



Agenda Item Executive Summary

Item Name	<u>Driveway Sidewalk Permit Discussion</u>	Committee or Board	<u>Public Works Committee</u>
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BUDGET IMPACT

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

EXECUTIVE SUMMARY

The Village of Winnebago currently lacks a formal application process for driveway permits. To ensure uniformity and adherence to village standards, Staff is proposing a formal Driveway/Sidewalk Permit. The existing inconsistencies in driveway and sidewalk construction can lead to increased expenses and can affect other village infrastructure. The Unified Development Ordinance (UDO) outlines specific requirements for driveway and sidewalk construction, including setbacks, paving standards, and ADA compliance. Staff recommends adopting an ordinance requiring permits for driveway replacements and ensuring all inspections are conducted by Public Works Staff. If the Committee is in favor of the program, application requirements and inspection procedures will be drafted for future review and final ordinance approval by the Village Board.

ATTACHMENTS (PLEASE LIST)

Staff Memo, Driveway Permit Application Examples

ACTION REQUESTED

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

MOTION:

- ☐ Coming from Committee

Staff:	<u>Joseph Dienberg, Village Administrator</u>	Date:	<u>5/20/2024</u>
	<u>Chad Insko, Director of Public Works</u>		