



The administrative adjustment process is intended to provide flexibility for application of specific standards to sites where it is clear that an alternative approach with minor or de minimis modifications of the standards will equally or better meet the purpose, intent, or design objectives of these regulations (ref. UDC 2.3.4).

Applicability: An application for administrative adjustment may be submitted by the owner or authorized agent in association with a site plan.

Review Criteria - In considering an administrative adjustment, the Director shall find that all of the following criteria exist:

1. The adjustment requested is compatible with the character of the surrounding area in terms of building scale, building form, landscape, and site design.
2. The adjustment requested supports the Intent and Applicability statements of the zoning district, and meets and achieves the Design Objectives of any specific standards.
3. The adjustment requested is based upon sound planning or urban design principles that are professionally recognized and consistent with the Comprehensive Plan.
4. The adjustment requested is based on the context of the property, is not solely for the convenience of one particular application on the site, and is not generally applicable to other sites in the area.
5. The adjustment requested is the minimum necessary to meet the Intent and Applicability of the zoning district and the Intent of the Administrative Adjustment process.
6. The adjustment requested does not alter the general concept of any preliminary development plan or regulating plan applicable to the property, and specifically preserves the design excellence or outstanding public amenity that was the basis for the PUD or regulating plan.
7. The adjustment requested is within any specific bounds of discretion granted by these regulations, or where no such bounds are specified results in only a minor modification of the standard that produces no perceived impact on abutting property.
8. Any review and recommendations of other reviewing bodies supports these findings.

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