

All language is NEW.

Section 25.8 Administrative Adjustments

(a) Upon petition by the property owner, the Zoning Administrator may grant an adjustment in an amount not to exceed 20% of the unmodified standard from the provisions of the following dimensional bulk requirements:

1. Buffer yard and building/structure setback requirements;
2. Distance requirements outlined in Section 4.9;
3. Building height limitations; and
4. Parking space and parking aisle dimensions.

Administrative adjustments may only be requested for prospective relief and may not be used to rectify after-the-fact errors. The adjustment shall be judged pursuant to the same limitations, guides, and standards applicable to variances granted by the Board of Zoning Appeals as set forth in Section 25.56 of this Ordinance.

(b) Procedures

1. Applications for administrative adjustments shall be in the form prescribed by the Zoning Administrator.
2. Within five (5) working days of acceptance of the application, the Zoning Administrator shall distribute notification letters to all immediately adjacent and confronting property owners via first class and certified mail. The notice shall inform the recipients of their opportunity to review and comment on the proposed adjustment(s).
3. Notified property owners will have fifteen (15) days from the date on the notification letter to submit written comments about the requested adjustment. All public comment, written or electronic, must contain the name and address of the author. Verbal communications and anonymous correspondence will not be considered in the determination of the adjustment.
4. If the Zoning Administrator determines, in the Administrator's sole discretion, that the decision to grant or deny the relief requested would more properly be resolved with the benefit of a public hearing, including the opportunity for the taking of testimony from the applicant and any opponent, then the Zoning Administrator may deny the request for an administrative adjustment and shall direct the applicant to seek the appropriate variance relief from the Board of Zoning Appeals.
5. The Zoning Administrator shall render a decision within ten (10) days from the end of the public comment period. The decision will be

formalized in a written opinion containing findings of fact. Copies of the decisions of the Zoning Administrator in all administrative adjustment cases shall be sent to the Board of Zoning Appeals as a matter of information.

6. Any person aggrieved by the grant or denial of an administrative adjustment may appeal the decision of the Zoning Administrator to the Board of Zoning Appeals within fifteen (15) days of the issuance of the written decision.
7. Denial of an adjustment request shall not prevent the applicant from immediately filing a variance request for the same relief with the Washington County Board of Zoning Appeals.
8. Any variance request coming before the Board following the grant or denial of an administrative adjustment request shall be considered de novo and shall not be considered an appeal charging administrative error.

Section 27.8 District Map Line Adjustments

Drafting Errors and other Corrections

Upon petition by the property owner or the Department of Planning, the Planning Director may adjust a district map line to follow a lot line, road, water body, or other clear boundary if the Planning Director finds that:

- (a) The district map line approximately follows a lot line or other boundary; and
- (b) The district map line does not follow the lot line or other boundary because of a drafting error or because the information on the base map was corrected based on a new survey or receipt of more accurate information.

The decision of the Planning Director is appealable to the Washington County Board of Zoning Appeals as an appeal alleging administrative error.