

# MEMORANDUM

KENT COUNTY DEPARTMENT OF  
PLANNING SERVICES  
555 BAY ROAD  
DOVER, DELAWARE 19901



**TO:** Regional Planning Commission

**CC:** Craig Elliason, Esq.

**FROM:** Sarah E. Keifer, AICP, Director, Department of Planning Services

**DATE:** July 11, 2018

**SUBJECT:** LC18-09 Site Plan Exemption

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Attached, please find Ordinance LC18-09 Site Plan Exemptions scheduled for public hearing on September 6, 2018. As drafted, the ordinance:

1. Creates an exemption from formal site plan review for small expansions to existing uses (less than 5000 square feet of impervious cover).
2. Allows for administrative approval.
3. Permits submission of plot plans in lieu of engineered drawings.
4. Exempts accessory structures of less than 300 square feet from review.
5. Requires compliance with design criteria (landscaping, buffering, etc.) to the greatest extent practicable.
6. Allows for discretion in requiring letters of no objection from outside agencies.

In short, Ordinance LC18-09 is intended to relieve business owners of the burden of formal site plan review for small expansions.

Please do not hesitate to contact me directly with any questions in advance of the meeting.

Thank you.