



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Michelle Fischer, Sign Administrator

Council Meeting Date: January 12, 2020

Agenda Item Wording: Request for Refund of Master Sign Plan Fee for The Shops at Ledgestone

Agenda Item Requestor: Charlie Hill, President, DH Investments, Manager, Shops at Ledgestone, LLC

Summary/Background: The Shops at Ledgestone is vested under Sign Ordinance 1250.15, which was approved February 13, 2001. This ordinance is antiquated and much more generous in sign area, height, and quantity regulations than the current ordinance. However, it is not very flexible when it comes to large scale multi-lot and multi-unit developments such as The Shops at Ledgestone. The applicant's representatives consulted with City Staff about sign regulations and options for the development in October 2019 and then again in April 2020.

The applicant decided to file a Master Sign Plan under the current Sign Ordinance and met with and corresponded with staff numerous times over several months while preparing the plan. The city's Building Official and Sign Administrator reviewed the master sign plan submittal and provided comments. They then met with the applicant to go over the comments. The applicant submitted a revised master sign plan and staff reviewed it and provided comments.

The applicant has now withdrawn the submittal and requested a refund of the master sign plan and sign permit fees paid, totaling \$4,400.00. The fees include the master sign plan fee and sign permit application fees for each sign in the master sign plan. The applicant now wishes to submit individual sign permit applications for the development and have tenants submit their own sign permit applications under the old ordinance. The applicant and businesses in the development have already started submitting sign permit applications under the old ordinance.

Since City Staff processed the submittal and provided comments, the fees should not be administratively refunded. A refund needs to be approved by City Council.

City Staff spent many hours corresponding and meeting with the applicant, reviewing the submittals, and providing comments. In addition to the Sign Administrator's time and Building Official's time spent on the submittal, the City Attorney was also consulted, and the city's receptionist assisted with the submittal processing. The cost of the city staff's time spent on this submittal is approximately \$1,100.00. City staff will not have to spend time on reviewing a revised submittal or sending the master sign plan to the City Council for approval. Bases on these considerations, I recommend the City Council approve a refund of \$3,300.00.

**Commission
Recommendations:**

N/A

**Recommended
Council Actions:**

Recommend City Council refund \$3,300 of the total fees paid for the master sign plan and sign permit application fees.

Attachments:

Applicant's request letter.

Next Steps/Schedule:

Notify applicant of City Council's decision; if refund approved, process payment.