

Section 10 - Enforcement and Administrative Exceptions

(orig. 5-6-46; am. 9-6-77; am. 12-12-78; am. 5-20-08)

A. Compliance

It shall be unlawful for any person, firm, corporation or other entity to use, or cause to be used, any land within the unincorporated areas of Jefferson County except as permitted by this Zoning Resolution. If a use is not listed within the "Permitted Uses" of a zone district, then the use is not allowed. (orig. 9-6-77; am. 3-28-00; am. 12-17-02)

B. Enforcement

1. No oversight or error on the part of the Director of Planning and Zoning, his/her appointed designee's, assistants, or any official or employee of the County shall legalize, authorize, or excuse the violation of any of the provisions of this Zoning Resolution. (orig. 5-6-46; am. 9-6-77; am. 6-14-88; am. 12-17-02; am. 3-3-15)
2. It shall be the duty of the Director of Planning and Zoning to interpret and enforce all regulations and requirements contained in this Zoning Resolution and in Special Exceptions, Variances, Special Uses, County-approved landscape plans, and Official Development Plans unless that duty has been expressly delegated to another office. (orig. 9-6-77; am. 6-1-93, am. 8-17-99; am. 12-17-02; am. 3-3-15)
3. Enforcement Process
 - a. Violation of any regulation or provision of this Zoning Resolution shall be subject to the penalties and procedures provided in C.R.S. § 30-28-124 and 30-28-124.5. (orig. 7-17-18)
 - b. The County accepts complaints concerning properties within the unincorporated areas of the County. All complaints are independently investigated by a County Zoning Inspector, who determines whether the complaint is founded and if a zoning violation notice should be issued. (orig. 7-17-18)
 - c. Once a complaint has been accepted by Planning and Zoning, the Zoning Inspector will attempt to complete an inspection and any other necessary investigation to determine if a violation is present. If the County is unable to verify a violation exists on the property, the complaint will be closed. (orig. 7-17-18)
 - d. Upon verification of a violation, the County will give written notice to the violator to correct the violation within 10 days after the date of the notice. The notice will be delivered to the property owner, tenant, contractor, or other responsible party either by U.S. Mail or other means. (orig. 7-17-18)
 - e. An inspection of the property will occur after the 10-day correction period listed on the notice. If the violation on the property has been abated, the violation case will be closed. If the violator fails to correct the violation within the 10-day period or within any extension period granted by the County, the County may issue a summons and complaint to the violator, stating the nature of the violation with sufficient particularity to give notice of the charge to the violator. (orig. 7-17-18)
 - f. The above procedure related to inspection and notice may not apply to actions seeking injunctive relief. (orig. 7-17-18)
4. Cease and Desist Order (orig. 12-14-04)
 - a. If the Director of Planning and Zoning determines that a violation of this Zoning Resolution exists, the Director of Planning and Zoning may issue a cease and desist order. (orig. 12-14-04; am. 3-3-15)
 - b. The cease and desist order shall be in writing and served on the owner of the property involved or the owner's agent or the person committing the violation. All cease and desist orders shall be served upon such person by personal service or certified or registered mail, return receipt requested. (orig. 12-14-04)
 - c. The cease and desist order shall set forth with particularity the provisions of the Zoning Resolution being violated, the facts that constitute the violation and the time by which the violation must be terminated or corrected. An immediate order to cease the violation may be issued but in no case shall a correction period of longer than 30 calendar days be granted unless the Director of Planning and Zoning approves a longer time period. (orig. 12-14-04; am. 3-3-15)
 - d. Unless provided otherwise in the cease and desist order or granted in writing by the Director of Planning and Zoning, all cease and desist orders are effective upon service. (orig. 12-14-04; am. 3-

3-15)

- e. Failure to comply with a cease and desist order issued pursuant to this section shall be considered a violation of this Zoning Resolution. (orig. 12-14-04)
 - f. All appeals of cease and desist orders must be filed in accordance with the Board of Adjustment Section of this Zoning Resolution and applicable law. If an appeal of a cease and desist order is filed, the effect of the order shall be stayed until affirmed or modified in accordance with the Board of Adjustment Section of this Zoning Resolution. (orig. 12-14-04; am. 3-26-13)
5. Enforcement Measures for Mining Operations (orig. 6-1-93)
- a. Periodic inspections of mining operations, made by personnel from the County and other agencies with enforcement responsibilities concerning regulation of any aspect of the mining operation, shall be allowed by the operator. Such inspectors shall comply with all state and federal safety and health regulations. Any violation of the provision and terms of the Board of Adjustment's resolution authorizing a Special Exception, and/or any violation of the provisions and terms of the Board of County Commissioner's resolution authorizing a Special Use within the M C District, and/or any violation of the provisions and terms of the Official Development Plan (ODP) within the Planned Development District is a violation of this Zoning Resolution. In addition to all other remedies as provided by law, this may result in the issuance of a notice of zoning violation. Any attempt to modify conditions of the existing Special Exception shall be in accordance with the Mineral Conservation District Section of this Zoning Resolution. (orig. 2-20-80; am. 6-1-93; am. 12-17-02; am. 3-26-13)
 - b. Annual Report
The operator shall prepare an annual report for any previously approved Special Exception and, unless waived by the Board of County Commissioners, a Special Use or Planned Development for mining, which shall include the following: (orig. 2-20-80; am. 6 1 93)
 - (1) Operations: A report identifying days of operation and identifying all days on which the detonation of blasting material within 250 feet of the ground surface has occurred. (orig. 2-20-80)
 - (2) Reclamation: A progress report on reclamation identifying areas being reclaimed, areas in which reclamation is complete, and the success or failure of all reclamation efforts to date. A copy of the mined land reclamation annual report shall satisfy this requirement. (orig. 2-20-80; am. 6-1-93)
 - (3) Seismic and Noise Monitoring: A report on the seismic and noise monitoring of the operation, if required. (orig. 2-20-80; am. 6-1-93)
 - (4) Air Quality Data: A report on air quality monitoring, if required. (orig. 2-20-80; am. 6-1-93)
 - (5) Production and Transportation: A report on transportation activities which is a summary of how material was transported off site, including truck and/or rail trips, as appropriate. This report will demonstrate how actual transportation compares to the traffic study as originally presented to the Board of Adjustment and/or the Board of County Commissioners. New traffic studies may be required of operators when routes and methods of transportation to major markets undergo substantial changes that will result in negative impacts on areas not considered during the hearings approving the mining use. The operator should mark documents which they believe to be confidential. Information marked "confidential," which may be precluded from disclosure under 24-72-204, C.R.S., as amended, may not be available to the public until the mining operation is terminated unless the operator gives a written consent to the release of all or any part of the information. (orig. 2-20-80; am. 6-1-93; am. 7-17-18)
 - (6) Hydrologic Data: A report on hydrologic data, which identifies any impact of the operation on surface and ground water as addressed in the Official Development Plan and/or Special Exception, and/or Special Use. (orig. 2-20-80; am. 6-1-93)
 - (7) Community Relations Summary: A report on any community relations activities that have occurred during the past year. (orig. 6-1-93)
 - (8) Other: Any other data required by the Board of County Commissioners at the time the Special Use or Official Development Plan was approved. (orig. 6-1-93)

- (9) Violation of any standard in the Official Development Plan, and/or Special Use, and/or Special Exception that has been brought to the attention of the operator shall be identified and measures taken to prevent reoccurrence shall be provided. (orig. 6-1-93)
- c. Mining Operation Review

The Director of Planning and Zoning shall review the annual report for all mining operations and determine compliance with the conditions and restrictions of the resolution granting the Special Exception or Special Use or the conditions and restrictions of the Official Development Plan. Notification will be provided, in writing, to the operator of such determination. (orig. 6-1-93; am. 12-17-02; am. 3-3-15)
- d. Community Analysis

During the period of the mining operation, the operator shall designate a staff person (and phone number) who shall be available to meet with citizens and County officials concerning problems and address these issues on behalf of the operator. (orig. 6-1-93)
- 6. Enforcement Measures for Landscaping (orig. 8-17-99)
 - a. Periodic inspections of landscaping made by personnel from the County shall be allowed by the landowner. (orig. 8-17-99; am. 12-17-02)
 - b. Landscaped areas shall comply with and be maintained in accordance with this Zoning Resolution, unless the Board of Adjustment has, by resolution, authorized a Special Exception of this Zoning Resolution. In addition, if a Landscape Plan has been approved as a part of a development application, then the landscaped areas shall be maintained in accordance with the approved plan. All aspects of the approved Landscape Plan, such as landscaping, fencing, signage, etc., shall be enforceable even if the standards are more stringent than the requirements of this resolution. (orig. 8-17-99; am. 12-17-02; am. 4-20-10)
 - c. Owners shall cut, or cause to be cut, all weeds growing on their property and remove or cause the removal of the cut weeds to a legal refuse disposal site. (orig. 7-6-04)
 - d. Any deviation from the provisions and terms of a Board of Adjustment's resolution authorizing a Special Exception to landscaping requirements, or any deviation from the County-approved landscape plan(s) is a violation of this Zoning Resolution. In addition to all other remedies as provided by law, this may result in the issuance of a notice of zoning violation. (orig. 8-17-99; am. 12-17-02)
- 7. Enforcement Measures for Defensible Space and Associated Fuel Break Thinning (orig. 6-18-02)
 - a. Periodic inspections of defensible space and associated fuel break thinning made by personnel from the County shall be allowed by the landowner. (orig. 6-18-02)
 - b. Defensible space and associated fuel break thinning shall comply with and be maintained in accordance with this Zoning Resolution and Colorado State University's Cooperative Extension Quick Guide Series FIRE 2012-1 unless the Board of Adjustment has, by resolution, authorized a Special Exception to this Zoning Resolution and Colorado State University's Cooperative Extension Quick Guide Series FIRE 2012-1. (orig. 6-18-02; am. 12-17-02; am. 7-17-18)
 - c. Any deviation from the provisions and terms of a Board of Adjustment's resolution authorizing a Special Exception to defensible space and associated fuel break thinning requirements, or any deviations from the County approved defensible space and associated fuel break thinning plans is a violation of this Zoning Resolution. In addition to all other remedies as provided by law, this may result in the issuance of a notice of zoning violation. (orig. 6-18-02; am. 12-17-02)
- 8. Enforcement Measures for Floodplain Overlay District
 - a. Suspension and Revocation of Permit: The County may suspend or revoke a permit for violation of any provision of the floodplain regulations, violation of the permit or misrepresentations by permit holder, his agents or his employees or independent contractors under contract with the permittee. The decision of the County to suspend or revoke a permit may be appealed to the Board of Adjustment. No work shall be performed while an appeal is pending except as authorized by the County. (orig. 8-27-13)
 - b. Court Action: Nothing in the floodplain regulations shall be construed to prevent the County Attorney, at the County Attorney's discretion, from filing a court action based upon a violation or potential violation of the floodplain regulations. (orig. 8-27-13)

- c. Right of Entry: As necessary, the County may enter the premises to inspect or perform any duty imposed by the floodplain regulations. If such entry is refused, the County shall have recourse to every remedy provided by law to secure entry. (orig. 8-27-13)
- d. Stop Work Orders: When any work is being done which is not in compliance with an approved permit and/or the provisions of the floodplain regulations or any other applicable law, rule or regulation, the County can order the work stopped by serving written notice on any persons engaged in doing or causing such work to be done. Such person shall immediately stop such work until authorized by the County to proceed with the work or until approval to proceed has been obtained from the Board of Adjustment or other legal process. If there are no persons present on the premises, the notice may be posted in a conspicuous place. The notice shall state the nature of the violation. The notice shall not be removed until the violation has been vacated or authorization to remove the notice has been issued. Failure to comply with any Stop Work Order is a violation of the Zoning Resolution and the County may proceed with Court Action and/or the actions listed below: (orig. 8-27-13)
- e. The County may contact the U.S. Army Corps of Engineers to notify them about any violation of Section 404 of the Clean Water Act. (orig. 8-27-13)
- f. The County may contact the Colorado Parks and Wildlife to determine and/or notify them about any violation to the Endangered Species Act. (orig. 8-27-13)
- g. The County may issue a declaration of violation, under Section 1316 of the National Flood Insurance Act of 1968 to the Federal Emergency Management Agency to deny flood insurance on the property in violation. The effects of having a Section 1316 violation are non-availability of flood insurance for any buildings, possible reduction of market value, risk of damage without compensation, possible mortgage foreclosure, and denial of disaster assistance for repair of structural damage. (orig. 8-27-13)

C. Administrative Exceptions

- 1. The Director of Planning and Zoning may permit certain Administrative Exceptions to the requirements for lot area, front, side and rear setbacks, building height, sign height and sign face area. Said Administrative Exceptions shall be for the purpose of relieving difficulties or hardships due to narrowness, shallowness, shape or topographic condition of a specific piece of property, or to provide limited flexibility to lot standards when it is determined that no substantial detriment to the public good nor harm to the general purpose and intent of this Zoning Resolution will be caused thereby. (orig. 9-6-77; am. 12-12-78; am. 11-6-79; am. 1-17-84; am. 12-5-95; am. 12-17-02; am. 7-12-05; am. 3-3-15)
- 2. The Director of Planning and Zoning may permit Administrative Exceptions to any zoning requirement other than the separation and occupancy limitations of group homes in order to provide reasonable accommodations for a disability where necessary to afford the resident(s) an equal opportunity to use and enjoy a dwelling. (orig. 3-29-16)
- 3. The Director of Planning and Zoning may permit certain Administrative Exceptions for temporary uses, temporary living quarters, home occupations, and minor modifications. Said Administrative Exceptions shall be reviewed based on the criteria outlined in each of those subsections found within this section of the Zoning Resolution. (orig.3-26-13; am. 3-3-15)
- 4. Administrative Exceptions may be permitted only after a site inspection has been made by the County and it has been determined by the County that no substantial detriment will be caused to the general public welfare or local community character. The decision for an Administrative Exception for a disability will not be made solely based on an evaluation of community character. If granted, Administrative Exceptions shall be issued in writing. (orig. 12-12-78; am. 1-17-84; am. 12-17-02; am. 3-29-16)
- 5. Notification Criteria: Notification is required in accordance with the notification provisions of the Administrative Provisions Section of the Zoning Resolution. (orig. 3-26-13; am. 3-3-15; am. 3-29-16)
 - a. Those notified will have 14 calendar days to reply in writing before a decision is rendered. (orig. 3-26-13; am. 3-29-16; am. 7-17-18)
- 6. The Director of Planning and Zoning may revoke any Administrative Exception granted under this section by issuing a Zoning Violation Notice if, in the Director of Planning and Zoning's opinion, the use is not in compliance with the intent and purpose for which the Administrative Exception was granted, if the conditions of approval of the Administrative Exception or requirements of the Zoning Resolution have not been satisfied. (orig. 12-12-78; am. 6-14-88; am. 12-17-02; am. 3-3-15, am. 3-29-16)

7. Verification of Setbacks Requirements: A Setback Verification Form, as described in the General Provisions Section of this Zoning Resolution is required for any building or structure allowed by an Administrative Exception. (orig. 12-12-78; am. 12-17-02; am. 3-3-15, am. 3-29-16; am. 7-17-18)
 - a. The Director of Planning and Zoning shall have the ability to waive the requirement for a Setback Verification Form if the applicant is seeking an accommodation of a disability. This waiver may be granted if it is the Director of Planning and Zoning's opinion that the information from the survey would not aid in the review or enforcement of the Administrative Exception granted for such disability. (orig. 3-29-16; am. 7-17-18)
8. Administrative Exceptions shall only be permitted when the request falls within the parameters set forth below: (orig. 9-6-77; am. 12-12-78)
 - a. Lot Area

Under the following conditions, the Director of Planning and Zoning may permit the following Administrative Exceptions to the lot area requirement of any zone district. (orig. 5-6-46; am. 9-6-77; am. 11-6-79; am. 12-17-02; am. 3-3-15)

 - (1) If a lot, platted and recorded ON or BEFORE April 1, 1946, has less lot area than current minimums require, the Director of Planning and Zoning may permit the use of such lot as though the area conforms to minimum requirements, provided that: (orig. 5-6-46; am. 9-6-77; am. 11-6-79; am. 12-17-02; am. 3-3-15)
 - (a) Current setback and height regulations shall be complied with for any new construction or structural alteration; and (orig. 9-6-77)
 - (b) Current use regulations shall be complied with for any new construction or structural alteration. (orig. 9-6-77)
 - (c) The applicant shall present the Director of Planning and Zoning with a written statement from owners of immediately adjacent lots indicating their position as to the Administrative Exception requested, or the County shall notify all owners of adjacent lots in writing. Those owners will have 10 calendar days to reply in writing before a decision is rendered. (orig. 12-12-78; am. 1-17-84; am. 12-17-02; am. 3-3-15)
 - (2) If a lot was platted and recorded AFTER April 1946; OR IF the property is unplatted with a metes and bounds legal description, and such parcel has less lot area than the current minimum required, the Director of Planning and Zoning may permit the use of such parcel, provided that: (orig. 9-6-77; am. 11-6-79; am. 12-17-02; am. 3-3-15)
 - (a) All current setback and height regulations shall be complied with; and (orig. 9-6-77)
 - (b) Current use regulations shall be complied with for any new construction or structural alteration; and (orig. 9-6-77)
 - (c) The area is not less than 75 percent of the minimum required. (orig. 9-6-77; am. 11-6-79; am. 7-1-03)
 - (d) The applicant shall present the Director of Planning and Zoning with a written statement from owners of immediately adjacent lots indicating their position as to the Administrative Exception requested, or the County shall notify all owners of adjacent lots in writing. Those owners will have 10 calendar days to reply in writing before a decision is rendered. (orig. 12-12-78; am. 1-17-84; am. 12-17-02; am. 3-3-15)
 - b. Front, Side and Rear Setbacks and Building Heights

Under the following conditions, the Director of Planning and Zoning may permit, in writing, certain Administrative Exceptions to setback, building height, area requirements, and vertical height disturbances in any zone district as set forth below. (orig. 9-6-77; am. 12-12-78; am. 1-17-84; am. 12-17-02; am. 7-12-05; am. 3-3-15; am. 7-17-18)

 - (1) Site Plan Submittal Requirements
 - (a) All requests for Administrative Exceptions for setbacks shall include an Improvement Survey Plat (ISP). (orig. 7-17-18)
 - (b) The location of any proposed structures shall be clearly shown on a copy of the ISP, with the requested setbacks labeled. (orig. 7-17-18)

- (2) Front Yard Setback
 - (a) A front yard setback of up to 75 percent of the minimum required. (orig. 12-12-78; am. 1-17-84; am. 12-17-02; am. 3-26-13)
 - (b) Administrative Exceptions to setbacks on corner lots cannot be granted by the Director of Planning and Zoning in the area required for vision clearance at corners and railroad crossings unless it is specifically found by the County that no potential traffic problem is created because of diminished sight distances. (orig. 12-12-78; am. 1-17-84; am. 12-17-02; am. 3-3-15)
- (3) Side Yard Setbacks
 - (a) A side yard setback up to 75 percent of the minimum required. (orig. 5-6-46; am. 9-6-77; am. 12-12-78; am. 1-17-84; am. 12-17-02; am. 3-26-13)
 - (b) Chimneys, open fire escapes or stairways to extend not more than 5 feet into a required side yard if they can be so situated as not to unreasonably obstruct light and ventilation of an existing dwelling or other main building on an adjoining lot. (orig. 5-6-46; am. 9-6-77)
 - (c) Administrative Exceptions to side setbacks on corner lots cannot be granted by the Director of Planning and Zoning in the area required for vision clearance at corners and railroad crossings unless it is specifically found by the County that no potential traffic problem is created because of diminished sight distance. (orig. 12-12-78; am. 1-17-84; am. 12-17-02; am. 3-3-15)
- (4) Rear Yard Setback
 - (a) A rear yard setback of up to 75 percent of the minimum required. (orig. 12-12-78; am. 1-17-84; am. 12-17-02; am. 3-26-13)
 - (b) Chimneys, open fire escapes or stairways to extend not more than 5 feet into the required rear yard if such rear yard abuts on an alley which is not less than 16 feet in width. (orig. 5-6-46; am. 9-6-77)
- (5) Building Height
 - (a) The maximum height of a building may be increased by 5 feet over the allowable maximum. (orig. 1-17-84; am. 12-17-02; am. 3-26-13)
 - (b) Administrative Exceptions shall not be granted for both setback and building height requirements on a given lot. (orig. 1-17-84; am. 7-12-05)
- (6) Vertical Height Disturbance for Private Roads and Driveways

The maximum height of a vertical cut or fill slope may be increased by 5 feet over the allowable maximum upon approval by the Director of Planning and Zoning. In determining whether to approve or disapprove the request, the Director of Planning and Zoning shall consider all technical evaluations, relevant factors, standards specified in other sections, and whether the applicant has adequately addressed the provisions of The Board of Adjustment Section of this Zoning Resolution (orig. 11-12-02; am. 12-17-02; am. 3-26-13)

c. Accommodation of a Disability

The Director of Planning and Zoning, after consultation with the County Attorney's Office, may permit, in writing, certain Administrative Exceptions modifying any requirement of this Zoning Resolution other than the separation requirements and occupancy limitations of group homes, in order to provide a reasonable accommodation for a disability where necessary to afford the resident(s) an equal opportunity to use and enjoy a dwelling. The reasonable accommodation shall not authorize a use listed as a Special Use in the underlying zone district. The reasonable accommodation shall be subject to the following restrictions: (orig. 3-29-16; am. 7-17-18)

- (1) The Director of Planning and Zoning shall require the submission of evidence of disability and evidence establishing that an accommodation is reasonably necessary. (orig. 3-29-16)
- (2) The requested accommodation shall not exceed the minimum reasonably necessary to accommodate the disability. (orig. 3-29-16)
- (3) The requested accommodation shall not impose an undue financial or administrative burden on the County. (orig. 3-29-16)

- (4) The requested accommodation shall not create a fundamental alteration in the County's land use and zoning plans. (orig. 3-29-16)
- (5) The accommodation may be granted on a temporary basis. (orig. 3-29-16)

In the event that an Administrative Exception to accommodate a disability is granted, the Director of Planning and Zoning may require an affidavit be recorded with the Clerk and Recorder, with owner acknowledgement, to provide notice of the Administrative Exception. (orig. 3-29-16)

The Director of Planning and Zoning shall review all pertinent information pertaining to the request and render a decision in writing. Such determination may be appealed to the Board of Adjustment as outlined in the Board of Adjustment Section of this Zoning Resolution. (orig. 3-29-16)

9. Temporary Uses:

Upon written request by the property owner or his/her representative, submission of a plot plan and proof of property ownership, the Director of Planning and Zoning may permit in any zone district a temporary use (excluding firework stands), including but not limited to: greenhouses, seasonal sales, temporary structures and those uses not covered by the Special Events Section of this Zoning Resolution provided the use is permitted in that zone district: (orig. 12-17-02; am. 12-14-04; am. 3-3-15)

- a. In making a decision, the Director of Planning and Zoning shall evaluate parking, location of structures and buildings, access, adequacy of road system, hours of operation, length of operation, dust, noise and vibration beyond the property boundaries and any other items deemed necessary. (orig. 12-17-02; am. 3-3-15)
- b. The property owner or his/her representative must reapply for the temporary uses on an annual basis. A maximum of 5 total years, beginning from the date that the first exception was granted, shall be allowed. (orig. 12-17-02; am. 12-14-04)

10. Temporary Living Quarters

a. Upon written request by the property owner or his/her representative, submission of a plot plan and proof of property ownership, the Director of Planning and Zoning may permit in any zone district the temporary occupation, for residential purposes, of a temporary living quarter. Temporary living quarters may be permitted only in circumstances where a permanent dwelling is being constructed on the same property. Such approval may be granted only when the following requirements have been met. (orig. 6-14-88; am. 12-17-02; am. 3-3-15)

- (1) An affidavit has been submitted stating that the occupant of the temporary living quarters will be the property owner, contractor or builder. (orig. 6-14-88; am. 12-17-02)
- (2) A Building Permit has been obtained for the permanent dwelling. (orig. 6-14-88)
- (3) A permit for an Individual Sewage Disposal System or other sewage disposal facility, approved by Public Health, exists for such temporary living quarters. (orig. 6-14-88; am. 12-17-02; am. 10-25-05; am. 4-20-10)
- (4) A well permit has been obtained or public water supply exists for such temporary living quarters. (orig. 6-14-88; am. 12-17-02)
- (5) Any other restrictions as may be deemed necessary by the Director of Planning and Zoning. (orig. 6-14-88; am. 12-17-02; am. 3-3-15)

- b. The approval may be granted only to the true fee owners of the property on which the permanent home is to be constructed. Only 1 temporary living quarter may be permitted on the property and may be occupied by either the true fee owner or the contractor or builder, as approved by the Administrative Exception. (orig. 6-14-88; am. 12-17-02)
- c. The approval may be granted for a period of up to 1 year and may be renewed for up to 6 months. Any extension beyond the maximum period must be granted by the Board of Adjustment. (orig. 6-14-88; am. 12-17-02)
- d. A temporary living quarter permitted as an Administrative Exception by the Director of Planning and Zoning must be removed from the property prior to the expiration of the permit or within 60 days after a certificate of occupancy is issued, whichever date occurs first. (orig. 7-22-97; am. 12-17-02; am. 3-3-15)

11. Home Occupations

Under the following conditions, the Director of Planning and Zoning may permit, in writing, certain Administrative Exceptions to home occupations for hair, nail or similar beauty salon or barber shop, mail order businesses and large day-care homes. (orig. 7-1-03 am. 7-12-05; am. 3-3-15)

- a. Such home occupation shall be approved initially for a period of up to one year and may be renewable for periods of greater duration after complete resubmittal thereon through the Administrative Exception process. (orig. 7-1-03)
- b. The Administrative Exception shall establish restrictions on location, access, water and sewer facilities, parking and any other reasonable stipulations deemed necessary for the protection of the health, safety and welfare of the citizens of Jefferson County. (orig. 7-1-03; am. 7-12-05)
- c. In approving or denying such home occupations, the Director of Planning and Zoning shall consider all uses incidental to such home occupations, including retail sale of commodities, if any. (orig. 7-1-03; am. 3-3-15)
- d. Such home occupation shall be approved only if it would not have a detrimental impact on the public good and would not substantially impair the intent and purpose of this Zoning Resolution. (orig. 7-1-03)

12. Minor Modifications

The Director of Planning and Zoning may permit minor modifications within any given zone district to provide limited flexibility when it is determined that no substantial detriment to the public good nor harm to the general purpose and intent of this Zoning Resolution will be caused thereby. (orig. 7-12-05; am. 3-3-15)

- a. Upon written request by the property owner or his/her representative, submission of supporting documentation and proof of property ownership, the Director of Planning and Zoning may permit in any zone district such modification(s) only after a finding that: (orig. 7-12-05; am. 3-3-15)
 - (1) Such modification does not constitute a substantial change to the intent of the underlying zoning on the subject property. (orig. 7-12-05)
 - (2) The modification will comply with the minimum zoning lot and building standard requirement of the underlying zone district. (orig. 7-12-05)
 - (3) Review of pertinent records, files and documentation has been completed showing that such modification will not contradict or invalidate approval previously granted by a decision making body. (orig. 7-12-05)
 - (4) The modification will not be incompatible with existing or surrounding uses adjacent to the proposal. (orig. 7-12-05)
 - (5) The modification will not increase the density allowed in the underlying zone district. (orig. 7-12-05)
 - (6) The modification will not create adverse impact to adjacent properties such as dust, noise, vibration, odor or visual impacts. (orig. 7-12-05)
 - (7) The modification will not result in undue traffic congestion or traffic hazards. (orig. 7-12-05)
 - (8) The modification will be adequately landscaped and screened, if applicable. (orig. 7-12-05)
- b. Review and Approval
 - (1) The Director of Planning and Zoning shall review all pertinent information pertaining to the request and render a decision in writing. Such determination may be appealed to the Board of Adjustment as outlined in the Board of Adjustment Section of this Zoning Resolution. (orig. 7-12-05; am. 3-26-13; am. 3-3-15)
 - (2) The following information may be required as part of the Minor Modification review process as determined by the Director of Planning and Zoning to adequately review the proposed modification(s): (orig. 7-12-05; am. 3-3-15)
 - (a) Application Form: A fully completed and executed application form. (orig. 7-12-05)
 - (b) Referral fees as required by reviewing agencies. (orig. 7-12-05)

- (c) Site Plan: A neat and legible drawing of the proposed site layout showing the required information at a scale of 1 inch to 50 feet or larger, or another scale as required by these regulations or as approved by Planning and Zoning which allows for maximum clarity of the proposal. (orig. 7-12-05; am. 5-20-08)
 - (d) Survey: A survey shall be provided for one of the following: for metes and bounds properties, portions of lots or multiple lots, a survey including a legal description in compliance with the requirements of Part I of the Land Development Regulation. (orig. 7-12-05)
 - (e) Landscape Plan. (orig. 7-12-05)
 - (f) Architectural Elevations. (orig. 7-12-05)
 - (g) Grading and Erosion Control Plan. (orig. 7-12-05)
 - (h) Civil Construction Plans. (orig. 7-12-05)
 - (i) Parking Plan: A parking plan (which may be combined with the civil construction plans.) (orig. 7-12-05)
 - (j) Supporting Documents such as: Proof of Ownership, Proof of Water and Sewer, Proof of Access, Fire Protection, Geotechnical Report, Floodplain Overlay Zone District Report, Deeds, Performance Guarantees. (orig. 7-12-05)
 - (k) Additional Documentation: Other reports, studies, or plans and evidence of compliance with Plat or Exemption from Platting restrictions as deemed necessary by Planning and Zoning to address issues unique to the application. (7-12-05; am. 5-20-08)
- (3) Upon an affirmative decision, a Site Development Plan, Grading Permit, Floodplain Permit, Building Permit, or Miscellaneous Permit may be required prior to commencement of the approved modification. (orig. 7-12-05)
 - (4) The Director of Planning and Zoning may revoke any Minor Modification granted under this section by issuing a Zoning Violation Notice if, in the Director of Planning and Zoning's opinion, the use is not in compliance with the intent and purpose for which the Minor Modification was granted. (orig. 7-12-05; am. 3-3-15)
 - (5) If the appropriate development permit(s), has not been issued for the modification or, if no permit is necessary, if the approved modification is not commenced within 12 months of approval, the approved modification shall become void, unless a six month extension is requested and approved by the Director of Planning and Zoning at least 30 days prior to the 12 month expiration date. Only one such extension shall be granted. (orig. 7-12-05; am. 3-3-15)

13. Review and Referral

Upon review of any request for an Administrative Exception, the Director of Planning and Zoning may refer the request to the Board of Adjustment if, in the Director of Planning and Zoning's opinion, circumstances are such that a public hearing is warranted, or if there is adequate need to satisfy adjoining property owners' concerns or objections. (orig. 12-12-78; am. 6-14-88; am. 12-17-02; am. 3-3-15)

14 Application Fee

Accompanying each application for an Administrative Exception shall be a nonrefundable processing fee in an amount established by the Board of County Commissioners. (orig. 12-12-78; am. 1-17-84; am. 5-3-94)

D. Floodplain Authority of the Director of Planning and Zoning

The Director of Planning and Zoning may grant a Floodplain Development Permit for those uses allowed in the underlying zone districts subject to the restrictions and conditions of the Floodplain Overlay District Section of this Zoning Resolution. The Director of Planning and Zoning shall decide on Floodplain Development permits pursuant to the Policies and Procedures Manual. (orig. 5-31-88; am. 12-17-02; am. 3-26-13; am. 3-3-15; am 7-17-18)