

## ARTICLE 30

### ADMINISTRATIVE ADJUSTMENT

#### §30.05 - INTENT & PURPOSE

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The intent and purpose of this Article is to:

- (A) Acknowledge that there are certain circumstances where alternatives to the standards of this Ordinance better serve the intent and purpose of this Ordinance;
- (B) Provide an alternative to variances when a practical difficulty does not exist but an alternative to the standards of this Ordinance provides equal or better protection for health, safety, and welfare;
- (C) Ensure there is adequate input from interested persons when reviewing administrative adjustments; and
- (D) Establish the process and standards for administrative adjustment standards.

#### §30.10 - AUTHORITY

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Authority to approve, approve with conditions, or deny an administrative adjustment shall be with the Director of Planning and Zoning or the Planning Commission, as outlined below.

- (A) **Director of Planning & Zoning:** Unless otherwise noted, the Director of Planning and Zoning and Planning Commission Chair, or designee, shall be the approving authority for administrative adjustments.
- (B) **Planning Commission:** The Planning Commission shall be the approving authority for administrative adjustments that are part of another application that is reviewed by the Planning Commission.
- (C) **Appeal of Decision:** The Zoning Board of Appeals shall have the authority to hear an appeal of an administrative adjustment decision.

#### §30.15 - STANDARDS SUBJECT TO ADMINISTRATIVE ADJUSTMENT

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The standards outlined below are subject to administrative adjustment, with the noted allowable adjustment.

- (A) **Clear-Vision Zones:** §15.20
- (B) **Commercial Driveway Width:** §15.35
- (C) **Front-yard Buffer for Site Condominiums & Subdivisions:** §18.20(C)(1)
- (D) **Side-yard Buffer for Site Condominiums & Subdivisions:** §18.20(C)(2)
- (E) **Landscaping:** Article 18
- (F) **Lighting Replacement:** §19.45(A)
- (G) **WECS Sound Level:** 16.75(E)

**(H) Solar Energy System Lot Coverage:** §16.80(C)

**(I) Specific Use Standards for Setbacks:** Article 13

**(J) Specific Use Standards for Access:** Article 13.

**(K) Architectural Design Standards:** Article 13.

## **§30.20 - ADMINISTRATIVE ADJUSTMENT PROCESS**

Administrative adjustments shall be reviewed and approved as outlined below.

- (A) Application:** The applicant shall submit a complete and accurate administrative adjustment application form, ~~provided by the Township. The application shall include all of the relevant materials, as outlined below.~~ Submission of an application constitutes a representation that all the information is complete and accurate. ~~An The application for an administrative adjustment shall include all of the following:~~
- (1) *Application Form:* A signed and completed application form;
  - (2) *Fee:* An administrative adjustment application fee, as outlined in the adopted fee schedule;
  - (3) *Site Plan, Plot Plan, or Surveys:* The applicant shall submit hard copies and a digital copy of the associated site plan, plot plan, or survey, in a format acceptable to the Township, based on the approving authority.
    - a. *Planning Commission:* The applicant shall submit at least one (1) hard copy and a digital copy of the associated site plan or survey with the application, and shall submit at least fifteen (15) additional hard copies following the review of completeness, for administrative adjustments that are reviewed by the Planning Commission. If the application is being reviewed at the same time as a site plan, additional copies are not needed for the administrative adjustment.
    - b. *Director of Planning & Zoning:* The applicant shall submit at least three (3) hard copies and a digital copy of the associated site plan, plot plan, or survey with the application.
  - (4) *Additional Materials:* Any additional information determined necessary by the Director of Planning and Zoning in order to determine compliance with this Ordinance and other applicable laws.
- (B) Right to Enter Property:** Submission of an administrative adjustment application shall constitute permission for the Township to access the property to complete onsite investigations for the purpose of administering this Article.
- (C) Applicant's Responsibilities:** The applicant shall have the following responsibilities, based on the approving authority:
- (1) *Planning Commission:* The applicant shall post a public notice sign or signs, provided by the Township, on the site, clearly visible from each adjacent street and mark the property, at least fifteen (15) days before the public hearing. The public notice sign(s) and marking shall be maintained in good condition until a decision is made.
  - (2) *Director of Planning & Zoning & Planning Commission Chair, or Designee:* The applicant shall post a public notice sign or signs, provided by the Township, clearly visible from each adjacent street mark the property within two (2) days of the application being declared administratively complete. The public notice sign(s) and marking shall be maintained in good condition until a decision is made.

- (D) **Review of Completeness:** An application for an administrative adjustment shall be reviewed by the Director of Planning and Zoning for completeness, as outlined in §24.10(C): [Review Applications](#) of this Ordinance.
- (E) **Planning Commission Review:** When the Planning Commission is the approving authority, administrative adjustment shall be conducted at a public hearing, as outlined in §24.40: [Conditions of Approval of this Ordinance](#).
- (F) **Director of Planning & Zoning & Planning Commission Chair, or Designee, Review:** When the Director of Planning and Zoning [and Planning Commission Chair, or designee](#), is the approving authority, administrative adjustment review shall not be conducted at a public hearing but shall require notice as outlined in §24.35: [Notices of this Ordinance](#).
- (G) **Timely Decisions:** Decisions shall be made in a timely manner, based on the approving authority, as follows:
- (1) **Planning Commission:** The Planning Commission shall render its decision within sixty (60) days of the date the application is administratively complete, unless a delay is agreed to by the applicant and the Planning Commission. The decision shall be final upon adoption of meeting minutes or signing of a resolution by the Township, whichever occurs first; or
  - (2) **Director of Planning & Zoning & Planning Commission Chair, or Designee:** The Director of Planning and Zoning shall render a decision within thirty (30) days of the date the application is administratively complete, unless a delay is agreed to by the applicant and the Director of Planning and Zoning [& Planning Commission Chair, or designee](#). The decision shall be final upon issuance of a letter outlining the decision by the Director of Planning and Zoning.
- (H) **Conditions of Approval:** The approving authority may impose reasonable conditions in granting an administrative adjustment, as outlined in §24.45: [Conditions of Approval of this Ordinance](#).
- (I) **Acceptance of Conditions:** The approval of any administrative adjustment shall only be effective upon acceptance of the approval and any conditions of the approval by the applicant.
- (J) **Recording:** The Township shall prepare an approved notice of administrative adjustment, which shall be recorded with the Register of Deeds at the applicant's expense, with a copy provided to the Township.
- (K) **Expiration:** An administrative adjustment shall be good for a period of one (1) year from the date of the final decision. A completed application or a zoning permit must be submitted within this period or the administrative adjustment shall expire, unless an extension is granted.
- (L) **Extension:** The Director of Planning and Zoning may grant ~~a single~~[two \(2\)](#) extensions for an administrative adjustment approval of up one (1) year [each](#) upon finding that all of the following are true:
- (1) **Submission Date:** The application for extension has been submitted before expiration;
  - (2) **Good-faith Effort:** The project has been diligently pursued and the delay is not the result of actions or inaction by the applicant; and
  - (3) **No Changes in Conditions:** Conditions in the area have not changed, including zoning text and zoning map amendments, that affect the original reasons for approval.
- (M) **Amendment:** The approving authority may amend an approved administrative adjustment or conditions of an approved administrative adjustment upon request of the applicant and following the same process as the original decision if it determines that the amendment would continue to meet the decision criteria for granting the original administrative adjustment. Granting of an amendment shall not extend the period of approval beyond the original period, unless an extension is granted.

- (N) **Rehearing:** A rehearing shall be processed in the same manner as the original application, as outlined in §24.55: [Rehearing-of-this Ordinance](#).
- (O) **Reapplication:** An application for an administrative adjustment that has been denied shall not be resubmitted for reconsideration, except as outlined in §24.60: [Reapplication-of-this Ordinance](#).
- (P) **Suspension:** An approved administrative adjustment may be suspended temporarily and immediately by the approving authority, as outlined in §24.65: [of-this Ordinance: Suspension](#).
- (Q) **Revocation:** An administrative adjustment may be revoked by the approving authority, as outlined in §24.70: [Revocation-of-this Ordinance](#).

### §30.25 - DECISION CRITERIA

Administrative adjustments shall be approved or approved with conditions if the approving authority finds the all of applicable decision criteria below to be true.

- (A) **General Criteria:** In order to grant an administrative adjustment, the approving authority shall make a written finding that all of the following criteria are true:
- (1) **Character:** The requested administrative adjustment shall be consistent with the character of the surrounding area or the permitted uses;
  - (2) **Mitigation:** Any adverse impacts from the administrative adjustment shall be adequately mitigated;
  - (3) **Use & Enjoyment:** The administrative adjustment shall not have a significant negative impact on the use and enjoyment of the surrounding properties; and
  - (4) **Intent & Purpose:** The administrative adjustment shall promote the intent and purpose of the standard that is being adjusted at least equal to the standard outlined in this Ordinance.
- (B) **Specific Criteria:** In order to grant an administrative adjustment for the specific standards outlined below, the approving authority shall make a written finding that all of the applicable criteria below are true.
- (1) **Clear Vision Zones:** The approving authority may grant an administrative adjustment reducing the size of a clear-vision zone, as outlined in §15.20: [Clear-vision Zones](#), if all of the following are true:
    - a. **Property Characteristics:** There is some specific condition with the property that makes strict compliance with these standards impractical; and
    - b. **Line-of-Site:** The reduction will not have a negative impact on the line-of-site for users of the affected driveway or the street.
  - (2) **Commercial Driveway Width:** The approving authority may grant an administrative adjustment from commercial driveway width, as outlined in §15.35(A): [Width](#), as part of site plan review, as outlined below.
    - a. **Wider Width:** The approving authority may allow or require a wider width if the extra width is deemed necessary for the safe movement of vehicles due to the anticipated traffic volume or turning radius of vehicles using the site or driveway.

- b. *Narrower Width:* The approving authority may allow a narrower driveway by up to two (2) feet for two-way driveways if the narrower width will not impede the safe movement of vehicles due to the anticipated traffic volume or turning radius of vehicles using the site or driveway.
- (3) *Site Condominium & Subdivision Front-yard Buffer:* The approving authority may approve different standards for the front-yard buffer for site condominiums and subdivisions, as outlined in §18.20(C)(1): [Front-yard Buffer](#), if the alternate buffer preserves important, existing views and continues to screen the view of the development.
- (4) *Site Condominiums & Subdivisions Side & Rear-yard Buffer:* The approving authority may approve different standards for the side and rear-yard buffer, as outlined in §18.20(C)(2): [Side & Rear-yard Buffer](#), if the alternate buffer provides better screening, is adjacent to an undeveloped area, or is adjacent to a similar land use.
- (5) *Landscaping:* The approving authority may grant an administrative adjustment from the standards of [the Landscaping Article](#), [Article 18: Landscaping](#), if at least one (1) of the criteria below is true:
- Natural Screening:* Existing vegetation provides adequate screening and buffering for the site;
  - Topography:* The site or surrounding area has steep topography that would make the required landscaping ineffective;
  - Wetlands:* The presence of wetlands on the site would prevent the installation of required landscaping or result in the destruction or alteration of wetlands;
  - Stormwater Management:* Alternate landscaping provides enhanced stormwater management and still provides adequate screening of the site;
  - Building Heights:* The height of the buildings does not require landscaping to provide adequate screening due to topography or other natural features;
  - Existing Structures:* There are existing structures to remain that would prohibit the installation of required landscaping;
  - Significant Views:* The required landscaping would result in the destruction or significant degradation of significant views and other methods have been proposed that would adequately screen the site;
  - Traffic:* The required landscaping would negatively impact traffic sight distances and operation; or
  - Utilities:* The presence of utility easements and utility-related planting limitations prohibit required plantings and other methods have been proposed that would adequately screen the site.
- (6) *Lighting Replacement:* The approving authority may grant an administrative adjustment from having to upgrade all of the lighting on a site if one (1) of the following is true:
- Minor Improvements:* The amount and scale of improvements to the site are of an extremely-limited nature; or
  - Nature of Lighting:* The nonconforming lighting is of a specific nature that its continued use does not cause negative impacts on surrounding properties, public spaces, or the site.

- (7) *WECS Sound Level:* The approving authority may grant an administrative adjustment to the maximum sound levels for WECS, §16.75(E): [Sound](#), if the amendment will better serve the intent and purpose of this Ordinance and a written, notarized permission is granted by the affected property owners.
- (8) *Solar Energy System ~~Lot-Building~~ Coverage:* ~~An administrative adjustment~~[The approving authority may grant an administrative adjustment shall for an increased building coverage for a solar energy system, §16.80\( C\): Building Coverage, be granted](#) if the increased ~~lot-building~~ coverage will not create a nuisance to adjacent properties, streets, or public spaces or increase stormwater runoff and the ~~lot-building~~ coverage will not be increased by more than ten (10) percent higher than the allowed ~~lot-building~~ coverage.
- (9) *Specific Use Standards for Setbacks:* An administrative adjustment shall be granted for a reduced setback from specific use standards, [Article 13: Specific Use Standards](#), if all of the following are true:
- Health & Safety:* The proposed design will maintain or reduce the potential health and safety impacts of the use on adjacent lots, streets, and public spaces;
  - Use:* The proposed design will maintain or reduce any potential negative impacts of the use on the use of adjacent lots, streets, and public spaces;
  - Nuisance:* The proposed design will maintain or reduce the potential for a nuisance of the use on adjacent lots, streets, and public spaces;
  - Sound:* The proposed design will maintain or reduce the potential sound impacts of the use on adjacent lots, streets, and public spaces;
  - Light:* The proposed design will maintain or reduce the potential light impacts of the use on adjacent lots, streets, and public spaces;
  - Odor:* The proposed design will maintain or reduce the potential odor impacts of the use on adjacent lots and public spaces;
  - Master Plan:* The proposed design is consistent with the goals and objectives of the Master Plan;
  - Intent:* The proposed design is consistent with the intent of this Ordinance; and
  - Maintenance:* The proposed design will be maintained through the life of the use.
- (10) *Specific Use Standards for Access:* [The approving authority may grant an administrative adjustment from the street access standards of Article 13: Specific Use Standards if the alternate access will not negatively affect the flow of traffic or condition of the street.](#)

*End of Article 30.*

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