



Cynthia Gudenius <cjgudenius@annapolis.gov>

BOA Hearing March 15 for Library project SE2016-006

1 message

Cynthia Gudenius <cjgudenius@annapolis.gov>

Fri, Feb 24, 2017 at 9:27 AM

To: Jeremy Kline <JKline@wgm-arch.com>

Cc: Peter Gutwald <pgutwald@annapolis.gov>, Thomas Smith <ets@annapolis.gov>

Jeremy,

The subject case is scheduled for the March 15, 2017 Board of Appeals hearing agenda. Please find attached a copy of the letter for you to use in the required mailings to the surrounding property owners. The notice of hearing letters need to be postmarked no later than Tuesday, February 28, 2017 (please use the P&Z return address on your envelopes). Also, the Notice of Hearing signs are ready in our office for pick-up. The signs need to be posted securely in a conspicuous location on both West Street and Poplar Avenue, so as to be legible from the public right-of-way, no later than Tuesday, February 28, 2017.

Once you have mailed the letters, please provide us with a signed affidavit (form attached) stating that you have performed the notice requirements as required by code. Please include a copy of the letter that was mailed and a list of names and addresses of the recipients, as well as pictures of the notice signs in-place on the property.

The posting affidavit should be submitted into the record at the public hearing.

In addition, we have sent the legal ad to the newspaper, which will appear in the February 28, 2017 issue of *The Capital*. We have informed *The Capital* to bill Bay Engineering for this advertisement. They will contact Mr. Terry Schuman of Bay Engineering prior to running the ad to verify payment information and will not run the ad if they have not gotten payment confirmation. We have provided them with the phone number and email address. See the advertisement memo attached.

Please submit to the Department of Planning and Zoning eight (8) complete application packets for distribution to the Board of Appeals for the public hearing. This package should include all the application forms, supporting statement documents, site plans, and architectural plans. The plans should be on 11" x 17" format. The deadline for submittal of the packets is Tuesday, March 7, 2017.

Please let me know if you have any questions or concerns. Also, please send me an email reply to let me know that you have received this email and its attachments.

Thanks,

Cynthia

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Cynthia Gudenius, PLA, ASLA

Land Use and Development Planner

Department of Planning and Zoning

City of Annapolis

410-260-2200 x 7886

4 attachments



AFFIDAVIT OF notification SE2016-006.doc
93K



AFFIDAVIT OF POSTING SE2016-006.doc
94K



Notice to Surrounding PropertyOwnersSE2016-006.doc
103K



Library Ad.doc
115K