

THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION

PRINCE GEORGE'S COUNTY PLANNING BOARD

December 4, 2007

MEMORANDUM

TO: Prince George's County Planning Board

VIA: Steven Adams, Urban Design Supervisor

FROM: Noushin Rashtian, Urban Design Section

SUBJECT: Specific Design Plan SDP-8701/14
Lake Arbor, North Lake Block A, Lot 12

At the time of this writing, the above case, filed by Ms. Kelly M. Smit, has not been accepted for review by the Development Review Division. The subject of this case is a gateway sign with associated landscaping and fence at the east entrance to the North Lake community.

In a letter dated October 18, 2007 (Slater to Piret), the applicant requested a fee waiver or fee reduction of \$157.00 for the mailing costs associated with a departure from sign design standards (DSDS). It was subsequently discovered that this departure would not be needed because the property is located in a Comprehensive Design Zone, which made it necessary for the applicant to do a second mailing to provide corrected information.

Section 27-125.02 (m)(3) states that the Planning Board may refund or waive a fee if it determines that the fee was paid by mistake, and the applicant has requested (in writing) a refund. Because two informational mailings were done by the applicant based on the incorrect information received from the Planning Department that a DSDS would be required, it seems appropriate that the fee for the subject specific design plan should be reduced in an amount equal to the cost of the unnecessary mailings.

Recommendation

The Urban Design staff believes that the fee for the subject application should be reduced by the cost of the unnecessary mailings, and recommends the request to reduce the application fee by \$157.00 in the above-mentioned case be approved, resulting in an application fee of \$343.00.