



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.2
TO: All Department/Division Heads & Assistants
FROM: Timothy C. Hansley, City Manager
SUBJECT: Procedure and Format for Presentation of Reports to City Council
DATE: November 1, 1993
Supersedes and Replaces Administrative Order 1.3 dated 8/17/88 Regarding Same Subject

I. PURPOSE

The purpose of this Administrative Order is to specify the procedure and the format for presentation of reports which are to be forwarded to City Council. The intent is to provide a uniform system for reporting to Council and to insure that Council understands that the Administration is in agreement as to our recommendation.

II. POLICY

Attached hereto is a sample of the format which you shall use for presentation of Material intended for the Council Agenda when "action by Council is recommended". This Report will stand on its own or be accompanied by an Ordinance or Resolution as appropriate. When "information only" is being supplied, either on your own initiative or as a result of a request by a Council Member, you should submit a memo addressed to the City Manager. These "information only" memos should be submitted to the City Manager routinely; even though they may not always be placed on the Agenda or in the Council packet, the City Manager has the information should it be requested, or come up for discussion at the Council meeting. To be included in the packet all such reports and information must be forwarded to the City Manager's Office in a timely manner.

The City Manager has the responsibility to present his recommendation to the Council, and this may, on occasion, necessitate revising, amending or supplementing the report provided by the Department/Division Head. The Department/Division Head will be given full opportunity to present his or her opinion and recommendation to the City Manager. However, any questions or concerns must, and shall be,

resolved prior to forwarding a recommendation to Council to avoid creating confusion or problems at the Council Meeting.

Basically, the reasons for this procedure are outlined in the Charter, Article V, Section 5.04(B)(7). The philosophy of the Council-Manager form of government places the City Manager in a dual role: on the one hand, he must translate Council policy into action through his subordinates while, on the other hand, he must make recommendations to the Council with the advice of those same professional subordinates. The system operates most effectively when the City Manager serves as a conduit between the Staff and the Council. The Council expects the City Manager to advise and report to them after considering the full implications of a recommendation, and how it relates to all aspects of municipal operations.

When a report involves another Department or Division, you should notify the Department/Division Head of the nature of your report and recommendation to the City Manager. It will then be up to the Department/Division Head receiving that information to immediately notify the City Manager if he or she wishes to provide supplemental information.

This Administrative Order shall take effect immediately.

Attachments

Administrative Report

TO: Members of Dublin City Council

FROM: Timothy C. Hansley, City Manager

SUBJECT: Driveway Width Regulations

DATE: August 17, 1988

Report Initiated by Planning Staff

Summary and Action Recommended:

Based on Dublin's desire for three-car garages and increased driveway width, the Administration saw the need to review our current regulations and potentially update our Ordinance. Staff researched the problem by contacting other cities within the Columbus area, reviewed literature on other city ordinances in other states, and conducted field evaluations. Generally, it was concluded that the Dublin Ordinance is appropriate, as is, with some modifications and stricter enforcement.

Issue:

Currently, Section 1317.05 (g) (1) of the Dublin Codified Ordinances states that "No driveway in a residential zoning district except PUD, zoned areas shall exceed twenty-six feet in width at the curb line or twenty feet in width at the street right-of-way line." Many residents, however, have expressed the desire for increased driveway width to allow for ease in access to their three-car garages.

Data Collections/Findings:

To research how other cities regulate their driveway widths, Staff contacted the cities of Westerville, Upper Arlington, Hilliard, Gahanna and Columbus. Generally speaking, these cities have standards similar to Dublin's for two-car garages/driveways, but have yet to alter their regulations to allow for three-car garages/driveways. Upper Arlington and Hilliard, however, provide review from their Boards of Zoning Appeals for variances to their Codes.

Staff also contacted the American Planning Association, who provided literature on general driveway standards and design, and regulations adopted in other states including Oregon, Illinois, New Jersey and Nevada. Unfortunately however, most of the information was limited and did not pertain to Dublin's problem, as intended.

Overall, the literature only referenced the curb-cut width, without acknowledging the driveway width. Moreover, most other cities tend to combine their standards on commercial and residential driveways. Additionally, staff reviewed texts on architectural standards and roadway design.

Finally, field evaluations were made of existing driveways in Dublin. Staff randomly inspected two and three-car garage/driveway widths within the City. Measurements were made at the curb cut, street right-of-way line, and garage.

Analysis:

Based on the interpretation of collected data, Staff made a number of recommendations. First, prior enforcement of code was found inconsistent. Many driveways were found wider than regulations allow, and many were being used as additional parking spaces. Second, many driveways had excessive pavement to green space ratios, found to be functionally and aesthetically inappropriate. Finally, many driveways were found encroaching upon the three-foot minimum distance to property line.

Considerations

Staff considered and applied numerous approaches to aid in the regulation of driveway widths, prior to reaching a conclusion. The use of radius curves, as an alternative to flared curb cuts, was considered as a way to ease turning access to drives without widening curb cuts. Staff also evaluated the provision of varying driveway width based on the amount of property frontage. Additionally, Staff tested the theory of controlling the amount of pavement in proportion to green space, against existing conditions. The stringent control of driveway design and layout was also considered as a method in achieving consistent standards.

Conclusion:

After serious consideration of many methods, Staff concluded that there is no general standard applicable to all lots within Dublin. Moreover, the current regulations were found to be acceptable, if enforced, and if modified. To be incorporated in the Code are the following recommendations:

1. Provide that no driveway shall exceed twenty-six (26) feet in width at the curb line.
2. Provide that no driveway shall exceed twenty feet (20) in width at the street right-of-way line (sidewalk).
3. Provide that no driveway shall exceed the width of the garage.
4. Provide that driveways for front-loading garages shall decrease in width from the garage to the sidewalk/street right-of-way.
5. Provide that no driveway shall be located within three (3) feet of the property line.
6. Encourage a site plan review process at the time of building permit application.
7. Establish a review process for those desiring an exception to the standards.
8. Establish an appeals process to the Board of Zoning Appeals.
9. Provide that Planned Unit Developments for Single-family residents be affected by the regulations.