

(N) *Administrative approval.*

(1) *Purpose and applicability.*

(a) The Director may authorize an Administrative Approval (AA) to an approved FDP or MP that is required to correct any undetected errors or omissions, address conditions discovered during the permitting process or construction, or that is necessary to ensure orderly and efficient development.

(b) Any approved AA must be consistent with the intent of the related approved FDP or MP.

(c) The Director may also authorize an AA to existing structures and associated site improvements that are necessary to complete ordinary maintenance, refurbishment or Zoning Code compliance.

(2) *Administrative approval defined.* The following are considered AA's:

(a) Adjustments to lot lines;

(b) Adjustments to the location and layout of parking lots;

(c) Adjustments of up to 10% in total building floor area or floor plan;

(d) Adjustments to building height up to 10% for no more than 10% of the floorplate of the highest occupied floor when necessary to accommodate building equipment or features required to comply with building code;

(e) Substitution of landscaping materials specified in the landscape plan;

(f) Redesigning and/or relocating stormwater management facilities;

(g) Relocating fencing, walls or screening (not including screening walls);

(h) Modifications to sign location, sign face, landscaping and lighting;

(i) Changes in building material;

(j) Changes in building color, in compliance with the approved Historic Paint Color palette;

(k) Changes required by outside agencies such as the county, state, or federal departments; and/or

(l) Other modifications deemed appropriate by the Director that do not alter the basic design or any specific conditions imposed as part of the original approval.

(3) *Review procedure.*

(a) An application for an AA shall be made in accordance with the provisions of divisions (N)(4) and (P)(1) of this section.

(b) The Director shall be the required reviewing body for applications for an AA.

(c) The Director shall review the request after receiving a complete application and make a decision to approve, approve with conditions, or deny an AA application under the criteria of division (N)(5) of this section. The Director's decision shall be provided to the applicant in writing.

(d) The Director may forward any AA application to the ARB for consideration. In making such a determination, the Director shall conclude that the application raises complex issues, including that the proposal is of such magnitude that it has a detrimental effect on the approved development or there are neighborhood or community wide effects that may result if the proposal is approved, that would benefit from a public review and decision by the ARB.

(e) If denied, or approved with conditions, the applicant shall be given the opportunity to revise the request in response to the Director's comments and resubmit for further consideration.

(f) Requests not meeting the requirements for an AA shall require the filing and approval of a new application for a FDP, MP or other application as applicable, in accordance with this section.

(g) Decisions may be appealed to ARB.

(4) *Submittal requirements.* It is the intent of these regulations that an application for an AA provides sufficient information to ensure general conformity to the applicable provisions of this code and the approved FDP or MP, and to evaluate whether the AA should be granted under division (N)(2) and (N)(5). The information should be sufficiently detailed to enable the Director to understand the existing site and the AA request for the proposed project or a portion thereof. The applicant shall submit an application and supplemental materials as outlined (P)(1) and determined by the Director.

(5) *Review criteria.* The Director shall make his or her decision on an application for a proposed AA based on all of the following criteria:

(a) Adjustments to lot lines do not create additional lots, required setbacks and/or RBZs are maintained, and the boundaries to any approved PDP, FDP, or MP are not altered;

(b) Adjustments to the location and layout of parking lots maintain the perimeter setbacks, yards, buffers, and required parking;

(c) Adjustments for buildings do not alter the character or the use of the originally approved building, building height(s), or floor plans except as provided for in division (K)(2);

(d) Substitution of landscaping materials shall be of an equal or greater size and quality as the approved materials;

(e) Redesigned and/or relocated stormwater management facilities shall maintain the approved general character of said facilities and the approved stormwater capacities;

(f) Relocating fencing, walls, or screening (not including screening walls) shall maintain the same level and quality of materials and screening;

(g) Modifications to sign location, sign face, and related landscaping and lighting, shall maintain the approved general sign design, number of signs, and dimensional requirements;

(h) Changes in building material shall be similar to and have the same general appearance comparable to previously approved material; such changes shall be of equal or higher quality than the previously approved material;

(i) Changes in color shall be complementary to the architectural design and character of the building;

(j) The modification is not being requested solely to reduce cost or as a matter of general convenience; and

(k) The requested modification would be better addressed through the modification rather than an amendment to the requirements of this chapter or to the approved FDP or MP.

(O) *Other applicable approvals.*

(1) *Conditional uses.* The conditional use approval procedures in §153.236 shall apply in the Historic Zoning Districts.