



Executive Summary

City Council Workshop

AGENDA ITEM:	Ordinance No. 339 – Amendment to Driveway Design Standards and Fee References
PREPARED BY:	Jacob Kolander, City Administrator
RECOMMENDED ACTION:	Discussion

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- **Fee Reference Updates:** Replaces outdated language referencing fees set “by resolution” with standardized references to the **City fee schedule**.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.

This item is referred to City Council for review and discussion, This particular item will require a Public Hearing before it can be approved at a Regular City Council Meeting.