



April 12, 2023

**FISCAL AND POLICY NOTE**

TO: Jennifer A. Jenkins  
Council Administrator

William M. Hunt  
Deputy Council Administrator

THRU: Josh Hamlin   
Director of Budget and Policy Analysis

FROM: Alex Hirtle   
Legislative Budget and Policy Analyst

Policy Analysis and Fiscal Impact Statement  
CB-033-2023/CR-015-2023 Special Event Expedited Review Fee

---

**CB-033-2023** (*Proposed and Presented by*): The Chair on behalf of the County Executive

**CR-015-2023** (*Proposed and Introduced by*): The Chair on behalf of the County Executive

Assigned to Transportation, Infrastructure, Energy, and Environment (TIEE) Committee

---

AN ACT CONCERNING SPECIAL EVENT EXPEDITED REVIEW FEE for the purpose of adopting a new Special Event Expedited Review Fee to expedite the review and approval of Special Event Temporary Use and Occupancy Permit applications. The Special Event Expedited Review Fee will be assessed on a graduated basis to cover the administrative costs for an expedited plan review and inspection for the issuance of a Special Event Temporary Use and Occupancy Permit.

---

**Fiscal Summary**

**Direct Impact:**

*Expenditures:* Negligible, if any, impact on expenditures.

*Revenues:* Modest increase in revenue likely.

**Indirect Impact:**

Potentially favorable.

---

**Legislative Summary:**

CB-033-2023 and CR-015-2023, requested by the County Executive, were presented and introduced, respectively, on March 14th, 2023, and referred to the Transportation, Infrastructure, Energy and Environment (TIEE) Committee. This bill and resolution apply to adopting a new Special Event Expedited Review Fee to expedite the review and approval of Special Event Temporary Use and Occupancy Permit applications.

The Expedited Special Event Review Fee will be assessed on a graduated basis to cover the administrative costs for an expedited plan review and inspection for the issuance of a Special Event Temporary Use and Occupancy Permit.

This initiative is legislatively drawn up in the form of a bill and a resolution as prior to changing fees, the Department of Permitting, Inspections and Enforcement (DPIE) must hold a public information session to allow for public comment, must submit the fee changes to the County Executive for approval, and then must submit the fee changes to the County Council by Resolution for approval after notice and a public hearing has taken place.

---

**Current Law/Background:**

Section 2-253.63 of the Prince George's County Code authorizes the Director of the Department of Permitting, Inspections and Enforcement (DPIE) or the County Council to change fees as deemed necessary. The same section of the Code is where the table of fees for permits is maintained.

Special Event Expedited Review Fees are necessary to cover the increased administrative costs for the plan review and inspections required in approving a Special Event Permit. These applications are submitted outside of the required timeframe needed to review and approve Special Event Permits. The proposed graduated expedited fee will cover the Department of Permitting, Inspections and Enforcement's (DPIE's) costs of overtime for plan review and inspections, or On-Call plan review or inspection services contracted by DPIE, ensuring a timely review of Special Event Permit applications.

---

**Resource Personnel:**

Lori Parris, Senior Advisor, Department of Permitting, Inspections and Enforcement

### **Discussion/Policy Analysis:**

DPIE has been challenged by staff shortages and increased overtime in recent years. The increased fees proposed will provide the Department and the County additional and needed monetary resources to perform expedited review and approval of Special Event Temporary Use and Occupancy Permit applications. Given these applications are submitted outside of the required timeframe needed to review and approve Special Event Permits, which generally requires additional costs on the Department's part in the form of staff overtime or On-Call services contracted out by DPIE, the graduated fee structure increases are a very reasonable process to recovery the Department's, and the County's expenses.

---

### **Fiscal Impact:**

- *Direct Impact*

Enactment of CB-033-2023 and adoption of CR-015-2023 should have a modest positive fiscal impact. DPIE reported that the number of Special Events Permits vary from year to year: 28 permits in 2021, 57 permits in 2022, and (year to date) 1 permit for 2023. The increased fees will not provide a significant fiscal impact but can be seen as another tool to help recover the Department's costs in performing its services.

- *Indirect Impact*

Enactment of CB-033-2023 and CR-015-2023 could assist in stabilizing the Department's challenges in staffing shortages and increasingly contracting out its services by the influx of additional fiscal resources. Event holders may also find their expedited permits are approved quicker through the additional resources with the Department recovering more of its costs.

- *Appropriated in the Current Fiscal Year Budget*

Fee increase could be reflected for the end of FY 2023.

---

### **Effective Date of Proposed Legislation:**

The proposed Bill shall be effective forty-five (45) calendar days after it becomes law.

---

If you require additional information, or have questions about this fiscal impact statement, please reach out to me via phone or email.