



*City of New Castle, Delaware*  
220 Delaware Street · New Castle, Delaware 19720-4816

December 30<sup>th</sup>, 2025

City of New Castle Board of Adjustment  
220 Delaware St.  
New Castle, DE 19720

**RE: Planning Commission review and recommendation of the New Castle Self Storage LLC, application for a Special Exception for Self Storage Units Located at 300 W 7<sup>th</sup> to the Board of Adjustment**

Dear Board of Adjustment members,

At the December 15<sup>th</sup>, 2025 Planning Commission, the Planning Commission reviewed the New Castle Self Storage LLC application to the Board of Adjustment for a special exemption for a self-storage unit for recommendation to the Board of Adjustment per Section 230-57.B.(1)(b), Special Exceptions must be reviewed by the Planning Commission.

The Planning Commission approved a motion to recommend approval of the proposed expansion of the self-storage facility at 300 West 7th Street and recommends that the Board of Adjustment work with the Fire Marshall for an opinion on the fire-access space between the two proposed buildings.

It should also be noted that in accordance with §230-46 of the Zoning code, if the Special Exception is approved by the Board of Adjustment, it is required that a Site Plan be submitted to the Planning Commission.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

  
Margo Reign

Chair, Planning Commission, City of New Castle

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