

## ***INTER-OFFICE MEMORANDUM***

**To:** Supervisor of Landscape and Park Design

**From:** Patricia Greco  
Planning Department

**Date:** November 15, 2023

**Subject:** **Planning Board Case PB -2023-053**  
**23 Parkwood Drive; Block 2611, Lot 12**  
**Alvarez, Alberto**  
**Scheduling Date: December 11, 2023**  
**EP Waiver**

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Delivered to your office, please find the following documents:

- EP Waiver application signed and dated by applicant September 26, 2023
- Signed and sealed EP Waiver and Grading Site Plan prepared by Darmstatter, Inc., dated August 30, 2023

Please review the package and provide your comments by **December 1, 2023** for distribution in Board packets.

Reviewer's Response (*use additional sheet if necessary*):

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1. There appear to be two trees that will be effected by the retaining wall construction. If the plan is keep them during construction then a tree protection detail is required and it needs to be shown on the plan. If not, the trees need to be shown as TBR and replacements are necessary.

Name *Ryan Edge*

Date *12/1/2023*