

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**


Resolution or Ordinance (Blue)       Waiver of First Requested  
 Recommendations of Boards, Commissions & Committees (Green)  
 Other Business (Pink)

**TO :** PRESIDENT AND BOARD OF TRUSTEES

**FROM:** Scott Niehaus, Village Manager

**DATE :** February 12, 2019      **(BOT) Date:** February 21, 2019

**SUBJECT:** Text Amendments to Section 150.301 et. seq. of Village Code and  
Policy Review - Driveways

**SUBMITTED BY:** William J. Heniff, AICP, Director of Community Development 

**BACKGROUND/POLICY IMPLICATIONS:**

The Lombard Board of Building Appeals (BOBA) undertook a review of code provisions and policy documents relative to driveways at their February 6, 2019 meeting. This effort was a part of a larger review of the existing regulations, the Specifications Manual review and policy interpretations. The purpose of the review was to address common development questions pertaining to acceptable grades, design factors and common questions raised by the development community. The culmination of this effort is a series of text amendments to the driveway design standards set forth within the attached draft Ordinance.

Please place this item on the February 21, 2019 Village Board agenda. BOBA unanimously approval of the Code amendments relative to 150.301 et. seq. as it pertains to driveway design specifications and safety standards.

**Fiscal Impact/Funding Source:**

Review (as necessary):

Finance Director \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** All materials must be submitted to and approved by the Village  
Manager's Office by 12:00 noon, Wednesday, prior to the  
agenda distribution.



## MEMORANDUM

**TO:** Scott R. Niehaus, Village Manager

**FROM:** William J. Heniff, AICP, Director of Community Development *WJH*

**MEETING DATE:** February 21, 2019

**SUBJECT:** **Text Amendments to Section 150.301 et. seq. of Village Code and Policy Review - Driveways**

The Lombard Board of Building Appeals (BOBA) undertook a review of code provisions and policy documents relative to driveways at their February 6, 2019 meeting. This effort was a part of a larger review of the existing regulations, the Specifications Manual review and policy interpretations. The purpose of the review was to address common development questions pertaining to acceptable grades, design factors and common questions raised by the development community. The culmination of this effort is a series of text amendments to the driveway design standards set forth within the attached draft Ordinance.

### **ACTION REQUESTED**

Please place this item on the February 21, 2019 Village Board agenda. BOBA unanimously approval of the Code amendments relative to 150.301 et. seq. as it pertains to driveway design specifications and safety standards.

## Attachment A: Proposed Code Amendments to the Village Code Driveway Standards

### ARTICLE XXV. - DRIVEWAYS

#### § 150.301 - Design specifications.

(A) Driveways shall be designed in accordance with the latest version of the Lombard Specifications Manual as well as following regulations:

- (1) Commercial driveways designed for one-way traffic flow shall not exceed 20 feet in width measured at the property line.
- (2) Commercial driveways designed for two-way traffic flow shall not exceed 35 feet in width measured at the property line.
- (3) Residential driveways shall not exceed 20 feet in width nor be less than nine feet width measured at the property line.
- (4) All driveways shall have curb radii not less than two feet for residential nor more than 15 feet for commercial.
- (5) The angle between the curb line of the street and the center line of the driveway shall not be less than 60 degrees.

(6) Where a driveway is permitted into a street having a barrier median a break shall not be made in that median unless competent engineering judgment in the Village's determination indicates that:

- (a) the barrier break is not otherwise prohibited by Village Code or policy;
- (b) left turn bays can be constructed and signalized if necessary and
- (c) further that no hazard or impediment is created for through traffic.

~~(7) All requests for permits for driveways which exceed the dimensions set forth in subsections (A)(1) and (B)(2) of this section shall be accompanied by a letter from the applicant addressed to the Director of Public Works stating the needs and justification for such additional driveway width. Permits for the construction of such driveways shall not be issued without the specific approval of the Director of Public Works.~~

~~(8) All service station gasoline pump islands shall be a minimum of 15 feet from any property line.~~

~~(79) All loading docks or loading doors shall be a minimum of 45 feet from any property line which is parallel to such loading docks or doors.~~ Any request for driveways access leading to perpendicular loading docks or parallel doors which are less than 45 feet from ~~a parallel property line~~ a public right-of-way will be considered as extensions of the roadway. ~~and In these instances a request for approval of a driveway access permit~~ shall be accompanied by a letter written correspondence from the applicant addressed to the Director of Public Works stating the size of the vehicles which will be using such loading facilities, the frequency with which they will be using the facilities and provisions which will be made by the permittee to ~~ensure~~ ensure that such vehicles will be contained entirely within the permittee's property while loading or unloading. Approval of the Director of Public Works will be required prior to the issuance of such permits.

(8) All requests for permits for driveways which exceed the dimensions set forth in subsection (A) above shall be accompanied by a written correspondence from the applicant addressed to the Director of Public Works stating the needs and justification for such additional driveway width. Permits for the construction of such driveways shall not be issued without the approval of the Director of Public Works.

(B) All driveways and approaches shall be designed to meet the following specifications:

(1) Commercial approaches, minimum structural #3 IDOT or equivalent.

(2) Residential approaches, six-inches stone + three-inches compacted blacktop or two-inches stone + six inches concrete, six bag-air entrained mixture.

(3) Residential driveways, six-inches stone + two-inches compacted blacktop or two inches stone + five-inches concrete, six bag-air entrained mixture.

(Ord. 2561, passed 10-28-82; Ord. 6602, passed 4/7/11)

**Cross reference**— Penalty, see [§ 150.999](#)

§ 150.302 - Driveway safety standards.

(A) No commercial driveways will be permitted into any parking lot or other facility which is designed in such a way as to make it necessary for exiting vehicles to back onto the street.

(B) No driveway will be permitted for the purpose of allowing vehicles to park on the public right-of-way.

(C) No driveway will be permitted into any facility which would require and/or allow a vehicle to drive or maneuver on the sidewalk area in any manner other than to cross it.

(D) In no case shall a driveway be constructed in such a way as to present a hazard to pedestrians or traffic on the public right-of-way.

~~(E) In no case shall any obstruction of any kind be permitted to obscure vehicles entering into public right-of-ways. Such obstruction shall not exceed a height of 30 inches within a depth of 30 feet from front, side, or rear property lines.~~

(EF) In order to minimize the problems of visibility and of skidding into or out of driveways, the following shall apply to all commercial driveways: Private roadways which terminate in a driveway shall have average grades not to exceed +2 percent or be less than -3 percent for a distance of 50 feet from the front lot line.

(FG) In order that vehicles pulling off the through pavement may have adequate storage and maneuvering room, curbs shall be extended back from the edge of the through pavement a minimum distance of 20 feet.

(Ord. 2561, passed 10-28-82)

**Cross reference**— Penalty, see [§ 150.999](#)

§ 150.303 - Variations.

(A) In cases where there are practical difficulties or particular hardship in the way of fully complying with all the driveway design and location requirements of §§ [150.300](#) and [150.301](#), the Director of Public Works may grant a variation to the requirements of §§ [150.300](#) and/or [150.301](#), provided that the petitioner for said variation submits evidence that:

- (1) The property in question cannot yield a reasonable return if permitted to be used only in full compliance with all driveway design and location requirements;
- (2) The plight of the petitioner (property owner) is due to unique circumstances; and
- (3) The variation, if granted, will not alter the essential character of the neighborhood.

In granting or denying any such driveway variation request, the Director of Public Works shall make specific findings of fact, based on the evidence presented by the petitioner, as to the foregoing, and shall issue a written decision to the petitioner, as well as to each taxpayer of record whose property abuts the petitioner's property, relative to said findings. For purposes of determining which properties abut the petitioner's property, if the petitioner's property is an interior lot, only property abutting a side lot line of the petitioner's property shall be considered an abutting property. If the petitioner's property is a corner lot, only property abutting the rear lot line, or the side lot line not adjacent to the street, shall be considered an abutting property. A copy of said written decision shall be kept as a permanent record in the village's files relative to the issuance of driveway permits.

(B) If the Director of Public Works denies a driveway variation request, the petitioner may file an appeal to the Board of Trustees within 30 days of the Director's denial by submitting a written request to the Village Clerk. If the Director of Public Works approves a driveway variation request, an abutting property owner may file an appeal within ten days of the date of the mailing of the written decision by submitting a written request to the Village Clerk. Any such written request, whether filed by the Petitioner or an abutting property owner, shall be accompanied by a copy of the Director's written decision. Upon receipt of an appeal request, the Village Clerk shall schedule said appeal for the next Village Board meeting agenda under the heading "Other Business." In addition, the Village Clerk shall in the case of an appeal of an approval by the Director of Public Works, notifying the petitioner of the date of the Village Board meeting at which the appeal will be heard. If a written request is not received by the Village Clerk as stated above, the decision of the Director of Public Works shall stand as a final decision.

(C) No variation shall be required in the case of an existing driveway that does not fully comply with the location requirements of [§ 150.300](#) and which is reconstructed as part of a village street or utility construction project, even if said driveway does not fully comply with [§ 150.300](#) after reconstruction.

**ORDINANCE \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE XV, CHAPTER 150, SECTION 150.301 ET. SEQ.  
OF THE LOMBARD VILLAGE CODE**

WHEREAS, the Lombard Board of Building Appeals met on February 6, 2019, to consider the Village Code amendments pertaining to driveways as set forth below; and,

WHEREAS, the Lombard Board of Building Appeals has also filed their recommendations with the President and Village Board of Trustees, recommending approval of the Village Code amendments set forth below;

WHEREAS, the President and Board of Trustees approve and adopt the recommendations of the Lombard Board of Building Appeals as fully set forth herein.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS, as follows:

**SECTION 1:** That Title XV, Chapter 150, Section 150.301 of the Lombard Village Code is hereby amended to read in its entirety as follows:

§ 150.301 - Design specifications.

- (A) Driveways shall be designed in accordance with the latest version of the Lombard Specifications Manual as well as following regulations:
- (1) Commercial driveways designed for one-way traffic flow shall not exceed 20 feet in width measured at the property line.
  - (2) Commercial driveways designed for two-way traffic flow shall not exceed 35 feet in width measured at the property line.
  - (3) Residential driveways shall not exceed 20 feet in width nor be less than nine feet width measured at the property line.
  - (4) All driveways shall have curb radii not less than two feet for residential nor more than 15 feet for commercial.
  - (5) The angle between the curb line of the street and the center line of the driveway shall not be less than 60 degrees.
  - (6) Where a driveway is permitted into a street having a barrier median a break shall not be made in that median unless in the Village's determination indicates that:

- (a) the barrier break is not otherwise prohibited by Village Code or policy;
- (b) left turn bays can be constructed and signalized if necessary, and
- (c) no hazard or impediment is created for through traffic.

(7) Any request for driveway access leading to perpendicular loading docks or parallel doors which are less than 45 feet from a public right-of-way will be considered as extensions of the roadway. In these instances a request for approval of a driveway access permit shall be accompanied by a written correspondence from the applicant addressed to the Director of Public Works stating the size of the vehicles which will be using such loading facilities, the frequency with which they will be using the facilities and provisions which will be made by the permittee to ensure that such vehicles will be contained entirely within the permittee's property while loading or unloading. Approval of the Director of Public Works will be required prior to the issuance of such permits.

(8) All requests for permits for driveways which exceed the dimensions set forth in subsection 155.301 (A) above shall be accompanied by a written correspondence from the applicant addressed to the Director of Public Works stating the needs and justification for such additional driveway width. Permits for the construction of such driveways shall not be issued without the approval of the Director of Public Works.

(B) All driveways and approaches shall be designed to meet the following specifications:

(1) Commercial approaches, minimum structural #3 IDOT or equivalent.

(2) Residential approaches, six-inches stone + three-inches compacted blacktop or two-inches stone + six inches concrete, six bag-air entrained mixture.

(3) Residential driveways, six-inches stone + two-inches compacted blacktop or two inches stone + five-inches concrete, six bag-air entrained mixture.

**Cross reference**— Penalty, see § 150.999

**SECTION 2:** That Title XV, Chapter 150, Section 150.302 of the Lombard Village Code is hereby amended to read in its entirety as follows:

§ 150.302 - Driveway safety standards.

- (A) No commercial driveways will be permitted into any parking lot or other facility which is designed in such a way as to make it necessary for exiting vehicles to back onto the street.



- (B) No driveway will be permitted for the purpose of allowing vehicles to park on the public right-of-way.
- (C) No driveway will be permitted into any facility which would require and/or allow a vehicle to drive or maneuver on the sidewalk area in any manner other than to cross it.
- (D) In no case shall a driveway be constructed in such a way as to present a hazard to pedestrians or traffic on the public right-of-way.
- (E) In order to minimize the problems of visibility and of skidding into or out of driveways, the following shall apply to all commercial driveways: Private roadways which terminate in a driveway shall have average grades not to exceed +2 percent or be less than -3 percent for a distance of 50 feet from the front lot line.
- (F) In order that vehicles pulling off the through pavement may have adequate storage and maneuvering room, curbs shall be extended back from the edge of the through pavement a minimum distance of 20 feet.

**SECTION 3:** That this Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

Passed on first reading this \_\_\_\_ day of \_\_\_\_\_, 2019.

First reading waived by action of the Board of Trustees this \_\_\_\_ day of \_\_\_\_\_, 2019.

Passed on second reading this \_\_\_\_ day of \_\_\_\_\_, 2019, pursuant to a roll call vote as follows:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved by me this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Keith T. Giagnorio, Village President

ATTEST:

Ordinance No. \_\_\_\_\_  
Re: Amendments to Chapter 150.301 et. seq. – Driveways  
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\_\_\_\_\_  
Sharon Kuderna, Village Clerk

Published by me in pamphlet from this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Sharon Kuderna, Village Clerk