



User's Guide To The Land Use Permit Process

Administrative Adjustment

Yakima County Planning Division ◆ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ◆ Phone (509) 574-2300

"Administrative adjustment of standard" means a change, either an increase or decrease, in one or more of the development standards of Unified Land Development Code in accordance with the provisions of Chapter 19.35.

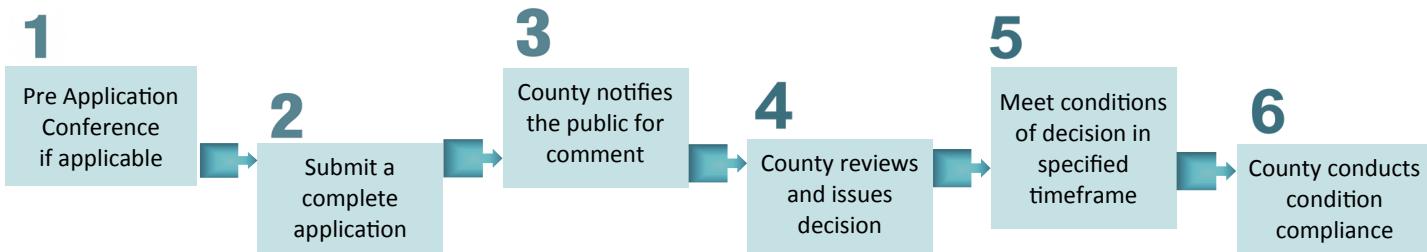
Certain zoning rules for development in Yakima County may be adjusted through an **Administrative Adjustment Application** in order to provide some flexibility in development standards. The adjustment request has to meet certain criteria to ensure it is consistent with the purpose and intent of the law and the certain rule that is being adjusted. The criteria for adjustments are found in YCC 19.35.020. Also found in YCC 19.35.020 are specific criteria for reducing Especially Sensitive Land Use special setbacks, for adjusting sign standards, and for adjusting the sitescreening and landscaping standards.

In accordance with YCC 19.35.020(3)(a) those development standards which can be considered for adjustment are:

- Setbacks, building height, and heights of fences, walls and recreational screens, as found in Section 19.10.040 General Development Regulations;
- Setbacks, building height and lot coverage in Chapter 19.11 Rural and Resource Districts, Chapter 19.12 Urban Residential Districts, and Chapter 19.13 Business, Commercial and Industrial Districts;
- Chapter 19.20 Signs (however, see the section below regarding sign standards that cannot be adjusted);
- Chapter 19.21 Sitescreening and Landscaping;
- Chapter 19.22 Parking and Loading;
- As otherwise specified, such as for reductions to special resource setbacks (YCC 19.35.020(6))

In accordance with YCC 19.35.020(3)(b) the following standards cannot be adjusted through the administrative adjustment process:

- Density or minimum lot size or width;
- Height of buildings or structures as limited in Section 19.17.030 for the Airport Safety Overlay;
- The number of signs or size of signs, or to allow any prohibited sign;
- The siting of manufactured and mobile homes as set forth in Chapter 19.18 within Urban Growth Areas or the Rural Transitional and Rural Settlement zoning districts;
- Standards in Chapter 19.18, except adjustments to visibility of a front entrance of an accessory dwelling unit, the siting of manufactured and mobile homes outside Urban Growth Areas or the Rural Transitional and Rural Settlement zoning districts, resource setbacks as specified in this Section and special events for bed and breakfasts in excess of 12 per year;
- The requirements in other Titles of Yakima County Code, which may have their own adjustment processes outside the scope of this Title; or
- Road standards which are subject to Road Design Modifications set forth in section 19.35.040.



For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).



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A standard listed in Subsection (3)(a) as listed on page 1 may be adjusted if the Reviewing Official finds that the administrative adjustment is consistent with:

- The purpose and intent of Comprehensive Plan policies that relate to the specific adjustment being proposed and this Title;
- The purpose and intent of the specific zoning district and the standard being adjusted;
- Maintaining the minimum administrative adjustment necessary to accommodate the proposed use;
- Balancing the flexibility of the administrative adjustment with the health, safety and general welfare of individual neighborhoods and the community; and
- The placement or design of structures will maximize solar access for the production of solar energy;

The **Administrative Adjustment Form** asks for answers to some of the typical questions that are required to allow any adjustment. Applicants identify where in the zoning ordinance the rule is listed, then explain what alternative is requested instead. For instance, if the setback from a street is normally a distance of 50 feet from the centerline for a new house, but 40 feet is requested, this information is written in on the form so that it is clear exactly what the request is for. The time and level of review for an administrative adjustment varies depending on the location and the type of land use to which the adjustment is related. The most common applications are processed as Type 2 applications, where the neighboring property owners are given notice of the request and are asked to provide comments, but without the need to hold a public hearing. If the use that the administrative adjustment is involved with is a Type 3 or 4 use, a Public hearing will also be required.

Frequently Asked Questions

Q: What is the usual process for requesting and obtaining an Administrative Adjustment?

A: Step 1. Submit a complete application. If there are any questions about your application, or if an item is missing, staff will contact you within a few days after it is submitted.

Step 2. Yakima County mails copies of your application to neighboring property owners and other review agencies for comments, which must be submitted within 14-days. A copy is also sent to you. A public hearing is usually not required unless the development is associated with a Type 3 or 4 land use on the site.

Step 3. A written decision is prepared in consideration of the request, comments received, and the criteria in the code. The decision usually includes additional requirements, called conditions of approval, that must be completed within a specific time period for the approval to become final.

Step 4. Complete any conditions of approval listed at the end of the decision within the time period provided.

Q: What are my options if my request does not qualify for an Administrative Adjustment?

A: You can apply for a Zoning Variance. See the Zoning Variance User's Guide for information on the Variance process.