

Item Cover Page

City Council Item Report

Date: August 4, 2026

From: Karmen Pitts, Executive Assistant

Item Type: Ordinance

Subject: Public Hearing and First Reading of an Ordinance Amending Code Section 12-921 Driveways Regulations

Presenter: Jason Warrenfeltz, Public Works Director

Recommendation:

It is recommended that City Council approve the first reading of an Ordinance Amending LDC Section 12-921 Driveways Regulations, and schedule a public hearing and second reading on August 17, 2026.

Discussion:

The City of Temple Terrace receives Right-of-Way Use Permit applications for the installation of residential driveways. Through the review of numerous permit applications, discussions with homeowners and contractors, and observations of failed inspections, the City identified the need for revisions to the driveway requirements. These revisions are intended to provide clearer guidance on driveway design and construction, helping homeowners and contractors submit more complete permit applications and construct safer, code-compliant driveways. Overall, the revisions establish a best management practice by providing comprehensive design standards that improve the quality, consistency, and compliance of driveway installations.

The amendments to Section 12-921 of the City Code of Ordinances are being proposed:

1. To provide for clarification of standards for off-street parking and driveway requirements.
2. To revise code language regarding different elements of the installation of driveways.
3. To adopt the Hillsborough County typical detail drawing as a reference.

If approved on first reading, the ordinance will be scheduled for a public hearing and second reading on August 17, 2026.

Resolution/Ordinance Information:

AN ORDINANCE OF THE CITY OF TEMPLE TERRACE, FLORIDA, AMENDING SECTION 12-921 OF THE CITY CODE OF ORDINANCES; PROVIDING FOR CLARIFICATION OF STANDARDS FOR OFF-STREET PARKING AND DRIVEWAY REQUIREMENTS; REVISING THE TEXT REGARDING DIFFERENT ELEMENTS OF THE INSTALLATION OF DRIVEWAYS; MORE SPECIFICALLY, PROVIDING CLARIFICATION REGARDING SECURING BLOCK PAVERS, SIGHT DISTANCE, REDUCING IMPACTS FROM TREE ROOTS, SIDEWALK SLOPES AND THE PROTECTION OF UTILITIES; ADOPTING THE HILLSBOROUGH COUNTY TYPICAL DETAIL DRAWING AS A REFERENCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR THE CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

Appropriation Code:

Requirements:

Ordinance

Cost:

Attachments:

1. Ordinance - LDC Sec 12-921R1 v3
2. Exhibit A - Sec 12-921R1
3. Business Impact Estimate - Sec 12-921

ORDINANCE

AN ORDINANCE OF THE CITY OF TEMPLE TERRACE, FLORIDA, AMENDING SECTION 12-921 OF THE CITY CODE OF ORDINANCES; PROVIDING FOR CLARIFICATION OF STANDARDS FOR OFF-STREET PARKING AND DRIVEWAY REQUIREMENTS; REVISING THE TEXT REGARDING DIFFERENT ELEMENTS OF THE INSTALLATION OF DRIVEWAYS; MORE SPECIFICALLY, PROVIDING CLARIFICATION REGARDING SECURING BLOCK PAVERS, SIGHT DISTANCE, REDUCING IMPACTS FROM TREE ROOTS, SIDEWALK SLOPES AND THE PROTECTION OF UTILITIES; ADOPTING THE HILLSBOROUGH COUNTY TYPICAL DETAIL DRAWING AS A REFERENCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR THE CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

Whereas, in January 2016, the City of Temple Terrace ("City") adopted its 2040 Comprehensive Plan which requires that changes to the Land Development Code be consistent with state laws and current planning methods for growth and economic development; and

Whereas, on March 9, 2026, the Hillsborough County City-County Planning Commission reviewed the proposed amendments to the Land Development Code for consistency with the City's 2040 Comprehensive Plan and found that the proposed amendments are consistent; and

Whereas, amendments in this proposed ordinance were made to clarify standards for off-street parking and driveway requirements; and

Whereas, the City Council finds that it is appropriate to update and revise Land Development Code Section 12-921 relating to off-street parking and driveway requirements; and

Whereas, the City Council held a public hearing and first reading of the Ordinance at its August 4, 2026 regular meeting, and held a second public hearing and second reading of the Ordinance at its August 17, 2026 regular meeting to consider public comment on the application and Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA THAT:

Section 1. The amendments to the City Code of Ordinances amending Chapter 12, Land Development Code Section 12-921 titled Off-street parking and driveway requirements, as attached hereto, are approved and adopted.

Section 2. If any part of this Ordinance is declared invalid by a court of competent jurisdiction, such part or parts shall be severable, and the remaining part or parts hereof shall continue to be in full force and effect.

Section 3. All ordinances or parts of ordinances not specifically in conflict herewith are hereby continued in full force and effect, but all ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. The provisions of this Ordinance may be renumbered or re-lettered to accomplish such intention. The City Clerk is given authority to correct scriveners' errors, such as incorrect Code cross references, grammatical, typographical, misspellings, and similar errors when codifying this Ordinance.

Section 5. The provisions of this ordinance shall become and be made a part of the Temple Terrace Code of Ordinances, and the sections of this ordinance may be renumbered to accomplish this end.

Section 6. That this Ordinance shall become effective immediately upon adoption.

Passed and adopted by the City Council of the City of Temple Terrace, Florida, this 17th day of August 2026.

(Corporate Seal)



X

Andrew Ross, Mayor
Chair of the City Council

Attest:

X

Lynda Sader
City Clerk

Approved As To Form & Content:

X

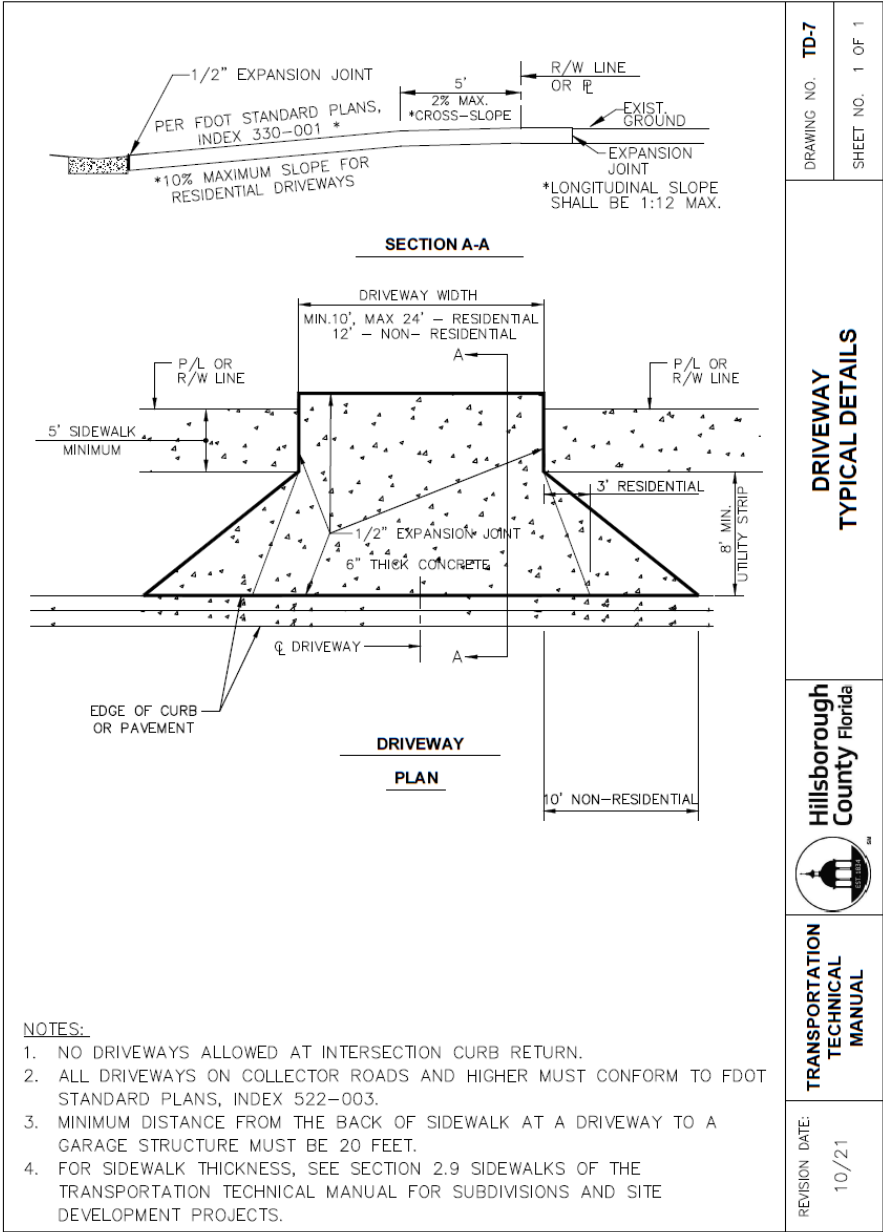
Ernest Mueller
City Attorney

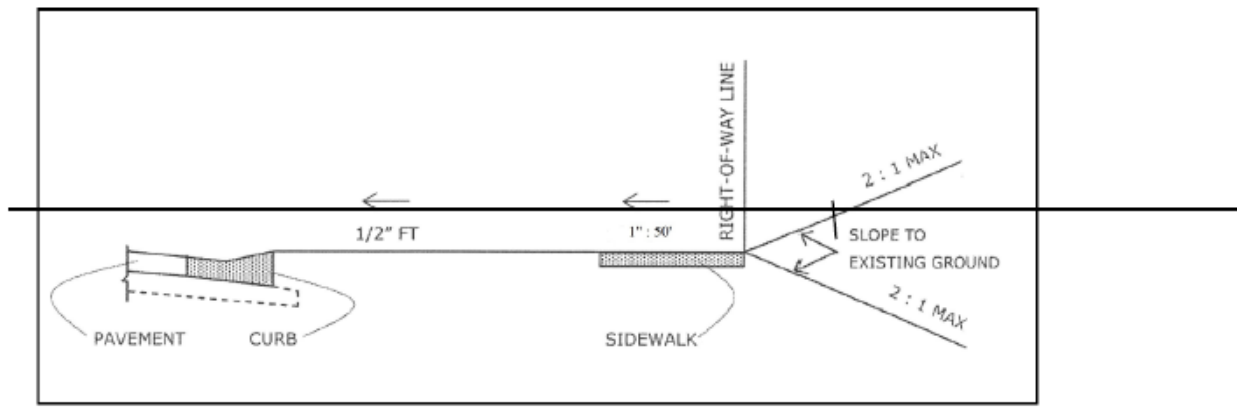
Deletions are indicated as black ~~strikerthrough~~ and additions are indicated in red underline.

Sec. 12-921. Off-street parking and driveway requirements.

- (a) Except as provided in sections 12-859 and 12-923, all noncommercial vehicles may be parked only under the following conditions; otherwise, they are prohibited from residentially zoned districts.
- (b) All vehicles shall be parked on a permanent driveway. All driveways installed, altered, changed, replaced, or extended after the effective date of this section shall require a building permit and shall meet the following requirements. Vehicles shall be parked on a permanent, durable, stabilized and dustless surface meeting the following requirements:
 - (1) *Driveway materials allowed on private property.*
 - a. A hard, all-weather-surfaced driveway which shall consist of concrete, asphalt, brick, paving stones, block pavers such as turf block or comparable material or other similar hard surface material contained by a uniform border material to create a neat and orderly appearance.
 - b. If recycled or crushed asphalt, or other loose material is used, it shall be bordered, packed in and rolled for compaction and stabilization. If gravel ~~or shells~~ is used it shall be bordered to avoid overflow into the right-of-way. In addition, the border must be raised, decorative and heavy duty so as to be anchored and fixed in place. Landscaping may be an exception to the uniform border requirement as long as it secures the driveway.
 - c. For the use of block pavers, an acceptable edge restraining material is required.
 - (2) *Driveway standards.*
 - a. Driveway additions must be adjoined to an existing driveway that provides access to a garage, carport or other approved parking area. Driveways shall be designed so that stormwater will not flow from the street into the driveway.
 - b. Driveways must remain clear and unobstructed by any structural elements or vegetation. Adequate sight distance shall be provided.
 - c. Failure to adequately maintain driveways, resulting in a nuisance or unsafe condition for pedestrians, ~~wheelchairs~~, cyclists, or motor vehicles, shall be considered a violation of this Code. For new or replacement driveways, all tree roots shall be removed to minimum depth of six (6) inches below the base of the proposed driveway surface material.
 - d. Driveway apron design between the property line and edge of pavement in the right-of-way requires the following concrete aprons as follows, unless a paver waiver is provided:
 - 1. Ninety-eight (98) percent compaction (98% of the maximum dry density).
 - 2. Three thousand (3,000) PSI concrete.
 - 3. Wire mesh (six (6) by six (6) to ten (10) by ten (10)) or concrete fiber in apron.
 - 4. Driveway to have ~~four-inch~~ six-inch thickness at for the sidewalk as part of the apron.
 - 5. Driveway to have six-inch thickness in right-of-way and apron.
 - 6. Sidewalk part of the apron will have a ~~1":50'~~ 1 ft:50 ft (2% maximum) cross slope to comply with ADA requirements. Tie-in transitions between the apron (or block pavers) and the sidewalk on each side shall be 1 ft:20 ft. (5% maximum) slope and shall be the responsibility of the property owner who is having the driveway installed. The contractor or property owner shall be required to make arrangements for two inspections, a rough-in inspection and a final inspection.

- 7. Apron will have more than one-half inch per foot slope low side adjacent to curb and edge of pavement and ~~will call across driveway~~ with the apron being at least six (6) inches higher than the edge of pavement at or near the right-of-way/property line.
- 8. The Contractor or Property Owner must call 811 before construction to have all utilities marked. The contractor or property owner remain responsible having utilities relocated where needed. Maximum 2:1 slope to existing ground from the property line to the sidewalk or first five (5) as measured from the property line to edge of pavement of the street.
- 9. The Hillsborough County Drawing No. TD-7 is adopted for reference.





Source: City of Temple Terrace Driveway Detail Sheet, Building Department

(3) *Driveway access.*

- a. A driveway access point shall be located as far from an intersection as the lot size permits when the property abuts an intersection of rights-of way.
- b. Driveways shall be located no closer than three (3) feet from the property line, except where the driveway meets the right-of-way.
- c. All driveways shall be designed and maintained to provide for adequate sight lines so as to permit safe access to and from the properties served. The sight lines must remain clear and unobstructed by any structural elements or vegetation.
- d. The minimum driveway width on properties shall be ten (10) feet.
- e. In single family zoning districts, the maximum width of a driveway between at the front property line is 24 feet per driveway, and the street curb shall not occupy more than twenty-five (25) Driveways may occupy up to twenty-five (25) percent of the lot width for the purpose of reducing on-street parking, for purposes of allowing a greater area for on-street parking and reducing the distance pedestrians have to cross on the sidewalk. The driveway may become wider once it is on the property, but not to exceed the allowed percent impervious area, for vehicles to be parked on private property.
- f. Driveways fronting on cul-de-sacs or similar road layouts may be constructed up to 24 feet in width regardless of the lot width at the property line, however the driveway separation from the adjoining interior property line must be at least 3 feet and no portion of the driveway shall encroach upon frontage of the adjacent property.

- (4) *Alternative driveway design.* Alternative driveway designs, standards, and administrative waivers of this section may be approved by the city manager or designee in unique circumstances due to existing nonconformities or in cases where another government entity has different design standards for the driveway and/or connection to a county or state street.

(5) Nonconformities. Nonconformities must be addressed when driveways are altered.

(Code 2001, § 25.760.2; Ord. No. 1034, 12-5-2000; Ord. No. 1087, 4-1-2003; Ord. No. 1424, § 1(Exh. A), 7-18-2017; Ord. No. 1454, § 1(Exh. A), 6-5-2018)

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

AN ORDINANCE OF THE CITY OF TEMPLE TERRACE, FLORIDA, AMENDING SECTION 12-834 OF THE CITY CODE OF ORDINANCES; PROVIDING FOR CLARIFICATION OF STANDARDS FOR DRAINAGE SYSTEMS; REVISING THE TEXT TO ENSURE ADEQUATE STORMWATER COLLECTION, CONVEYANCE, AND LONG-TERM PERFORMANCE WITHIN THE ROADWAY SYSTEM; STRENGTHENING TECHNICAL SUBMITTAL REQUIREMENTS; CLARIFYING BASIN MAPPING AND DYNAMIC MODELING STANDARDS; ESTABLISHING STORM SEWER DESIGN CRITERIA; REQUIRING MINIMUM ROADWAY-TO WATER TABLE SEPARATION AND SPECIFYING USE OF A FDOT TYPE II UNDERDRAIN WHERE APPLICABLE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR THE CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Temple Terrace is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City of Temple Terrace is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City of Temple Terrace hereby publishes the following information.

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

AMENDING SECTION 12-921 OF THE CITY CODE OF ORDINANCES PROVIDES FOR CLARIFICATION OF STANDARDS FOR OFF-STREET PARKING AND DRIVEWAY REQUIREMENTS AND IMPROVES PUBLIC HEALTH, SAFETY AND WELFARE.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Temple Terrace, if any:

AMENDING SECTION 12-921 DOES NOT CAUSE ANY SIGNIFICANT ECONOMIC IMPACT AND MAY IN-FACT REDUCE TIME AND COSTS ASSOCIATED WITH PERMITTING.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

AMENDING SECTION 12-921 IS INTENDED TO IMPACT ALL DRIVEWAY RELATED DESIGNS WITHIN THE CITY OF TEMPLE TERRACE.

4. Additional information the governing body deems useful (if any):