



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

ORD. 2024-314: Site Plan Ordinance Implementation



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TUESDAY, 3 JUNE 2025

Context

What is the intent?

- Establish consistency for when a site plan is required
- Create and restate timelines and deadlines
- Separate code requirements from discretionary comments
- Clarify process for modifications
- Build framework for administration and organization

What is the history?

- Mapping existing processes
- Facilitating stakeholder interviews and discussions
- Researching of comparative and nearby localities
- Identifying benchmarks and best practices
- Obtaining group consensus on final recommendations
- CPCRR.2021.158: Amend the Development Review Process
- ORD. 2024-314: effective 1 July 2025

To what will this apply?

- (1) land disturbance of: 4,000 sq. ft. or 2,500 sq. ft. within a designated Chesapeake Bay Preservation Act Area
- (2) major changes to the public right-of-way or public utility, including the addition of any curb cuts
- (3) 10% increase in parking; installation of public drive-ups, drive-throughs, fuel pumps, or charging stations
- (4) increase in the usable space of any building or structure by 2,500 sq. ft., as measured by building codes

What is the scope of review?

Chapter 25 - Subdivision of Land

Chapter 30 - Zoning

Chapter 13 - Fire Prevention and Protection

Chapter 14 - Floodplain Management, Erosion and Sediment Control, and Drainage

Chapter 23 - Solid Waste

Chapter 24 - Streets, Sidewalks, and Public Ways

Chapter 28 - Utilities

Proposed amendments

§ 30-1030.4. Procedures. (b) *Submittal.*

(2) Within five (5) [~~ten (10)~~] days from receipt of a site plan application, the Director shall notify the applicant whether the site plan application is complete. A complete site plan application is one for which both of the following apply:

§ 30-1030.4. Procedures. (c) *State review.*

(2) Within five (5) [~~ten (10)~~] days from the time a site plan is officially submitted, the Director shall determine whether any feature of such site plan requires approval from any state agency or public authority authorized by state law.

§ 30-1030.4. Procedures. (e) *Decision.*

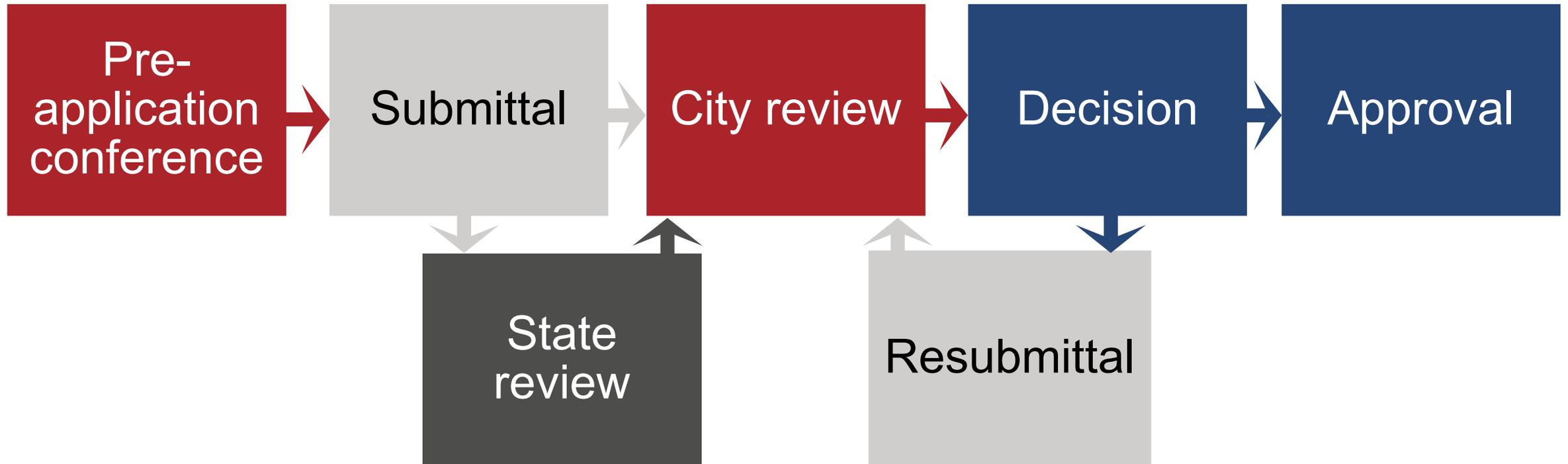
- (1) The Director shall render a decision to approve or disapprove an officially submitted site plan in the form of a written notice to the applicant within one of the following timeframes:
- a. forty (40) [~~sixty (60)~~] days from the date an original site plan was first officially submitted; or
 - b. thirty (30) [~~forty-five (45)~~] days from the date a modified and corrected site plan that was previously disapproved was officially resubmitted for the first or second time; or

§ 30-1030.4. Procedures. (e) *Decision.*

- c. twenty (20) [~~thirty-five (35)~~] days from the date all applicable state agencies and public authorities authorized by state law have provided the Director their written responses for a site plan that requires such responses[~~.~~]; or
- d. fourteen (14) days from the date a modified and corrected site plan that was previously disapproved was officially resubmitted for the third or subsequent time.

Proposed process

Site plan process overview



Site plan and subdivision review: submittal

PARTY	ACTION	REQ	GOAL
Client	submits application in EnerGov	start	start
Planner	reviews completeness; asks for additional info	---	3
Planner	invoices Client; establishes workflow	---	1
Client	pays invoice	---	---
Planner	routes application to Reviewers; <i>State if required</i>	5	1



Site plan and subdivision review: City review

PARTY	ACTION	REQ	GOAL
Reviewers	check compliance; ship deficiencies to Planner	--	21
Planner	approves or disapproves, ships to Client	35 50	7
Client	addresses deficiencies; resubmits (2x)	reset	reset
Planner	routes application to Reviewers	---	1
Reviewers	check compliance; ship deficiencies to Planner	---	14
Planner	approves or disapproves, ships to Client	30	7



Site plan and subdivision review: City review

PARTY	ACTION	REQ	GOAL
Client	addresses deficiencies; resubmits (3x+)	reset	reset
Planner	routes application to Reviewers	---	1
Reviewers	check compliance; ship deficiencies to Director	---	7
Director	approves or disapproves, ships to Client	14	5
Client	addresses minor deficiencies; resubmits	reset	reset
Director	approves or disapproves, ships to Client	7	7

Site plan and subdivision review: submittal

specific deficiencies

the regulations or policies to which the deficiencies apply; and required modifications or corrections that will permit approval

discretionary modifications

while not required, are intended to promote health, safety, morals, comfort, prosperity, and general welfare in accordance with the spirit and intent of this division

Questions and discussion