



Agenda Item Executive Summary

Item Name UDO Driveway & Sidewalk Permit Requirements Committee or Board Committee

BUDGET IMPACT

| | | | |
|-----------------|-----|-----------|-----|
| Amount: | N/A | Budgeted: | N/A |
| List what fund: | N/A | | |

In 2019, the Village adopted the Unified Development Ordinance (UDO), which established specific standards for driveway and sidewalk construction, including setbacks, widths, and ADA-compliant sidewalk slopes. These requirements remained largely unenforced until after the 2024 construction season, when the Village implemented a formal permit process for driveway and sidewalk work. The purpose of the permit was to ensure compliance with the already-existing UDO provisions – not to introduce new regulations.

Now that the permitting and enforcement process is active, staff has encountered concerns from residents – particularly in cases where existing driveways with steep slopes do not meet sidewalk standards. These issues were anticipated in early staff discussions, which included consideration of grandfathering existing conditions, allowing exceptions in cases of hardship, and focusing the new requirements on future construction.

Staff is seeking Committee direction on whether the Village should pursue a text amendment to address these issues. If so, staff can draft proposed language and bring it before the Committee of the Whole, forward it to the Zoning Board of Appeals for a public hearing, and ultimately present it to the Village Board for final action.

Next Steps

1. May 21, 2025 – Draft text amendment reviewed by the Committee of the Whole.
2. July 1, 2025 – Public hearing held by the Zoning Board of Appeals.
3. July 2, 2025 – Final ordinance presented to the Village Board for consideration.

There have also been preliminary discussions about a potential cost-sharing or reimbursement program to help offset costs related to sidewalk compliance. This would be a secondary policy issue and could be considered at an upcoming meeting or as part of the broader sidewalk program during the 2026 budget process if the Board is interested.

ATTACHMENTS (PLEASE LIST)

UDO Driveway Requirements

ACTION REQUESTED

- ☒ For Discussion Only
☐ Resolution
☐ Ordinance
☐ Motion:

MOTION:

Staff: Rachel Windgassen, Administrative Assistant Date: 5/7/25