end of the driveway shall transition required cross-slope to match existing adjacent sidewalk.
 4. Minimum Distances.
 - i. In the event of a property owning two or more driveways, the minimum distance of separation between the driveways shall be 24 feet.
 - ii. The minimum distance of a driveway, not including the required flared section, to the side property line shall be five (5) feet.
 - iii. The minimum distance of a driveway from an adjacent intersection shall be 25 feet, measured from the Right-of-Way of the intersecting street.
- b. Commercial-Zoned Properties.
1. Curb cut access for driveways shall not be more than 36 feet in width measured at the full-width opening, not including required flared sections.
 2. When Intersecting Existing Sidewalks
 - i. The width of the new sidewalk shall measure a minimum of five (5) feet unless existing surrounding walk is four (4) feet in width, measured perpendicularly to the driveway.
 - ii. The cross-slope of the new sidewalk shall measure less than a 2% cross-slope to meet ADA requirements.
 - iii. A new sidewalk transition panel outside of each end of the driveway shall transition required cross-slope to match existing adjacent sidewalk.
 3. Minimum Distances.
 - i. In the event of a property owning two or more driveways, the minimum distance of separation between the driveways shall be 40 feet.
 - ii. The minimum distance of a driveway, not including the required flared section, to the side lot property line shall be five (5) feet.
 - iii. The minimum distance of a driveway from an adjacent intersection will be 40 feet, measured from the Right-of-Way of the intersecting street.
- c. Industrial-Zoned Properties.
1. A site plan will be required that includes proposed curb cut access(es) and width(s) for driveways.
 2. The City Engineer shall review that proposed curb cut accesses meet necessary traffic safety requirements.
 3. When Intersecting Existing Sidewalks
 - i. The width of the new sidewalk shall measure a minimum of five (5) feet unless existing surrounding walk is four (4) feet in width, measured perpendicularly to the driveway.

- ii. The cross-slope of the new sidewalk is required to measure less than a 2% cross-slope to meet ADA requirements.
 - iii. A new sidewalk transition panel outside of each end of the driveway will be required to transition required cross-slope to match existing adjacent sidewalk.
4. Minimum Distances.
- i. In the event of a property owning two or more driveways, the minimum distance of separation between the driveways will be 40 feet.
 - ii. The minimum distance of a driveway, not including the required flared section, to the side lot property line will be five (5) feet.
 - iii. The minimum distance of a driveway from an adjacent intersection will be 40 feet, measured from the Right-of-Way of the intersecting street.