



## Executive Summary

City Council Business Meeting

<b>AGENDA ITEM-NEW BUSINESS:</b>	Ordinance No. 339 – Amendment to Driveway Design Standards and Fee References
<b>PREPARED BY:</b>	Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b>	Approve Ordinance 339 and Ordinance 339 Summary Publication

### Summary:

This ordinance updates and clarifies the City's driveway design standards and standardizes fee references across multiple code sections. Key changes include:

- **New Definitions:** Adds definitions for *Driveway* and *Parking Facility* to improve clarity and enforcement.
- **Design Standards:** Establishes a five-foot minimum setback for new driveways and curb cuts; requires permits and plan submissions for new, expanded, or reconstructed driveways.
- **Fee Reference Updates:** Replaces outdated language referencing fees set "by resolution" with standardized references to the **City fee schedule**.
- **Application Consistency:** Aligns application procedures and requirements across multiple zoning and permitting sections.

### Ambiguities Addressed

The ordinance resolves several areas of ambiguity in the existing code:

1. **Undefined Terms:**
  - *Driveway* and *Parking Facility* were not previously defined, leading to inconsistent interpretation.
2. **Permit Requirements:**
  - Lack of clarity on when driveway permits were required and what documentation was necessary.
3. **Setback Standards:**
  - No minimum setback from property lines for driveways or curb cuts, risking encroachment and neighbor disputes.
4. **Application Procedures:**

- Inconsistent language across sections regarding what constitutes a complete application and what materials are required.

**Recommendation:**

Approve Ordinance 339 and Ordinance 339 Summary Publication