



THE
**COORDINATING
CENTER**

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January 9, 2025

Zoning Administration Division
2664 Riva Road
Annapolis MD 21401

Re: Permit request for external building signage

To whom it may concern:

I am writing on behalf of The Coordinating Center, a Maryland statewide nonprofit that supports people living with disabilities and complex medical needs, to formally appeal the current restriction on our building's signage and request approval to install a third sign to replace existing signage on one location of our property.

When we initially purchased the 2nd and 3rd floor of our building (8531 Veterans Highway, Millersville, Maryland 21108), six signs were installed across four locations (not including the signage of the other businesses owned and occupied on the first floor, e.g., Ledo Pizza). These signs were vital for ensuring clear visibility and accessibility for our customers and the community. However, during our recent rebranding process, we encountered a challenge when applying for permits to replace the existing signage. We were informed that the current zoning regulations only allow signage in two locations. We have since received permits to install two signs. However, we have a very visible sign in a third location that needs to be replaced. All three signs are 90x60.

This limitation poses a significant challenge to our ability to maintain the visibility our business requires. The additional sign we are requesting is not for a new location but rather to replace existing signage in one of the original locations. Approving this request will allow us to preserve the visibility and directional clarity that have been a critical part of our operations since the building was first established.

We strongly believe that restoring a third sign will:

1. **Enhance Visibility:** Our building is situated in an area where clear signage is essential to guide customers effectively. The third sign ensures that our business remains visible from multiple vantage points, especially for those unfamiliar with the area.



www.coordinatingcenter.org

8531 Veterans Highway | 3rd Floor | Millersville, MD 21108

Phone: 410-987-1048

Fax: 410-987-1685



- 2. Maintain Community Accessibility:** For years, our signage has been a reliable point of reference for the community. Reducing our signage to only two locations diminishes our ability to serve the community effectively.

We respectfully ask that you reconsider the current zoning restrictions and grant approval for the installation of a third sign. We are more than willing to work with your office to ensure compliance with all other zoning requirements and to address any concerns you may have about this request.

Thank you for your time and consideration. Please do not hesitate to contact me at 240-539-2530 or enewman@CoordinatingCenter.org if you require any additional information or would like to schedule a site visit.

Sincerely,

Erica Newman
Facilities and First Impressions Team Manager
The Coordinating Center



NEW PLANNING COMITY
 80 GRAVE OF REAL ESTATE, INC.
 2842 PFAA RD. 3RD FL.
 ANNAPOLIS, MD 21401
 T.M. 22, BLOCK 18, PARCEL 231
 T.A. # B30000024800
 ZONING R-2
 LIBER 4078 FOLIO 241

R-2 ZONE

EX. LOT 3
 SEVERNA PARK GATEWAY VILLAGE
 PLAT BOOK 111 PAGES 14-18
 PLAT # 8346 - E215



VICINITY MAP

ANNE ARUNDEL COUNTY
 201 PINEWOOD ROAD
 ANNAPOLIS, MD 21401
 T.A. # B30000024800
 ZONING R-2
 LIBER 4078 FOLIO 241

SEVERNA PARK GATEWAY VILLAGE
 PLAT BOOK 111 PAGES 14-18
 PLAT # 8346 - E215

VETERANS HIGHWAY
 (GETTYSBURG ROAD)
 STATE ROUTE 100
 ANNAPOLIS, MD

Sign Needed

Sign Approved

Sign Approved

EX. LOT 2
 SEVERNA PARK GATEWAY VILLAGE
 PLAT BOOK 111 PAGES 18-19
 PLAT # 8346 - E215

OPEN SPACE #4
 FOREST CONSERVATION
 PROPERTY #2
 0.50 AC

- DENOTES PHASE TO BE RECORDED
- DENOTES PREVIOUSLY RECORDED PHASES SUBJECT TO DECLARATION

DFI
 DEVELOPMENT & ARCHITECTURE INC.
 CONSULTING & ARCHITECTURE PLANNERS
 COMMERCIAL TRAFFIC MANAGEMENT
 147 BUSINESS PARK
 117 BELFIELD BLVD, SUITE K
 MELLERSVILLE, MD 21106
 WWW.DFIARCHITECTURE.COM
 413.388.2158 FAX 413.388.2158

SCALE: 1" = 60'

AREA SCHEDULE	
TOTAL AREA PHASE 1	10,000 SF (0.22 AC)
TOTAL AREA PHASES SUBJECT TO DECLARATION	10,000 SF (0.22 AC)
TOTAL CONDOMINIUM AREA	10,000 SF (0.22 AC)

NOTE: SUBDIVISION PREVIOUSLY RECORDED ON PLAT NUMBERS 8949 AND 23127
 PLEASE SEE PLAT 2 OF 2 FOR OWNERS DEDICATION, SURVEYORS CERTIFICATE, AND NOTES
 FOR LAND CONDOMINIUM PLAT SEE PLAT 10254

CONDOMINIUM PLAT ONE OF TWO
SEVERNA PARK GATEWAY VILLAGE OFFICE CONDOMINIUM
 LOT 1 SEVERNA PARK GATEWAY VILLAGE BUILDING #2
 SCALE: AS SHOWN JULY, 2012
 ZIP CODE: 21108
 3RD ASSESSMENT DISTRICT
 ANNE ARUNDEL COUNTY, MARYLAND

PLAT NUMBER _____



THE
COORDINATING
CENTER

Ledo PIZZA®

NO
PARKING
FIRE LANE
KEEP CLEAR
AT ALL TIMES

