



# VILLAGE OF WINNEBAGO

## MEMORANDUM OF RECOMMENDATION

---

**Prepared By:** Joseph Dienberg, Village Administrator  
Chad Insko, Director of Public Works

**Meeting Name:** Public Works Committee

**Meeting Date:** May 20, 2024

**Item Name:** Driveway/Sidewalk Permit Discussion

---

### **Background Information:**

The Village of Winnebago does not currently have any formal application for a driveway permit. At the adoption of the Unified Development Ordinance (UDO), specific requirements were detailed. The UDO additionally has standard sidewalk requirement. Seeking uniformity and enforcement of village standards, the Public Works Department is looking to formalize a Driveway/Sidewalk Permit.

The inconsistencies that currently exist can create more expense and labor for the village when projects are done incorrectly. Specifically, whenever a project is completed with Motor Fuel Tax (MFT) funds, all sidewalks must be ADA compliant, if there are inconsistencies, then the village is required to make any needed repairs as a part of the project, increasing the project cost. Additionally, if any other situation arises where the village is required to intervene in an improperly installed driveway/sidewalk, that has the ability to create a poor image for the village and its staff, as well as a poor relationship between the village and the impacted resident. ***Below is a summary of the driveway construction requirements from Section 12.14 and Section 9.03.06 of the Unified Development Ordinance (UDO) for the Village of Winnebago, regarding driveways and sidewalks:***

### Driveways:

#### **1. Setbacks for Parking Spaces and Driveways:**

- **General Rule:** No parking space or driveway paving is allowed in required front or side yards abutting a street, except for specific residential allowances.
- **Residential Zones:** Driveways can be in front and side yard setbacks for single-family homes, up to the width of the garage or 25 feet, whichever is greater.

- **Multi-Family/Non-Residential Zones:** No parking/paving within the front yard, 20 feet of side lot lines, 5 feet of rear lot lines, or required side yards abutting streets.

**2. Paving in Yards:**

- All parking areas and driveways (except for single-family and two-family residences) must maintain at least a 5-foot setback from property lines and 10 feet from street right-of-way lines, with 6-inch concrete curbing.

**3. Driveway Standards in Residential Districts:**

- Driveways cannot exceed 40% of the lot width or 36 feet, whichever is less.
- Driveways cannot cover more than 40% of the front yard setback area.
- Construction must comply with Village standards.
- Driveways must have proper curb cuts as determined by the Village Engineer.
- No parking to reduce driveway width to less than 14 feet in multi-unit buildings or structures needing a rooming house license.

Sidewalks:

***Additionally, Section 9.03.06 of the Village of Winnebago UDO details the construction requirements for sidewalks and how driveways intersect and affect these sidewalks. The relevant points are summarized below:***

**1. Sidewalk Location and Continuity:**

- Sidewalks must extend continuously through driveways.
- At driveway entrances, the sidewalk thickness must increase from the standard four (4) inches to six (6) inches to accommodate vehicle traffic.

**2. Sidewalk Construction:**

- Sidewalks are to be constructed of Portland Cement Concrete (PCC), at least five (5) feet wide and a minimum of four (4) inches thick.
- They must maintain appropriate cross-slopes to meet ADA requirements even when extending through driveways.

**3. Sidewalk and Driveway Integration:**

- Aggregate base beneath sidewalks must be at least four (4) inches thick and compacted with CA-6 gradation.
- When continuous sidewalks are constructed, if not completed simultaneously, they require three (3) number 6 smooth dowel rods with expansion caps between previously and newly constructed sections.

#### **4. ADA Compliance:**

- Sidewalks must conform to the Americans with Disabilities Act (ADA) requirements, including maintaining a maximum 2 percent cross-slope directed toward the street.
- Accessibility ramps must be installed at intersections between the street pavement and sidewalk, providing a consistent slope from the perpendicular sidewalks to the curb flowline.

#### **Recommendation:**

To ensure that all driveways in the Village of Winnebago remain consistent with all requirements specified in the UDO, staff is recommending the adoption of an ordinance that will require a permit be obtained by any individual, contractor, or developer in any driveway replacement.

Additionally, given the expertise in the area, the impact on public works if done incorrectly, and regular practices of other communities, staff is recommending that all driveway and sidewalk inspections be completed by Village of Winnebago Public Works Staff.

If the Public Works Committee recommends the creation of the above permit, staff will draft application requirements as well as inspection procedures that should be included in any adopted ordinance. Pending the review of those requirements at a future Public Works Committee Meeting and potential recommendation, the Village Attorney would draft the final ordinance to be brought before the Village Board for final approval.