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## MEMORANDUM

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**TO:** Gary T. Barczak  
Vince Vitale  
Thomas G. Lajsic  
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Eric Euteneier

**FROM:** Peter C. Daniels, P.E., City Engineer

**DATE:** February 18, 2019

**RE:** **Communication regarding Driveway Permit Application at 551 S. Curtis Road**

The Engineering Department has received a new driveway permit application for the property at 551 S. Curtis Road. The application is requesting the widening of the main driveway from 53 feet to **65 feet**, and in exchange the driveway to the south of the main driveway would be closed. Manufacturing driveways are allowed to have a maximum width of 30 feet in accordance with RMC 11.09 and with City Policy Section 2801: Driveway Permits:

5.2.2 – *“Commercial properties may have a **30 foot maximum driveway** opening at the lot line”*

5.2.4 – *“Driveway requests involving commercial, multi-family and **manufacturing properties** must be approved by the Board of Public Works, which acts upon the recommendation of the Engineering Department.”*

The Engineering Department recommends approval by the Public Works Committee for the 65 foot wide driveway at this property since it is closing one of their other existing 4 driveways. The property will drop from 4 driveways to 3 driveways as a result of this action which is desirable. The 65 foot driveway width would not create any foreseeable issues at this location.