



COUNCIL MEETING AGENDA

June 3, 2019

7:00 p.m.

Public Hearing:

Ordinance 1019: Signs

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 DELETING AND REPLACING CITY CODE CHAPTER 151, SIGNS, IN ITS ENTIRETY IN ORDER TO ESTABLISH NEW REGULATORY SIGN STANDARDS.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Opening Prayer:** Father James Snodgrass of St. John's Episcopal Church
5. **Approval of the Minutes:**
 - A. Council Meeting Minutes- May 20, 2019
 - B. Approval of Closed Meeting Minutes- May 20, 2019
6. **Comments from Citizens on Agenda Items:**
7. **Recognitions:** (Presented by Mayor Martin)
 - A. Student of the Month
 1. Havre de Grace Elementary School: Dominic Bolen
 2. Meadowvale Elementary School: Caroline Eckman
 3. Havre de Grace Middle School: Matthew Scopelletti
 - B. Lieutenant Bo and Wendy Parsons- Salvation Army
 - C. Major General Randy S. Taylor
8. **Appointments:**
 - A. Re-appointments
 1. Janet Carrick- Arts Commission (CM Zinner)
 2. Dan Wusinich- Water and Sewer Commission (CM Martin)
9. **Oath of Office:** None
10. **Resolutions:** None

11. Ordinances:

A. An Ordinance concerning the FY 19-20 Budget (CM Robertson)

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF ESTABLISHING THE CITY BUDGET FOR FISCAL YEAR 2020, BY DESIGNATING THE ANNUAL PROJECTION OF ANTICIPATED REVENUES AND PROPOSED AUTHORIZED EXPENSES FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2020

B. An Ordinance concerning the definition and locations of Museums (CP Glenn)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE CHAPTER 205: ZONING, ARTICLE II, SECTION 205-13, ENTITLED "DEFINITIONS" BY MODIFYING THE DEFINITION OF MUSEUM AND DEFINING WHERE SUCH USES ARE PERMITTED.

12. Old Business: None

13. New Business:

A. Lease Agreement- 300 St. John St.

14. Directors Report:

A. Mr. Patrick Sypolt: Director of Administration

B. Mr. Shane Grimm: Deputy Director of Planning

C. Mrs. Erika Quesenbery Sturgill: Director of Economic Development

D. Mr. George DeHority: Director of Finance

E. Mr. Joe Conaway- Chief of Public Works

F. Chief Teresa Walter: Chief of Police

15. Business from Mayor Martin

16. Business from Council:

A. Council Member Zinner

B. Council Member Tomarchio

C. Council Member Martin

D. Council Member Ringsaker

E. Council Member Robertson

17. Business from Council President Glenn

A. A motion to enter into closed session to discuss the outstanding DPW vacancy

18. Comments from Citizens

19. Adjournment

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Ordinance No. 1019

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 DELETING AND REPLACING CITY CODE CHAPTER 151, SIGNS, IN ITS ENTIRETY IN ORDER TO ESTABLISH NEW REGULATORY SIGN STANDARDS.

WHEREAS, the Mayor and City Council desire to repeal and replace the existing Chapter 151 to establish new regulatory sign standards throughout the City in all zoning districts.

WHEREAS, the Mayor and City Council desire to establish a Sign Code that balances the need to protect the public safety and welfare, the need for a well maintained and attractive community, and the need for adequate identification, communication and advertising.

NOW THEREFORE, the Mayor and City Council of Havre de Grace delete in its entirety Chapter 151 of the City Code and replace it with Chapter 151 in its entirety as follows:

1. The existing Chapter 151 is hereby deleted and a new Chapter 151 is added.

Chapter 151: City of Havre de Grace Sign Code.

Chapter 151-1: Purpose

These regulations balance the need to protect the public safety and welfare, the need for a well maintained and attractive community, and the need for adequate identification, communication and advertising. This Chapter, also referenced as the "Sign Code" is generally intended to regulate all exterior signage in an effort to protect property values and the historic character of the City of Havre de Grace ("City"). These regulations are also designed to restrict the placement of advertising to the business or use of the premises on which the sign is located and the restriction of the total sign area permissible per site. The Sign Code has the following specific objectives:

- A. To ensure that signs are designed, constructed, installed and maintained according to minimum standards to safeguard life, health, property and public welfare;
- B. To allow for adequate and effective signs whose dimensional characteristics further the interests of public safety and the needs of the motorist, where signs are viewed from a street or roadway.
- C. Restrict signs which constitute an actual or potential distraction or other hazard to safe operation of motor vehicles or safe passage of pedestrians.

- 46 D. Eliminate unsightly and incongruous signs which tend to depreciate or diminish private and public
47 investments in buildings, sites and highways or hinder or discourage the progressive improvement of
48 residential, business and industrial properties.
49
50 E. Respect the unique qualities of the National Register Historic District and conserve the attractiveness
51 of the built environment of the City.
52
53 F. Ensure that the architecture of all signs is harmonious in color, form and proportion to the use or
54 building on the property in which it is located.
55
56 G. Ensure that all temporary signs shall be limited to the giving of information, and that such signs shall
57 not hinder vehicular or pedestrian traffic movement.
58

59 **Chapter 151-2: Scope**

- 60
61 A. General. The requirements of this Code apply to all signs, sign structures, awnings, and other types of
62 sign devices located within the City, except as specified in Subsection B, below.
63
64 B. Signs and sign structures located in the City that cannot be seen from a public roadway are not subject
65 to the size, height, location and number regulations listed herein. These signs must however comply
66 with safety and construction provisions contained within the Building Code.
67

68 **Chapter 151-3: Hierarchy of Regulations.**

- 69
70 A. Where there is a conflict between specific sign regulations and the base or general sign regulations of
71 this Code, the specific sign regulations supersede the base sign regulations.
72
73 B. Other conflicts. Where there is a conflict between a land use regulation and a structural regulation, or
74 other conflicts not otherwise addressed by this section, the most restrictive applies.
75

76 **Chapter 151-4: Severability**

77
78 If any word, sentence, section, chapter or any other provision or portion of this Code or rules adopted
79 hereunder is invalidated by any court of competent jurisdiction, the remaining words, sentences, sections,
80 chapters, provisions, or portions will not be affected and will continue in full force and effect.
81

82 **Chapter 151-5: Authority**

- 83
84 A. **Responsibility.** The Sign Code will be administered and enforced by the Department of Planning.
85
86 B. **Administration.** The Director of Planning, or his designee, will administer the Code as set forth
87 herein. The Director may implement procedures, forms, and written policies for administering the
88 provisions of this Code.
89

90 **Chapter 151-6: Definitions**

91

92 **A-Frame Sign** - A sign, also known as a sandwich board or chalkboard, made of wood, cardboard, plastic,
93 or other lightweight and rigid material having the capability to stand on its own support(s) and being
94 portable and movable.
95

96 **Abandoned Sign** - A sign that no longer identifies or advertises an ongoing business, product, location,
97 service, idea, or activity conducted on the premises on which the sign is located. Abandonment shall be
98 governed by applicable State Case Law and Statutory Law on abandoned structures.
99

100 **Alteration** – A change in the size or shape of an existing sign. Copy or color change of an existing sign is
101 not an alteration. Changing or replacing a sign face or panel is not an alteration.
102

103 **Animated Sign** - A sign employing actual motion, the illusion of motion, or light and/or color changes
104 achieved through mechanical, electrical, or electronic means. Animated signs are differentiated from
105 changeable signs as defined and regulated by this Code.
106

107 **Awning** - An architectural projection or shelter projecting from, and supported by the exterior wall of a
108 building and composed of a covering of rigid or non-rigid materials and/or fabric on a supporting
109 framework that may be either permanent or retractable.
110

111 **Awning Sign** - A sign displayed on or attached flat against the surface or surfaces of an awning. See also:
112 Wall or Fascia Sign. An awning that contains a “sign” section or copy area shall comply with the applicable
113 sign area requirements for parallel signs. Only the sign or copy area displayed on an awning shall be used
114 to determine the permitted sign area – the entire awning shall not be included in a Sign Area calculation.
115

116 **Banner** - A flexible substrate on which copy or graphics may be displayed.
117

118 **Banner Sign** - A sign utilizing a banner as its display surface.
119

120 **Billboard** - A permanent off-premise sign erected, maintained or used in the outdoor environment for the
121 purpose of providing copy area for commercial or noncommercial messages.
122

123 **Building Facade** - That portion of any exterior elevation of a building extending vertically from grade to
124 the top of a parapet wall or eaves and horizontally across the entire width of the building elevation.
125

126 **Canopy (Attached)** - A multi-sided overhead structure or architectural projection supported by attachment
127 to a building on one or more sides and either cantilevered from such building or also supported by columns
128 at additional points. The surface(s) and/or soffit of an attached canopy may be illuminated by means of
129 internal or external sources of light. Similar to a Marquee.
130

131 **Canopy (Freestanding)** - A multi-sided overhead structure supported by columns, but not enclosed by
132 walls. The surface(s) and or soffit of a freestanding canopy may be illuminated by means of internal or
133 external sources of light.
134

135 **Canopy Sign** - A sign affixed to the visible surface(s) of an attached or freestanding canopy. May be
136 internally or externally illuminated. Similar to a Marquee Sign.
137

138 **Changeable Sign** - A sign with the capability of content change by means of manual or remote input,
139 includes the following types:
140

- 141 1) Manually Activated - Changeable sign whose message copy or content can be changed
142 manually on a display surface.
143
- 144 2) Electrically Activated - Changeable sign whose message copy or content can be changed by
145 means of remote electrically energized on-off switching combinations of alphabetic or
146 pictographic components arranged on a display surface. Illumination may be integral to the
147 components, such as characterized by lamps or other light-emitting devices; or it may be from
148 an external light source designed to reflect off the changeable component display. See also:
149 Electronic Message Center.
150

151 **Channel Letter (open faced)** -- A dimensional letter with a back and sides but no face at the front of the
152 letter. Open Faced Channel Letters may be non-lit, externally illuminated, or illuminated by a light source
153 contained inside the open channel of the letter itself, such as a neon tube.
154

155 **Channel Letter (internally illuminated)** – A dimensional letter with a back, sides and a translucent front
156 face capable of transmitting light from an internal light source within the letter.
157

158 **Channel Letter (reverse)** – A dimensional letter with a face and sides but no back, opposite to an Open
159 Faced Channel Letter. A Reverse Channel Letter has an open channel facing the wall or building to which
160 it is affixed. A Reverse Channel Letter may contain a source of illumination designed to project lighting
161 against the surface behind the letter, commonly referred to as a Backlit Channel Letter; also referenced as
162 a halo or silhouette lighted channel letter. The face of a Reverse Channel Letter does not illuminate.
163

164 **Copy** - The graphic content or message of a sign.
165

166 **Copy Area of Sign** - The actual area of the sign copy as applied to any background. Copy area on any
167 individual background may be expressed as the sum of the geometrically computed shape or shapes
168 encompassing separate individual letters, words, or graphic elements on the background. See Section 151-
169 8 for computational methodology.
170

171 **Dimensional Letter, Symbol, or Graphic** – A letter, symbol, or graphic that is three dimensional in
172 character, containing height, width, and depth.
173

174 **Directional Sign** - Any sign that is designed and erected for the purpose of providing direction and/or
175 orientation for pedestrian or vehicular traffic.
176

177 **Display Time** – The amount of time a message and/or graphic is displayed on an Electronic Message Sign.
178

179 **Dissolve** – A mode of message transition on an Electronic Message Sign accomplished by varying the light
180 intensity or pattern, in which the first message gradually appears to dissipate and lose legibility with the
181 gradual appearance and legibility of the second message.
182

183 **Double-faced Sign** - A sign with two faces, back to back.
184

185 **Dynamic Frame Effect** – An Electronic Message Sign frame effect in which the illusion of motion and/or
186 animation is used.
187

188 **Electronic Message Center or Sign (EMC)** - An electrically activated changeable sign whose variable
189 message and/or graphic presentation capability can be electronically programmed by computer from a

190 remote location. Also known as an EMC. EMCs typically use light emitting diodes (LEDs) as a lighting
191 source. (See also following terms principally associated with Electronic Message Centers: Display Time,
192 Dissolve, Dynamic Frame Effect, Fade, Frame, Frame Effect, Scroll, Transition, Travel)
193

194 **Externally Illuminated Sign** – See Illuminated Sign.
195

196 **Exterior Sign** - Any sign placed outside a building.
197

198 **Fade** – A mode of message transition on an Electronic Message Sign accomplished by varying the light
199 intensity, where the first message gradually reduces intensity to the point of not being legible and the
200 subsequent message gradually increases intensity to the point of legibility.
201

202 **Font** – A set of letters, numerals, symbols, or shapes conforming to a specific set of design criteria.
203

204 **Frame** – A complete, static display screen on an Electronic Message Sign.
205

206 **Freestanding Sign** - A sign principally supported by one or more columns, poles, or braces placed in or
207 upon the ground. May also be referenced as a Ground or Monument Sign. Refer also to Section 151-7 for
208 visual reference examples.
209

210 **Illuminance** – The amount of light falling upon a real or imaginary surface, commonly called “light level”
211 or “illumination”. Measured in foot candles (lumens/square foot) in the English system, and lux
212 (lumens/square meter) in the SI (metric) system.
213

214 **Illuminated Sign** - A sign characterized by the use of artificial light, either projecting through its surface(s)
215 [Internally or trans-illuminated]; or reflecting off its surface(s) [Externally illuminated].
216

217 **Interior Sign** - Any sign placed within a building, but not including window signs as defined by this
218 ordinance. Interior signs, with the exception of window signs as defined, are not regulated by this
219 ordinance.
220

221 **Listed Sign** – A sign manufactured and labeled in accordance with specifications promulgated by a
222 recognized testing laboratory designed to assure compliance with applicable American National Standards
223 (ANSI) and/or the National Electric Code (NEC).
224

225 **Mansard** - A roof-like facade comparable to an exterior building wall.
226

227 **Marquee Sign** - See Canopy Sign.
228

229 **Multiple-Faced Sign** - A sign containing three (3) or more faces.
230

231 **Non-Conforming Sign** - A sign that was legally installed by permit in conformance with all municipal
232 sign regulations and ordinances in effect at the time of its installation, but which may no longer comply
233 with subsequently enacted laws and ordinances having jurisdiction relative to the sign.
234

235 **Non-Conforming Use** – A continued and lawful use of property, including a sign or signs lawfully
236 installed in accordance with laws or ordinances prevailing at the time of installation.
237

238 **On-Premise Sign** - A sign erected, maintained or used in the outdoor environment for the purpose of the
239 display of messages appurtenant to the use of, products sold on, or the sale or lease of, the property on
240 which it is displayed.
241

242 **Outdoor Advertising Sign** - A permanent sign erected, maintained or used in the outdoor environment
243 for the purpose of the display of commercial or noncommercial messages not appurtenant to the use of,
244 products sold on, or the sale or lease of, the property on which it is displayed. May also be referenced as
245 an Off-Premise Sign, Billboard, or Commercial Outdoor Advertising Sign.
246

247 **Parapet** - The extension of a building facade above the line of the structural roof.
248

249 **Political Sign** - A temporary sign intended to advance a political statement, cause, or candidate for office.
250

251 **Portable Sign** - Any sign not permanently attached to the ground or a building, and can be removed
252 without the use of tools.
253

254 **Projecting Sign** - A sign other than a Wall Sign that is attached to or projects more than eighteen (18)
255 inches from a building face or wall or from a structure whose primary purpose is other than the support of
256 a sign.
257

258 **Real Estate Sign** - A temporary sign advertising the sale, lease, or rental of the property or premises upon
259 which it is located.
260

261 **Roof Line** - The uppermost line of the roof of a building or, in the case of an extended facade or parapet,
262 the uppermost point of said facade or parapet.
263

264 **Roof Sign** - A sign mounted on the main roof portion of a building or on the uppermost edge of a parapet
265 wall of a building and which is wholly or partially supported by such building. Signs mounted on mansard
266 facades, pent eaves, and architectural projections such as canopies or marquees shall not be considered to
267 be roof signs. Refer also to Section 9 for visual reference example of roof signs, and comparison of
268 differences between roof and fascia signs.
269

270 **Scroll** - A mode of message transition on an Electronic Message Sign in which the message appears to
271 move vertically across the display surface.
272

273 **Sign** - Any device visible from a public place whose essential purpose and design is to convey either
274 commercial or noncommercial messages by means of graphic presentation of alphabetic or pictorial
275 symbols or representations. Noncommercial flags or any other flags displayed from flagpoles or staffs will
276 not be considered to be signs.
277

278 **Sign Area** - The area of the smallest geometric figure, or the sum of the combination of regular geometric
279 figures, which comprise the sign face. The area of any doublesided or "V" shaped sign shall be the area of
280 the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all
281 other multiplesided signs shall be computed as fifty (50) percent of the sum of the area of all faces of the
282 sign. See Section 151-8 for computational methodology for various sign area configurations.
283

284 **Sign Copy** - The letters, numerals, figures, symbols, logos and graphic elements comprising the content
285 or message of a sign, exclusive of numerals identifying a street address only.
286

287 **Sign Face** - The surface upon, against or through which the sign copy is displayed or illustrated, not
288 including structural supports, architectural features of a building or sign structure, nonstructural thematic
289 or decorative trim, or any areas that are separated from the background surface upon which the sign copy
290 is displayed by a distinct delineation, such as a reveal or border. Refer to Section 151-8 for sign face
291 computational illustrations.

292
293 1. In the case of panel or cabinet type signs, the sign face shall include the entire area of the sign
294 panel, cabinet or face substrate upon which the sign copy is displayed or illustrated, but not open
295 space between separate panels or cabinets.

296
297 2. In the case of signs painted on a building, or individual letters or graphic elements affixed to a
298 building or structure, the sign face shall comprise the sum of the geometric figures or combination
299 of regular geometric figures drawn closest to the edge of the letters or separate graphic elements
300 comprising the sign copy, but not the open space between separate groupings of sign copy on the
301 same building or structure.

302
303 3. In the case of sign copy enclosed within a painted or illuminated border, or displayed on a
304 background contrasting in color with the color of the building or structure, the sign face shall
305 comprise the area within the contrasting background, or within the painted or illuminated border.

306
307 **Site** – The ground area legally designated as a lot, which may be categorized as a permanent parcel (a lot
308 of record), multiple lots of record, or a portion of a lot of record.

309
310 **Special Event Sign** – A temporary sign pertaining to any civic, patriotic, or special event of general public
311 interest.

312
313 **Temporary Sign** - A sign intended to display either commercial or noncommercial messages of a
314 transitory or temporary nature. Portable signs or any sign not permanently embedded in the ground, or not
315 permanently affixed to a building or sign structure that is permanently embedded in the ground, are
316 considered temporary signs.

317
318 **Transition** – A visual effect used on an Electronic Message Sign to change from one message to another.

319
320 **Travel** – A mode of message transition on an Electronic Message Sign in which the message appears to
321 move horizontally across the display surface.

322
323 **Wall or Fascia Sign** - A sign that is in any manner affixed to any exterior wall of a building or structure
324 and that projects not more than eighteen (18) inches from the building or structure wall. Also includes
325 signs affixed to architectural projections that project from a building provided the copy area of such signs
326 remains on a parallel plane to the face of the building facade or to the face or faces of the architectural
327 projection to which it is affixed. Refer also to Section 9 for visual reference examples, and comparison
328 examples of differences between wall or fascia signs and roof signs.

329
330 **Wayfinding Sign** – A sign, frequently off-premise, specifically designed to provide directional or
331 destination information.

332
333 **Window Sign** - A sign affixed to the surface of a window with its message intended to be visible to the
334 exterior environment.

335
336 **Chapter 151-7: Typical On-Premise Sign Types (See Graphic: Exhibit 1)**

337
338 **Chapter 151-8: Sign Area Computational Methodology / Ground Signs (See Graphic: Exhibit 2**
339 **and 3)**

340
341 **Chapter 151-9: Comparison: Roof and Wall Sign Distinctions (See Graphic: Exhibit 4)**

342 **Chapter 151-10: Exemptions**

343
344 The following are exempt from the regulations of this Code and do not require a sign permit, but may be
345 subject to other Codes enacted by the City where applicable:

346
347 A. Signs which are not visible from a public roadway; however, these signs must comply with any building
348 and construction provisions enacted by the City;

349

350 B. Signs inside a building;

351

352 C. Signs carved into a building, on the ground at the entrance to a building, or raised in integral relief on
353 a building;

354

355 D. Signs required by federal or state law;

356

357 E. Flags of a political subdivision;

358

359 F. Historic markers or signs erected by or at the direction of the City;

360

361 G. Signs required by the City;

362

363 H. Painted and/or applied wall accents and decorations that do not advertise the business;

364

365 I. Illuminated building accents and decorations;

366

367 J. Public Art, including Permitted Original Art Murals;

368

369 K. Name and Address – Up to two (2) signs indicating address, number and/or name of occupants of the
370 premises, which do not exceed two (2) square feet in area per side, and do not include any commercial
371 advertising or other identification;

372

373 L. Decals - Decals and/or logos affixed to windows or door glass panels, such as those indicating
374 membership in a business group or identifying credit cards accepted at the establishment;

375

376 M. Handicapped Parking Space - Signs not exceeding two (2) square feet in area reserving parking for
377 handicapped individuals;

378

379 N. Private Drive Signs - On-premise private drive signs are limited to one (1) per driveway entrance, not
380 exceeding two (2) square feet in area;

381

- 382 O. Public Signs - Signs erected by order of the Mayor or City Council or other government agencies or
383 utilities, including traffic, utility, safety, railroad crossing and identification signs for public facilities
384 and any signs erected by the City.
385
- 386 P. Security and Warning Signs - On-premise signs regulating the use of the premises, such as “no
387 trespassing”, “no hunting” and “no soliciting” signs that do not exceed one (1) sign two (2) square feet
388 in area in residential areas and one (1) sign five (5) square feet in area in commercial and industrial
389 zones. These limitations shall not apply to the posting of conventional “no trespassing” signs in
390 accordance with state law.
391

392 **Chapter 151-11: Prohibited Signs**
393

394 The following signs are prohibited:
395

- 396 A. Signs containing strobe lights or that project images onto the ground or wall.
397
- 398 B. All off-premise signs, billboards, or commercial outdoor advertising signs.
399
- 400 C. Abandoned sign structures, as defined by this code. Where a business has ceased operation, any sign
401 associated with the closed business must be removed within 6 months. The Director of Planning may
402 grant a one-time six (6) month extension upon written request by the owner of the property where the
403 sign is located.
404
- 405 D. Signs placed on, or painted on a motor vehicle or trailer parked with the primary purpose of providing
406 signage not otherwise allowed by the Code. Any sign displayed on a parked trailer or truck or other
407 vehicle where the primary purpose of the vehicle is to advertise a product, service business, or other
408 activity is strictly prohibited. This regulation shall permit the use of business logos, identification or
409 advertising on vehicles primarily and actively used for business purposes and/or personal
410 transportation. Onsite vehicles that display advertising, such as vintage automobiles, that are typically
411 stationary and are incorporated into the design of a project that are generally intended as branding or
412 art to enhance the aesthetics of the project shall be permitted.
413
- 414 E. Mechanically Moving Signs – An environmentally activated sign or other display with actual
415 mechanical motion powered by natural, manual, mechanical, electrical or other means, including but
416 not limited to pennant strings, streamers, spinners, propellers, and search lights.
417
- 418 F. Inflatable Signs and Other Permanent Objects - Signs and other objects which are inflated, including,
419 but not limited to, balloons. Balloons may be permitted in temporary commercial situations; such as
420 special events. In no case shall inflatable signs be permitted to be displayed for longer than 5 days.
421
- 422 G. Posters and Handbills - Any signs affixed to any structures, trees or other natural vegetation, rocks or
423 poles.
424
- 425 H. Roof Signs - Roof signs, except for those permitted by this chapter.
426
- 427 I. Simulated Traffic Signs and Obstructions - Any sign which may be confused with, or obstruct the view
428 of, any authorized traffic sign or signal, obstruct the sight-distance triangle at any road intersection or
429 extend into the public right-of-way.

- 430
431 J. A-frame/Wheeled Signs – Any portable “A” frame or similar portable sign is prohibited except as
432 described under Temporary Signs below.
433
434 K. Signs Adversely Affecting Safety. Signs which prevent free ingress or egress from any door, window,
435 fire escape, or that prevent free access from one part of a roof to any other part. No sign other than a
436 safety sign shall be attached to a stand-pipe or fire escape.
437
438 L. Sign Emissions- No sign which emits smoke, visible vapors, particles, sound or odor shall be permitted.
439 Open flames used to attract public attention to a place of business or to an advertising sign shall not be
440 permitted.
441

442 **Chapter 151-14: Sign Face Area**

443

- 444 A. **Sign cabinets.** The area of sign faces enclosed in frames or cabinets is determined based on the outer
445 dimensions of the frame or cabinet
446
447 B. **Double sided signs.** Only one (1) side of a double sided sign is counted in determining the area of sign
448 faces. Where the two (2) sides are not of equal size, the larger of the two (2) sides is used for the
449 determination of sign area. The area of multiple-faced signs in which the interior angle formed by the
450 faces is greater than ninety-one degrees (91°) shall be expressed as the sum of the areas of all the faces,
451 except for multiple-faced signs containing faces that are configured back to back, in which case the
452 area of the faces configured back to back will be calculated according to the rule for double faced signs.
453
454 C. **Round, Oval & Irregularly shaped signs.** To be measured based on the appropriate mathematical
455 formula to obtain the sign area for a circle, an oval or irregularly shaped sign.
456
457 D. **Calculating Sign Area**
458
459 1. Signs containing integral background areas: The area of a sign containing a clearly
460 defined background area shall be calculated based on the area of the smallest standard
461 geometric shape or combination of geometric shapes capable of encompassing the
462 perimeter of the background area of the sign. In the case of signs in which multiple
463 background areas are separated by open space, sign area shall be calculated based on
464 the sum of the areas of all separate background areas, calculated as referenced above,
465 but without regard for any open space between the separate background areas.
466
467 2. Signs without integral background areas: In instances in which a sign consists of
468 individual elements such as letters, symbols, or other graphic objects or
469 representations that are painted, attached to, or otherwise affixed to a surface such as
470 a wall, window, canopy, awning, architectural projection, or to any surface not
471 specifically designed to serve as a sign background, the sign area shall be based on
472 the sum of the individual areas of the smallest geometric shape or combination of
473 geometric shapes capable of encompassing the perimeters of the individual elements
474 comprising the sign.
475
476 E. **Awnings and marquees.** When graphics or sign copy is incorporated into an awning, the sign area is
477 determined by computing the area of a standard imaginary geometric shape or combination of shapes

478 drawn around the sign copy area or graphics. When the ends of awnings or marquees are parallel and
479 contain graphics or sign copy, only one side is counted in addition to the sign face area on the front.
480

481 **Section 15: Height of Signs**
482

- 483 A. The overall height of a freestanding sign or sign structure is measured from the lowest point of the
484 ground directly below the sign to the highest point of the freestanding sign or sign structure.
485
- 486 B. **Exception:** Where a freestanding sign or sign structure is mounted along a roadway that has a higher
487 grade level as compared to the grade level directly below the freestanding sign or sign structure, then
488 the freestanding sign or structure's height will be measured from the roadway grade level to the highest
489 point of the freestanding sign or sign structure. See Figure A.
490

491
492 **Figure A (See Graphic: Exhibit 5)**
493

494 **Section 151-16: Standards in Residential Zones**
495

- 496 A. General standards: standards for permanent on-premise signs in the Residential Zoning Districts. For
497 the purposes of this chapter, Residential Zoning Districts shall include R, R1 and R2.
498
- 499 B. **Residential properties** – all single family residential properties that are located in Residential Zoning
500 Districts are permitted signs not to exceed eight (8) square feet in total sign area per road frontage.
501 Corner lots and lots with frontage on more than one street are entitled to eight (8) square feet per
502 frontage. This sign area allowance covers but is not limited to: address signs, home occupation signs,
503 lawn signs, real estate signs, and contractor signs, and political signs. Signs may be mounted to a
504 permanent building structure or displayed in a window. Trees, rocks or other naturally occurring
505 landscape features may not be used to support a residential sign.
506
- 507 C. Subdivisions, apartment, multi-family dwellings and condominium complexes are permitted a
508 freestanding sign not to exceed thirty-six (36) square feet, and further provided that one (1) such sign
509 shall be permitted for each separate street and/or separate building frontage occupied by the
510 subdivision, apartment, or condominium complex and/or for each means of entrance to or exit from
511 the subdivision, apartment, or condominium complex. Wall signs are also permitted and shall not to
512 exceed five (5) percent of the area of the façade in elevation view upon which they are placed.
513
- 514 D. For properties located in a Residential Zoning District as described in subsection C above, other
515 directional, incidental and/or accessory signs are also permitted, to be located within the subdivision,
516 complex or multi-family residential development. Such directional, incidental and/or accessory signs
517 shall not exceed six (6) square feet in sign area and eight (8) feet in height (if freestanding).
518
- 519 E. Other permitted non-residential uses in a Residential Zoning District are allowed a freestanding sign
520 not to exceed sixteen (16) square feet, and further provided that one (1) such sign shall be permitted
521 for each separate street and/or separate building frontage occupied by the permitted use, and for each
522 means of entrance to or exit from the permitted use. Wall signs are also permitted not to exceed five
523 (5) percent of the area of the façade in elevation view upon which they are placed.
524

525 F. Electronic Message Centers, animated signs and roof signs are prohibited on properties within a
526 Residential Zoning District.

527

528 **Chapter 151-17: Standards in the RO/Residential Office District**

529

530 A. Any signs permitted in a Residential Zoning District that relate to a use permitted in the RO/Residential
531 Office District shall be permitted.

532

533 B. Freestanding signs for an office, office development or professional building, including a directory of
534 tenants engaged in professional and/or commercial activity on the premises. The area of any such sign
535 shall not exceed twenty-four (24) square feet.

536

537 C. Freestanding signs for permitted uses within the zone other than an office or professional building
538 provided that the area of any such sign shall not exceed sixteen (16) square feet.

539

540 D. Unless otherwise regulated by specific reference herein, freestanding signs shall be limited to a height
541 above the grade level on which they are placed of six (6) feet to the top of the sign.

542

543 E. Electronic Message Centers, animated signs, projecting signs and roof signs are not permitted in the
544 RO/Residential Office District.

545

546 **Chapter 151-18: Standards in the C/Commercial District and RB/Residential Business District**

547

548 **General standards and sign features:** The standards for permanent signs in the C/Commercial District
549 and RB/Residential Business District are as follows. All such signs must conform to the regulations of
550 this Section.

551

552 A. Any signs permitted in a Residential Zone or the RO/Residential Office District are permitted in the
553 C/Commercial District and RB/Residential Business District.

554

555 B. Signs in the C/Commercial District and RB/Residential Business District are regulated by reference to
556 types noted below.

557

558 (1) **Freestanding Signs:**

559

560 a. Freestanding signs shall be limited to one (1) per property held in single and
561 separate ownership. If a property has frontage that exceeds three hundred (300)
562 lineal feet on any given roadway, one (1) additional such sign on such frontage
563 shall be permitted.

564

565 b. Unless otherwise regulated by specific reference herein, the area and height above
566 grade of any freestanding sign shall not exceed 32-square feet and six (6) feet in
567 height in the RB district and ten (10) feet in height in the C district.

568

569 c. In the case of a property designated as a shopping center or planned industrial
570 park, additional freestanding signs shall be permitted for each vehicular entrance
571 to the property or an individual lot. Additional signs shall not exceed 16 square
572 feet.

- 573
574 d. Electronic message centers are not permitted in the RB/Residential Business
575 District.
576
577 e. Electronic message centers are permitted in the C/Commercial District subject to
578 Section 151-21 of this Chapter.
579

580 **(2) Building Signs:**

- 581
582 a. Building signs include wall or fascia signs, roof signs, and signs otherwise
583 permanently applied to walls or other building surfaces.
584
585 b. The total area of all parallel wall signs attached to buildings within the C/Commercial
586 District and RB/Residential Building District shall not exceed 2 square feet per each
587 linear foot of building width, measured along the front wall or entrance wall of a
588 building. If a building is located on a lot having frontage on 2 streets, then the sign
589 area for each side shall be calculated separately.
590
591 c. In the case of a shopping center or a group of stores or other business uses on a lot
592 held in single and separate ownership, the provisions of this section relating to the
593 total area of signs permitted on a premises shall apply with respect to each building,
594 separate store, separate storefront, or separate use. Only wall signs shall be permitted
595 for individual establishments in a Shopping Center or on a property with more than
596 one use, entity or business (multi-use or multi-tenant properties; these properties may
597 also have one (1) freestanding sign per street frontage).
598

599 **(3) Roof Signs, Special Considerations:**

- 600
601 a. Roof signs are permitted by Special Exception in the RB/Residential Business District
602 and are in lieu of a building or wall sign. The height of any roof sign above the highest
603 architectural point of the building to which it is mounted shall not exceed the
604 percentage of the vertical dimension of the building facade parallel to the sign by 25%.
605 The sign area of a roof sign shall not exceed 20% of the area of the building elevation
606 façade to which the sign faces.
607
608 b. The area calculation for any roof sign whose orientation on a roof may be other than
609 parallel to an individual building facade shall be computed with reference to the
610 building facade that most closely parallels the orientation of such sign.
611

612 **(4) Canopy Signs (Also Marquee Signs and Signs on Architectural Projections): Special**
613 **Considerations**

- 614
615 a. Canopy Signs, Marquee Signs and Signs on Architectural Projections are signs that
616 are mounted to either structures that project off the face of the building more than
617 eighteen (18) inches or signs that are mounted to a freestanding structure not attached
618 to a building that creates a canopy or covering over an area below.
619

- 620 b. Signs affixed or applied in an essentially flat plane to the face of a building or
621 freestanding canopy, marquee, or architectural projection provided that the copy area
622 of any such sign, as defined herein, does not exceed an area equal to forty (40) percent
623 of the product of the height and length of the face area of the canopy, marquee, or
624 architectural projection to which such sign is affixed or applied, or fifteen (15) percent
625 of the building façade to which it is attached, whichever is greater.
626
627 c. Graphic treatment in the form of striping or patterns shall be permitted on the face of
628 any building or freestanding canopy, marquee, or architectural projection without
629 restriction, and the area of any such graphic treatment shall not be calculated as a
630 component of permitted copy area.
631

632 **(5) Awning Signs**

- 633
634 a. Graphics affixed or applied to the face or side surfaces of an awning or backlit awning
635 are permitted provided that the copy area of any such sign copy or graphic, as defined
636 herein, does not exceed fifteen (15) percent of the area to which the awning is attached.
637
638 b. Graphic treatment and/or embellishment in the form of striping, patterns, or valances
639 shall be permitted on the face or side surfaces of any awning or backlit awning without
640 restriction, and the area of any such graphic treatment and/or embellishment shall not
641 be calculated as a component of permitted copy area.
642

643 **(6) Projecting Signs:** Permitted in the RB/Residential Business District only.
644

- 645 a. Projecting signs shall be limited to one (1) per building facade on which any such sign
646 is mounted except for a use that fronts on more than one (1) street, in which case, one
647 (1) such sign shall be permitted per facade for each separate street frontage. In the case
648 of a building in which any individual facade exceeds two hundred (200) lineal feet,
649 one (1) such sign shall be permitted for each two hundred (200) lineal feet of such
650 facade or multiple thereof on each separate street on which such facade fronts.
651
652 b. The area of any projecting sign shall not exceed one (1) square foot per every two (2)
653 lineal feet of the building facade on which such sign is mounted, except that no such
654 sign shall be larger in area than one hundred (100) square feet.
655
656 c. No projecting sign shall extend in a vertical dimension above the highest architectural
657 point of the facade to which it is mounted in excess of twenty-five (25) percent of the
658 vertical dimension of the facade itself.
659
660 d. Projecting signs extending over a public sidewalk shall be limited to a projection
661 distance not to exceed two-thirds (2/3) of the width of the sidewalk. Any sign that
662 will overhang a City right-of-way will be required to obtain a lease agreement from
663 the Mayor and City Council.
664
665 e. Projecting signs shall not be permitted in addition to any permitted freestanding signs
666 on any given property frontage, except that, in the case in which a premises is

667 permitted either freestanding or projecting signs on any one frontage, projecting signs
668 may be substituted for any of the permitted freestanding signs on such frontage,
669 provided that the requirements herein specifically relating to size, height, and
670 extension of projecting signs are met.

671

672 **Chapter 151-19: Standards in the MOE/Mixed Office Employment District**

673

674 Signage in the MOE District shall be regulated in accordance with the requirements of Chapter 205-35.G
675 of the City Code.

676

677 **Chapter 151-20: Additional Standards in All Zones.**

678

679 A. **Where these regulations apply.** These regulations apply to all signs regulated by this Code.

680

681 B. **Sign placement.**

682

683 (1) All signs and sign structures must be erected and attached totally on or within the site or
684 property to which they refer, behind any applicable legal right-of-way unless otherwise
685 permitted by the Mayor and City Council.

686

687 (2) Where the Mayor and City Council permit a freestanding sign to be partially or fully within
688 the right-of-way, the sign shall comply with all size and height requirements for the
689 adjacent zoning district associated with the use that the sign advertises.

690

691 C. **Signs extending into the right-of-way permitted with the issuance of a lease agreement from the**
692 **Mayor and City Council.**

693

694 (1) Projecting signs: in the RB/Residential Business District along Washington Street and St.
695 John Street, projecting over a public sidewalk.

696

697 (2) Awnings and marquees: in the RB/Residential Business District along Washington Street
698 and St. John Street, projecting over a public sidewalk.

699

700 (3) A-frame signs. A-frame signs may be used in the RB/Residential Business District along
701 Washington Street and St. John Street if they meet the following standards:

702

703 a. The sign is entirely outside the street or roadway;

704

705 b. The sign is no larger than ten (10) square feet;

706

707 c. The sign does not obstruct a continuous through pedestrian zone of at least
708 six (6) feet in width.

709

710 d. The sign does not obstruct pedestrian and wheelchair access from the
711 sidewalk to any of the following:

712

713 i. transit stop areas;

714

- 715 ii. designated disabled parking spaces;
- 716
- 717 iii. disabled access ramps; or
- 718
- 719 iv. building exits including fire escapes.
- 720

721 **D. Removal of signs.** The Director of Public Works may require signs extending into the right-of-way to
722 be modified or moved if streets are widened, or other improvements made in the right-of-way, which
723 result in the creation of unsafe conditions. The modification or moving will be at the owner's expense.
724 If a nonconforming sign is moved under this requirement, it may be re-erected on the site without being
725 brought into conformance.

726

727 **E. Freestanding Signs.** Freestanding signs may not extend into the right-of-way without approval by the
728 Mayor and City Council and the execution of a lease agreement.

729

730 **F. Fascia or Wall Signs**

731

732 (1) Vertical extensions: Fascia or wall signs may not extend above the top of the building wall
733 upon which they are mounted.

734

735 (2) Horizontal extensions: Fascia or wall signs may not extend more than eighteen (18) inches
736 out from the wall or structure to which they are attached.

737

738 **G. Projecting Signs**

739

740 (1) Placement: Projecting signs are not allowed on rooftops or on pitched roofs. Projecting
741 signs may not extend over a right-of-way unless they are located in the RB/Residential
742 Business District along Washington Street and St. John Street.

743

744 **H. Directional Signs**

745

746 (1) General standards: Directional signs that meet the standards of this subsection are allowed
747 in all zones and are not counted in the total square footage of permanent signage allowed
748 on any property or site.

749

750 (2) Size: Freestanding directional signs may be up to six (6) square feet in area and six (6) feet
751 in height. Fascia directional signs may be up to sixteen (16) square feet in area.

752

753 (3) Directional signs in any zone may have internal or external illumination.

754

755 **I. Permanent Banners**

756

757 (1) General: Banners used as permanent signs are allowed in the C/Commercial District and
758 will be included in the total square footage of permanent signage allowed on the site.

759

760 (2) Standards: Permanent banners are subject to the standards for either fascia signs or
761 projecting signs depending on how the banner is supported or anchored.

762

763 (3) Banners not maintained in good condition shall be required to be removed by order of the
764 Director of Planning.

765
766 **J. Temporary Signs**

767
768 (1) Signs that meet the standards of this subsection are exempt from the standards for
769 permanent signs and are not counted in the total square footage of signage allowed on any
770 particular property or site. Signs that do not meet the standards of this subsection are
771 subject to the standards for permanent signs.

772
773 (2) Temporary signs may have external or internal illumination.

774
775 (3) Temporary banners: Temporary banners are subject to the following regulations:

776
777 a. In all Residential Zones, temporary banners are not permitted on sites with
778 residential uses. Exception: banners for holidays, religious commemoration,
779 and special family events.

780
781 b. In the C/Commercial and RB/Residential Business Districts, one banner no
782 larger than thirty-two (32) square feet in size is permitted per property or, on a
783 multi-use property, per storefront. Only one (1) of these banners may be hung
784 on each building wall or on each separate structure. Any additional banners, or
785 banners larger than thirty-two (32) square feet in size, must meet the following
786 standards for permanent signs in this Code.

787
788 i. In no case may a site or storefront have more
789 than two (2) temporary banners.

790
791 ii. In no case shall a temporary banner be larger
792 than fifty (50) square feet in size.

793
794 iii. A temporary banner may be displayed no
795 longer than ninety (90) days per calendar year
796 upon notification of the Department of
797 Planning of the placement of the sign.

798
799 iv. Banners that do not meet the regulations of this
800 subparagraph, must meet the standards for
801 permanent signs.

802
803 (4) Temporary Wall or Fascia Signs. One (1) temporary wall sign is allowed per street
804 frontage in the C/Commercial and RB/Residential Business Districts. Temporary wall
805 signs may be up to thirty-two (32) square feet in area. Temporary wall signs may not
806 extend above roof lines. Extensions into the right-of-way are prohibited. A temporary wall
807 sign may be displayed no longer than ninety (90) days per calendar year.

808
809 (5) Temporary Freestanding or Portable Signs. One (1) temporary freestanding sign is allowed
810 per property in the C/Commercial and is not counted in the total square footage of
811 permanent signage allowed on the site. Temporary freestanding signs may be up to thirty

812 two (32) square feet in area. Extensions into the right-of-way are prohibited. A temporary
813 freestanding sign may be displayed no longer than ninety (90) days per calendar year.

814
815 (6) Temporary signs are prohibited within all State Highway Administration (SHA) rights-of-
816 way except for Union Avenue when permitted by the Mayor and City Council.

817
818 (7) Temporary signs announcing a special event are permitted within a City right-of-way.

819
820 a. Special event signs shall not exceed 8-square feet.

821
822 b. The Department of Planning shall be notified in writing at least 45-days prior
823 to the event.

824
825 c. The entity in charge of the event shall also provide a map of the proposed
826 locations of the signs.

827
828 d. All special event signs shall be removed within three (3) days of the end of the
829 event.

830
831 **Chapter 151-21: Electronic Message Centers**

832
833 A. In the C/Commercial District, Electronic Message Centers (EMCs) are permitted with a maximum
834 sign area of 16 square feet. The Board of Appeals may approve an EMC up to 24 square feet as a
835 Special Exception.

836
837 B. Additional general EMC regulations:

838
839 (1) One EMC is permitted per property. Where a shopping center or industrial park has been
840 subdivided, only one EMC is permitted.

841
842 a. The sign may provide advertisements for all businesses within the shopping center or business
843 park.

844
845 b. The Board of Appeals may approve additional EMC's for individual lots as a Special
846 Exception up to 16 square feet.

847
848 (2) An EMC sign may be a portion of a building sign or freestanding sign, or may comprise the
849 entire sign area.

850
851 (3) All EMC signs shall have automatic dimming controls, either by photocell (hardwired) or via
852 software settings, in order to bring the EMC lighting level at night into compliance with Section
853 151-22 of this Code "Sign Illumination Standards".

854
855 (4) EMC signs shall have a minimum display time of eight (8) seconds. The transition time between
856 messages and/or message frames is limited to three (3) seconds and these transitions may employ
857 fade, dissolve, and or other transition effects.

858
859 (5) The following EMC display features and functions are prohibited: continuous scrolling and/or
860 traveling, flashing, spinning, rotating, and similar moving effects, and all dynamic frame effects
861 or patterns of illusionary movement or simulating movement.

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- (6) Full motion video or film display via an electronic file imported into the EMC software or streamed in real time into the EMC is prohibited.
- (7) Temporary or portable EMC's are not permitted.

Chapter 151-22: Sign Illumination Standards

Signs may be illuminated consistent with the following standards:

- A. A sign in any district may be illuminated at night. Electronic message centers shall not be operational between the hours of 10:00pm and 6:00am.
- B. Signs that have external illumination, whether the lighting is mounted above or below the sign face or panel, shall have lighting fixtures or luminaires that are fully shielded.
- C. The light from any illuminated sign or from any light source, including interior of a building, shall be so shaded, shielded or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect on, or into residential structures. Illumination projected onto a sign must be confined as completely as possible to the face of the sign.
- D. On-premise signs do not constitute a form of outdoor lighting at night, and are exempt from any other outdoor lighting regulations that the CITY has adopted, or will adopt in the future.

Chapter 151-23: Nonconforming signs.

- A. Nonconforming permanent signs may continue to exist after passage of this Code. Nonconforming signs that are removed for any reason cannot be replaced. All new signs shall be permitted in accordance with the provisions of this Chapter.
- B. Permanent signs and sign structures that are moved, removed, replaced, or structurally altered must be brought into conformance with the sign regulations. However, nonconforming signs required to be moved because of public right-of-way improvements may be re-established. Removable faces or sign panel inserts in a cabinet style sign may also be changed by right, and such change does not constitute a structural alteration nor trigger loss of nonconforming status.
- C. Nonconforming temporary signs must be removed within two (2) months of the passage of this Code.
- D. Ownership. The status of a nonconforming sign is not affected by changes in ownership.
- E. Once a sign is altered to conform or is replaced with a conforming sign, the nonconforming rights for that sign are lost and a nonconforming sign may not be re-established.
- F. Loss of nonconforming sign status.
 - (1) Discontinuance. See definition of Abandoned Sign.

- 911
912 (2) Destruction. When a sign or sign structure is removed or intentionally destroyed,
913 replacement signs and sign structures must comply with the current standards. However:
914
915 a. Repair and maintenance. A nonconforming sign or sign structure may be
916 removed temporarily to perform sign maintenance or sign repair.
917
918 b. Unintentional destruction. When a sign or sign structure that has
919 nonconforming elements is partially or totally damaged by fire or other
920 causes beyond the control of the owner, the sign and sign structure may be
921 rebuilt to the same size and height using the same materials.
922

923 **Chapter 151-24: Construction and Structural Requirements**

924 **A. Structural Standards**

- 925
926
927 (1) Signs, sign structures, sign foundations and methods to attach and anchor signs must be
928 designed and constructed in accordance with applicable provisions of the Building Code
929 adopted by the City. All signs and their foundations and attachments must be designed for
930 the appropriate dead, wind and snow loads for the geographic area in question.
931
932 (2) The supports and foundations used in construction for all signs and sign structures must
933 be located outside of any rights-of-way, unless permitted by the Mayor and City Council.
934

935 **B. Engineering Standards**

- 936
937 (1) Signs, sign structures, sign foundations and anchorages to a building must be individually
938 designed in accordance with the Building Code and the provisions of this Sign Code.
939
940 (2) When the Building Code of the City, or any Building Code enacted after passage of this
941 Sign Code, calls for sealed sign design construction plans to be submitted as a part of any
942 sign permit application, this requirement is not compulsory as it relates to on-premise signs
943 regulated under this Sign Code.
944
945 (3) The instances when sealed plans by a licensed engineer are required and when they are
946 not required will be determined by specific criteria and procedures established by the
947 City and administered by the Code Official on a case-by-case basis.
948

949 **C. Clearances**

- 950
951 (1) Vision clearance areas: Vision clearance areas are triangular shaped areas located at the
952 intersection of any combination of rights-of-way, alleys or driveways. The sides of the
953 triangle extend thirty (30) feet from the intersection of the right-of-way, alley or driveway
954 in either/each direction. No sign may be installed within this clear sight triangle.
955
956 (2) Vehicle area clearances: In areas outside of rights-of-way, when a sign or awning extends
957 over an area in which vehicles travel or are parked, the bottom of the structure must be at

958 least fourteen (14) feet above the ground. Vehicle areas include driveways, alleys, parking
959 areas, and loading and maneuvering areas.

960
961 (3) Pedestrian area clearances. When a sign or awning extends more than twelve (12) inches
962 over a sidewalk, walkway, or other space used by pedestrians, the bottom of the structure
963 must be at least eight (8) feet above the ground.

964
965 (4) Clearances from fire escapes, means of egress or standpipes. Signs, sign structures and
966 awnings are prohibited from being erected in any manner that interferes in any way with
967 the free use of any fire escape, means of egress or standpipe. Attaching signs, sign
968 structures or awnings to a fire escape is prohibited.

969
970 (5) Obstruction of windows and ventilation. Signs, sign structures and awnings are prohibited
971 from being installed in any way that obstructs any building openings to such an extent that
972 light, ventilation or exhaust are reduced to a level below that required by either the
973 Building Code, Plumbing Regulations, Heating and Ventilating Regulations or Housing
974 and Maintenance Regulations.

975
976 **Chapter 151-25: Maintenance Requirements.**

977
978 A. Signs, sign structures and awnings, together with their supports, braces, guys, anchors and electrical
979 components must be maintained in a proper state of repair. The Director of Planning or Building Code
980 Official may order the removal of any sign, sign structure or awning that is not maintained in
981 accordance to this Code.

982
983 **B. Dangerous Structures and Equipment**

984
985 (1) Signs, sign structures or awnings that are dangerous must be taken down and removed or
986 made safe as the Director of Planning or Building Official deems necessary. Signs may be
987 deemed dangerous for one or more of the following reasons:

988
989 a. Whenever a sign structure or its foundation, a sign's attachments to a
990 building, or a building to which a sign is attached is damaged by fire,
991 earthquake, wind, flood or by any other cause, to such an extent that the
992 structural strength or stability is materially less than it was before the
993 catastrophe and is less than the minimum requirements of the Building Code;

994
995 b. Whenever any portion or member of a sign, sign structure or awning is likely
996 to fail, or become detached or dislodged, or to collapse and thereby injure
997 persons or property;

998
999 c. Whenever any portion or member of a sign, sign structure or awning is likely
1000 to partially or completely collapse as a result of any cause, including,
1001 dilapidation, deterioration, or decay; faulty construction or wiring; or
1002 removal, movement or instability of any portion of the ground or building
1003 necessary for supporting such structure;

1004
1005 d. Whenever a sign, sign structure or awning is structurally or electrically
1006 unsafe or otherwise hazardous to human life or safety by reason of

1007 inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster,
1008 damage or abandonment;

1009
1010 (2) All signs, sign structures and awnings determined after inspection by the Director of
1011 Planning or Building Office to be dangerous must be abated by repair, rehabilitation,
1012 demolition or removal;

1013

1014 **Chapter 151-26: Permits and Fees**

1015

1016 **A. Permits required.**

1017

1018 (1) It shall be unlawful to erect, re-erect, construct, place, replace or alter any sign unless a
1019 permit has been issued and fees paid to the City, except for signs that are expressly listed
1020 under the Exemptions in Section 151-10 of this Chapter.

1021

1022 (2) Application. Application for a sign permit shall be signed by the property owner or
1023 authorized agent. The application shall require the name and address of the sign owner or
1024 the sign erector, drawings showing the copy design, dimensions, height and location of the
1025 sign and such other pertinent information as the Department of Planning may require to
1026 ensure compliance with the laws of the City. Whenever an application for a sign permit is
1027 filed for the erection of a sign on property designated within the National Register Historic
1028 District, the application shall be subject to review and comment by the Historic Preservation
1029 Commission and the Department.

1030

1031 (3) Permit fees for signs shall be established by the Mayor and City Council.

1032

1033 **Chapter 151-27: Inspection**

1034

1035 A. Upon completion of the erection or placement of a sign, the property owner shall contact the
1036 Department of Planning to schedule a final inspection of the sign to ensure the sign was erected or
1037 placed in accordance with the sign permit and any applicable Building Code.

1038

1039 B. The Director of Planning, or their designee, is authorized to enter any property for the purposes of
1040 inspecting any sign erected on a property:

1041

1042 (1) To inspect, observe, measure, or investigate the property in connection with the review of
1043 a permit application;

1044

1045 (2) To inspect reported conditions of an existing sign;

1046

1047 (3) To perform periodic inspections required by any provision of this Chapter;

1048

1049 (4) To assess compliance with any permit, license or approval;

1050

1051 (5) To make an inspection or to otherwise enforce any provision of this Chapter or any
1052 ordinance of the City;

1053

1054 (6) When cause exists to believe that a violation of this Chapter or any City ordinance was or
1055 is being committed.

1056 **B. Manner of entry.**

- 1057
- 1058 (1) If the building or property to be inspected is occupied, Director of Planning or their
- 1059 designee shall present city credentials including photo identification to the owner or person
- 1060 responsible for the building or property, state the reason for the inspection, and request
- 1061 entry.
- 1062
- 1063 (2) If the building or property to be inspected is unoccupied, the inspector shall make a
- 1064 reasonable effort to locate the owner or other person having charge or control of the
- 1065 building or property and request entry.
- 1066
- 1067 (3) Consent to enter buildings or property may be obtained by any means, including but not
- 1068 limited to written, facsimile, telephonic, or in-person consent. In addition, a property
- 1069 owner's application for any sign permit, license or approval shall be deemed to be consent
- 1070 for City officials and employees to enter the building or property to perform any necessary
- 1071 inspections or other actions required to review and process the application. The owner's
- 1072 or occupant's failure to consent to entry or to arrange a mutually convenient time for entry
- 1073 shall be grounds for the City to deny the application for the permit, license or approval.
- 1074
- 1075 (4) If entry is refused or if the inspector is unable to obtain consent, the City shall have
- 1076 recourse to every remedy provided by law to secure entry, including but not limited to
- 1077 application to any court of competent jurisdiction for an administrative search warrant or
- 1078 other remedy.
- 1079
- 1080 (5) Nothing in this chapter requires an inspector to obtain the property owner's consent
- 1081
- 1082 a. To an inspection that is conducted while the inspector remains on adjacent public
- 1083 property, such as a public right-of-way, or on other adjacent property for which
- 1084 consent to entry has been obtained, or;
- 1085
- 1086 b. To enter property in which the city has a written easement for purposes authorized in
- 1087 the easement instrument.
- 1088

1089 **Chapter 151-28: Enforcement**

1090

1091 Any person convicted of committing any unlawful act as provided in this chapter shall be guilty of a

1092 misdemeanor. If any unlawful act is continuing, then each day during which such violation continues shall

1093 be considered a separate offense. In addition to any criminal penalty which may be imposed, all the

1094 provisions of this chapter may be enforced by petition for injunction filed on behalf of the Mayor and City

1095 Council of Havre de Grace.

1096

1097 **Chapter 151-29: Appeals and Variances**

1098

1099 A property owner may request a variance to the Sign Code to provide relief when the strict enforcement of

1100 the regulations for sign size, setbacks, height, and the like imposes practical difficulty or denies the property

1101 owner the reasonable advertisement of their business. The Board of Appeals has the authority to grant

1102 variances from the requirements of this chapter. A property owner may seek a variance to the requirements

1103 of this chapter by filing an application with the Department of Planning in accordance with the City Code

1104 and standards established by the Department. The Board of Appeals must make the following findings in
1105 order to grant a sign variance:

- 1106
- 1107 A. The applicant has established that there are practical difficulties in complying with this Chapter due
1108 to unusual conditions posed by a specific building or lot.
- 1109
- 1110 B. The sign would not create a hazard.
- 1111
- 1112 C. The sign would not adversely affect residential property through excessive glare and lighting.
- 1113
- 1114 D. The sign would be in keeping with the general character of the surrounding area.
- 1115
- 1116 E. The variance is in harmony with the general purposes and intent of the zoning code.
- 1117
- 1118 F. The hardship is due to circumstances unique to the property that have not been created by the
1119 landowner.
- 1120

1121
1122

1123 ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

1124
1125
1126
1127

PATRICK D. SYPOLT
DIRECTOR OF ADMINISTRATION

WILLIAM T. MARTIN, MAYOR

1128
1129
1130
1131 First Reading:
1132 Public Hearing:
1133 Second Reading/Adoption:
1134

EXHIBIT NO. 1

Chapter 151-7: Typical On-Premise Sign Types

FREESTANDING SIGNS

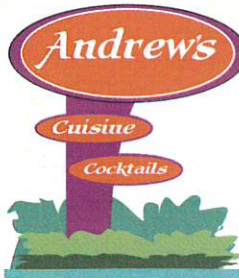
usually perpendicular to viewer's line-of-sight. May be double or multi faced and contain thematic embellishment and integral covers or cladding to conceal structural supports.



PYLON



POLE WITH CLADDING



MULTI PANEL PYLON



POLE



MONUMENT



CANOPY

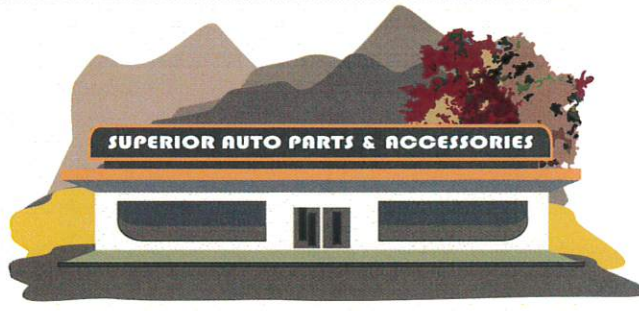


MONOLITH

BUILDING SIGNS



AWNING



ROOF



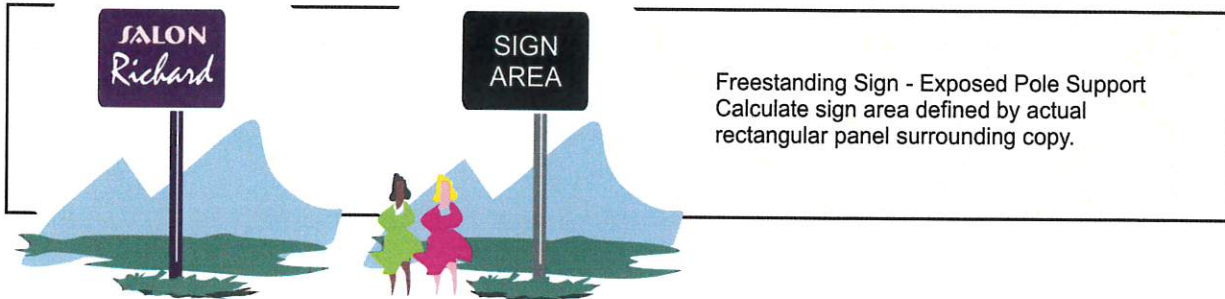
PROJECTING

WALL / FASCIA

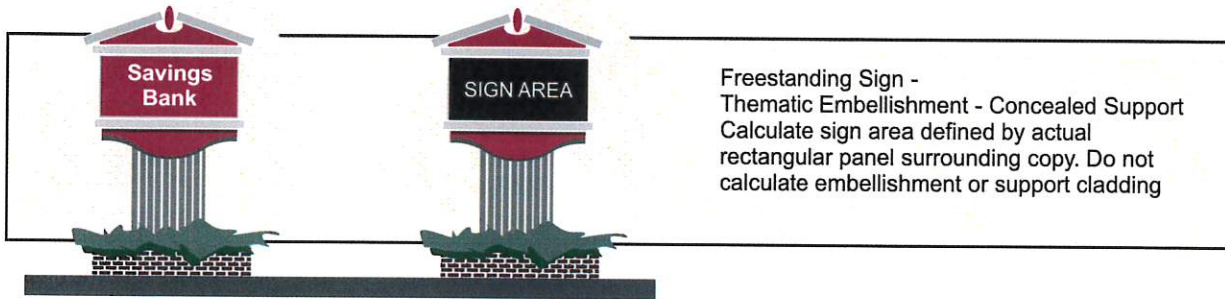


EXHIBIT NO. 2

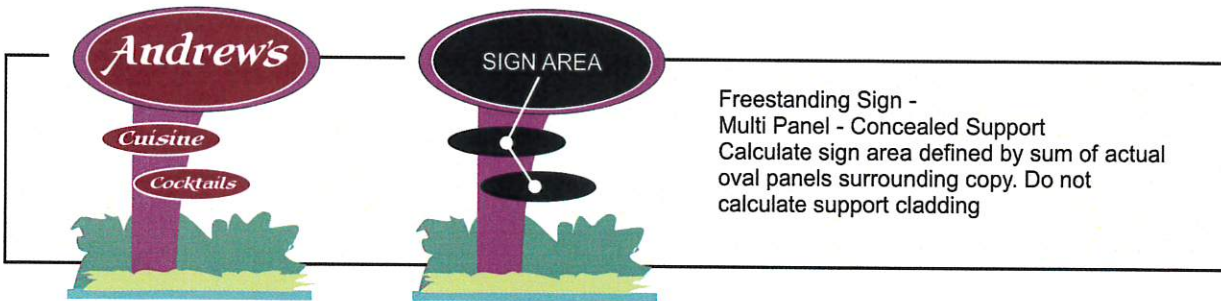
Chapter 151-8: Sign Area Computational Methodology / Ground Signs



Freestanding Sign - Exposed Pole Support
Calculate sign area defined by actual rectangular panel surrounding copy.



Freestanding Sign -
Thematic Embellishment - Concealed Support
Calculate sign area defined by actual rectangular panel surrounding copy. Do not calculate embellishment or support cladding



Freestanding Sign -
Multi Panel - Concealed Support
Calculate sign area defined by sum of actual oval panels surrounding copy. Do not calculate support cladding

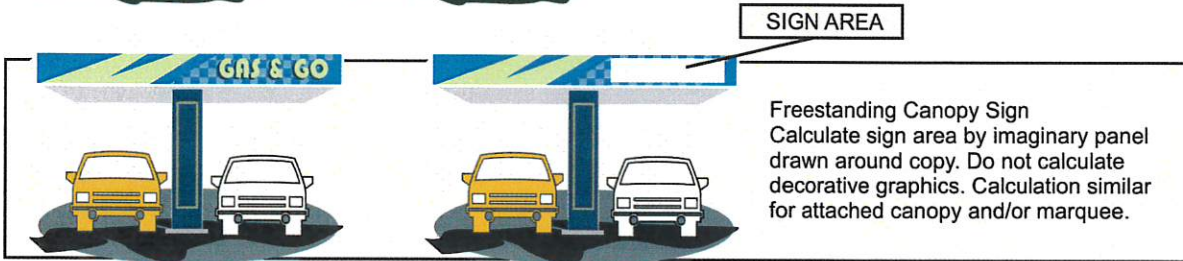
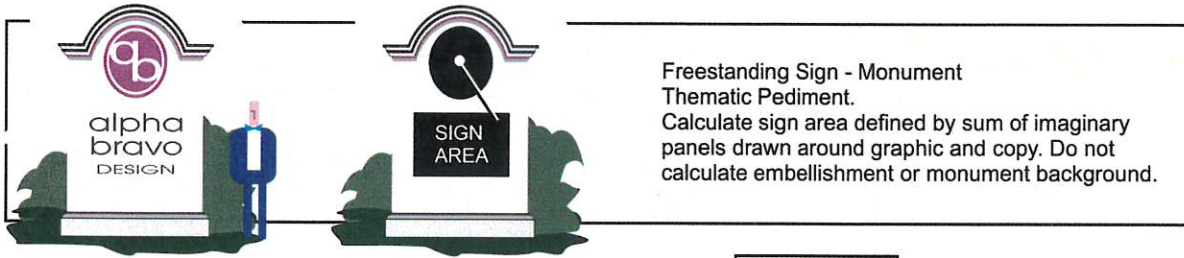


Freestanding Sign - Monument
Thematic Embellishment - Concealed Support
Calculate sign area defined by imaginary panel drawn around copy. Do not calculate embellishment or monument background



Freestanding Sign - Monument
Thematic Embellishment - Concealed Support
Calculate sign area defined by actual oval panel surrounding copy. Do not calculate embellishment or monument background

EXHIBIT NO. 3



Wall / Fascia Signs

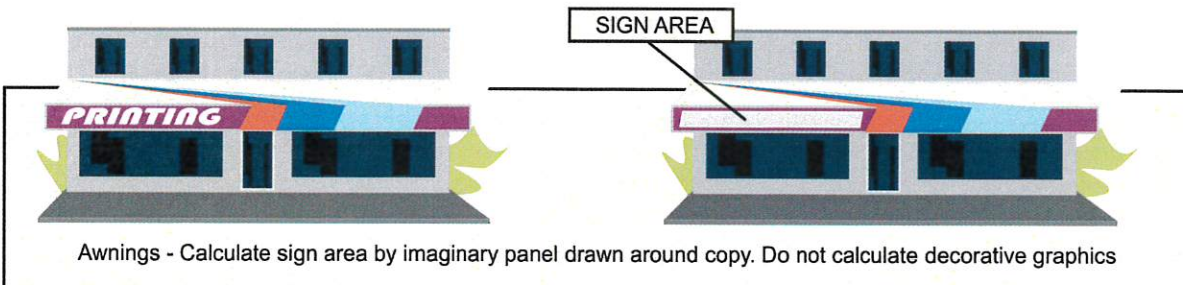
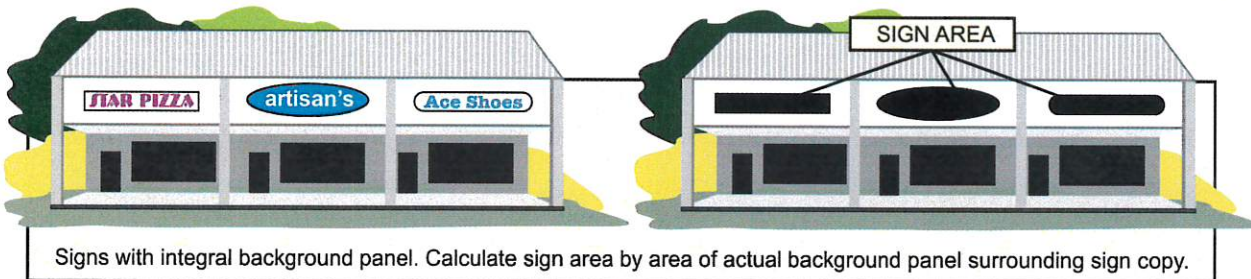
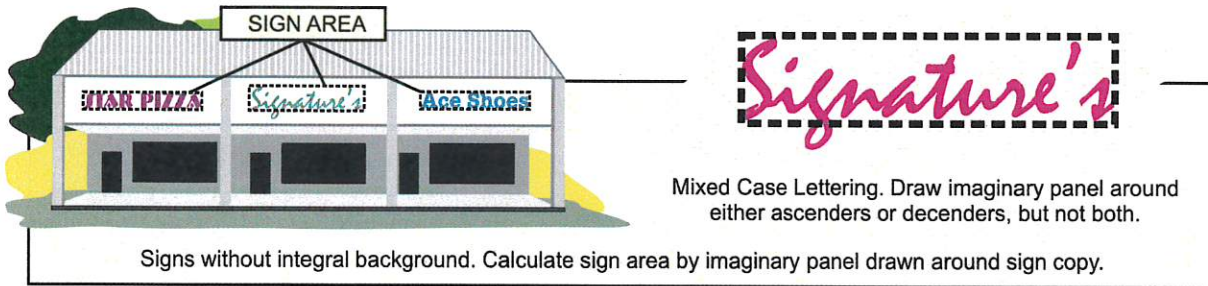
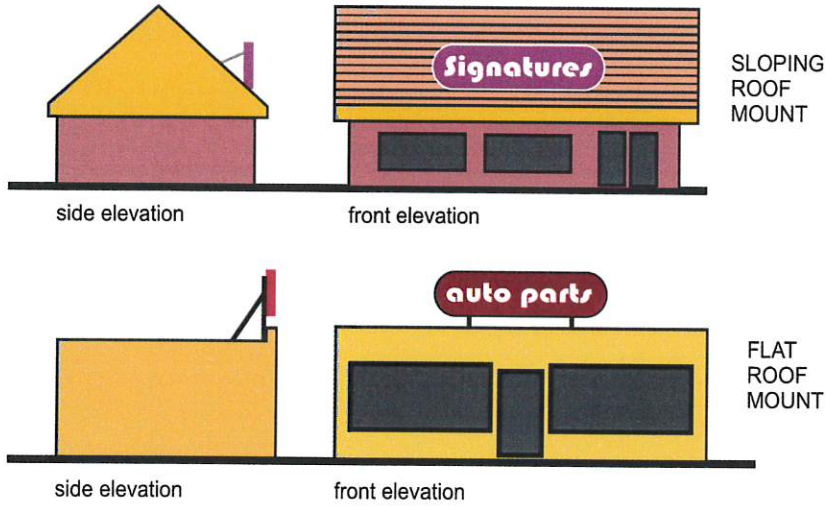


EXHIBIT NO. 4

Chapter 151-9: Comparison: Roof and Wall Sign Distinctions

ROOF SIGNS



Fascia Signs on Roof-Like Projections
NOT ROOF SIGNS

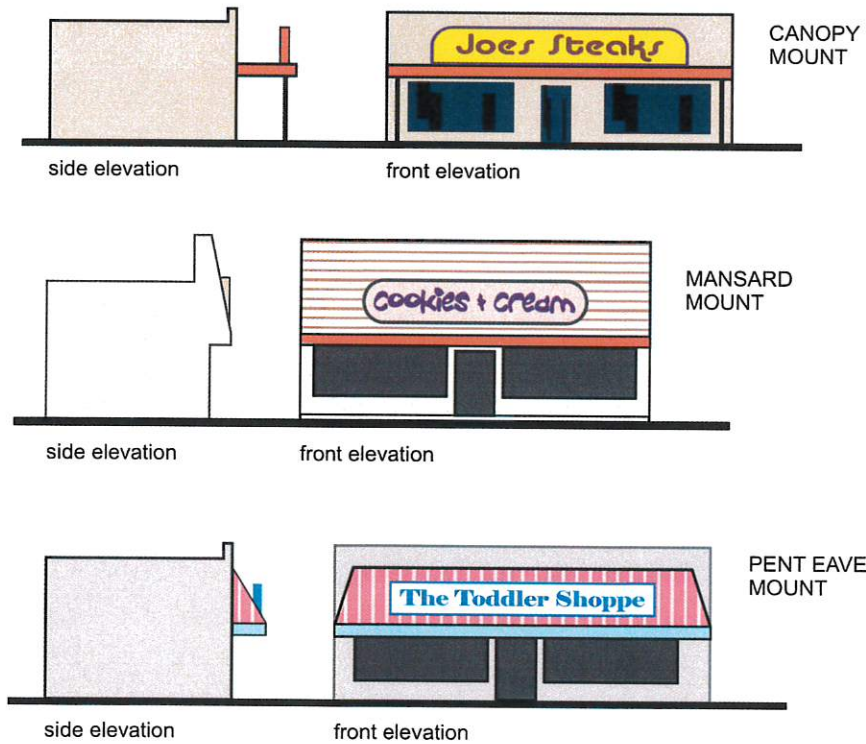


EXHIBIT NO. 5

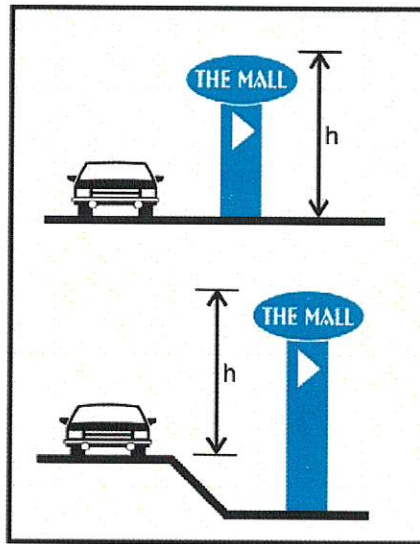


Figure A



May 20, 2019

The regular meeting of the Mayor and City Council was called to order on May 20, 2019 at 7:020 p.m. with Mayor Martin presiding and the following Council Members present: Council Member's, Glenn, Martin, Robertson, Tomarchio, Ringsaker and Zinner. The Pledge of Allegiance was led by Mayor Martin and the opening prayer was led by Council Member Rngsaker. A motion was made by Council Member Zinner and seconded by Council Member Martin to approve the council meeting minutes of May 6, 2019. Motion carries 6-0. A motion was made by Council Member Martin and seconded by Council Member Ringsaker to approve the closed meeting minutes; Motion carries 6-0 (Closed Session Minutes- See attached.)

Special Presentation- HDG Police Department - Officer Chad Smith received a lifesaving award for saving a woman who was having a cardiac event. His quick actions- CPR and AED training saved her life. Mayor Martin presented a challenge coin.

Recognition - Havre de Grace Middle School Destination Imagination Team will be attending a global competition in Kansas City. Each team member was presented with a challenge coin and a city flag.

Comments from citizens on agenda items:

Kirk Smith 120 S. Washington St. -Specific questions concerning Sections 8 and 9 : What does BOD stand for- Biological Oxygen Demand , Questions about projection signs on page 14

Traffic and Access Management- Good Ordinance that is sustainable. Likes the developers have an option.

Question for overtime hours for Waterfront Festival for DPW.

Bambi Johnson - Executive Director of the HDG Alliance- 356 Congress Ave, Suite 203

Would like council to consider the special event application- The Waterfront Festival- August 24-25 Would like to consider incorporating a heritage into the festival. The Museums are on board-

Proclamations

Mayor Martin presented a proclamation to Mr. John Correrri in recognition of EMS Week- May 19-25, 2019.

Presentations:

Official Election Results: Election Board Chair, Mr. George Deibel

Ordinances:

Ordinance 1016: Second Reading and Adoption (CM Robertson)

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY

1, 2019 TO JUNE 30, 2020 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION.

A motion was made by CM Robertson and seconded by CM Martin to introduce Ordinance 1016 on second reading. Motion carries 6-0. After the header was read, a motion was made by CM Robertson and seconded by CM Martin to adopt Ordinance 1016. Motion carries 6-0

Ordinance 1017: Second Reading and Adoption (CM Robertson)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE CITY CHARTER SECTIONS 33 AND 34 AND CITY CODE CHAPTER 196 AND EXHIBIT A THERETO, ESTABLISHING THE CITY WATER AND SEWER RATES AND SERVICE PARTICIPATION FEES FOR THE USERS OF THE CITY WATER AND SEWER SYSTEM.

A motion was made by CM Robertson and seconded by CM Zinner to introduce Ordinance 1017 on second reading. Motion carries 6-0. After the header was read - a motion was made by CM Robertson and seconded by CM Ringsaker to adopt Ordinance 1017. Motion carries 6-0

Ordinance 1018: Second Reading and Adoption (CM Martin)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY GRANTED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE, AND CITY CHARTER SECTION 33 AND 34, AMENDING THE CITY CODE SECTION 67: ETHICS

A motion was made by CM Martin and seconded by CM Ringsaker to introduce Ordinance 1018 on second reading. Motion carries 6-0 After the header was read- a motion was made by CM Martin and seconded by CM Zinner to adopt Ordinance 1018. Motion Carries 6-0

An Ordinance concerning Zoning: Signs: First reading (CM Ringsaker)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 DELETING AND REPLACING CITY CODE CHAPTER 151, SIGNS, IN ITS ENTIRETY IN ORDER TO ESTABLISH NEW REGULATORY SIGN STANDARDS.

A motion was made by Council Member Ringsaker and seconded by Council Member Tomarchio to introduce Ordinance 1019 on first reading. Motion carries. After the header was read and assigned a number, a motion was made by Council Member Ringsaker and seconded by Council Member Zinner to adopt Ordinance 1019 on first reading.

A public hearing is scheduled for June 3, 2019

An Ordinance concerning Performance Standards (CM Ringsaker)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE CHAPTER 205; ZONING 205-11, ENTITLED "PERFORMANCE STANDARDS" BY REVISING THE TRAFFIC STANDARDS

A motion was made by Council Member Ringsaker and seconded by Council Member Martin to introduce Ordinance 1020 on first reading. Motion carries 6-0.

After the header was read and assigned a number, a motion was made by Council Member Ringsaker and seconded by Council Member Robertson to adopt on first reading. Motion carries 6-0

A public hearing is scheduled for June 17, 2019 at 7pm. A public hearing will be placed in the newspaper for two consecutive weeks.

Motion to Sine Die

Oath of Office was administered by the Honorable Paul Ishak

- A. William T. Martin
- B. Jason Robertson
- C. David Martin
- D. Carolyn Zinner

Call to Order for the 2019-20 Legislative Session

Roll Call with all members of council present

A motion was made by CM Glenn and seconded by CM Martin to move into closed session for selection of Council President. Motion carries 6-0

Meeting is reconvened at 8:53pm with all members of council present.

A motion was made by CM Ringsaker and seconded by CM Zinner to nominate CM David Glenn as Council President. On roll call vote- motion carries 5-0 with CM Glenn abstaining from the vote.

New Business:

A motion was made by CM Robertson and seconded by CM Martin to approve Summer Jam Family Fun Day; June 15, 2019, HDG Housing Authority; motion carries 6-0.

A motion was made by CP Glenn and seconded by CM Tomarchio to approve the Waterfront Festival; August 24-25 2019; Hutchins Park and Concord Point; motion carries 6-0.

Directors Report:

Mr. Patrick Sypolt:

Just when you thought it couldn't get any better Thursday Night Live returns to the Cultural Center at the Opera House on Thursday, May 23rd, featuring the Blues Brotherhood! A tribute to the Blues Brothers. The Blues Brotherhood covers the best material from the original Blues Brothers as well as other classic blues, funk and soul tunes in a style unique. So hold on to your hats and shades as the boys capture the sound, energy, and persona that propelled the original Blues Brothers in the phenomenon that still thrills audiences around the world. The show starts at 8:00 p.m.

On Friday, May 24th and again on Saturday, May 25th, it's Rogue Swan, returning to the Opera House for a second year in a row, presenting its newest Vaudeville act: The Last Call. After performing to a sold-out house last spring, Rogue Swan have crafted a new Vaudeville for everyone to enjoy. For our first-timers, prepare for a night filled with music, comedy, drama and dance. Rogue Swan provides a unique combination of music throughout the last century to pay homage to the Vaudevilles there were widely popular in the early 20th century while making them relevant for today. And for our returning patrons, be prepared for an entirely new storyline that will keep you on the edge of your seat. The show begins at 8:00 p.m.

City Hall will be closed on Monday May 27th in observance of Memorial Day. Offices will reopen at 8:00 a.m. on Tuesday, May 28th.

The Bob Hooper Hospice Regatta returns to Concord Point on Saturday, June 1st. The regatta features a sailboat race, dinner and dancing to live music. There is also gaming wheels, raffles and live and silent auctions. All the proceeds fund hospice services at the Hooper House. Doors open at 5:00 p.m.

If you missed any of the information I just spoke of and for a complete calendar of events for our City please visit our websites at: havredegrace.com and explorehavredegrace.com and hdgoperahouse.org.

Mr. Shane Grimm: Deputy Director of Planning

Marisa Willis of the Department of Planning is holding a meeting at 7pm in Council Chambers on 5/23 to educate the public on floodplain management and benefits of the CRS program which helps them save money on their flood insurance.

Mrs. Erika Quesenbery Sturgill: Director of Economic Development- Absent

Mr. George DeHority: Director of Finance

Mr. Dehority gave a monthly financial report.

Joe Conaway- Director of Public Works

Mr. Conaway announced new shingle roof has been installed on the Moore house at 710 Market St

The Sweeper truck back in service after being down for an extended period for maintenance.

The tree contractor in town.

Chief Teresa Walter: Police Department

Thanked the community for recognizing National Police Week

Chief Walter reminded citizens that with warmer weather- please pay attention to where your parking. Do not park on yellow curbs or in handicap

Business from Mayor Martin

Mayor Martin announced that Mrs. Teresa Gardener, DPW Director turned in her resignation.
Mayor Martin attended the elevated walkway Ribbon Cutting at Joe K Trail. Thanked Mr. K and community partners for their years of work on this project.
The Farmers Market hit 602 visitors this past weekend.
Mayor Martin thanked the citizens for voting and is beyond humbled to run opposed. Excited for the next 2 years for more change, growth and progress.

Business from Council:

Council Member Tomarchio

CM Tomarchio congratulated her colleagues and their families during the election.

Council Member Robertson

Thanked everyone last wednesday who attending they shall not grow old as a Legion fundraiser.

Youth Commission will not meet until after the June 22 Festival.

Next Teen Night June 11 at 723 Yoga

Also thanked the citizens who also ran for election.

Council Member Zinner

CM Zinner expressed her happiness that she is now an elected official and thanked all the voters, and candidates.

Participated in a Women's Build for Habitat for Humanity on Revolution St.

Announced that the Soroptomist's recieved over sixty applications- twelve were presented and four were from HHS.

Attended the Historic Preservation Awards ceremony and APG Gold Star Memorial.

The ARTS Commission will meet on 5/21.

The HPC will meet at the home of Ron Browning.

Council Member Ringsaker

CM Ringsaker congratulated CM Glenn for being selected as Council President.

Congratulated his colleagues and to the candidates who ran during the election.

Commended Chad Smith for his Life Saving Award.

Council Member Martin

CM Martin deferred his comments to Mr. Larry O'Neal- Poet Laureate for the City of Havre de Grace. Mr. Larry O'Neal read a poem called "Start Again"

Business from Council President Glenn:

Administrative Committee will be meeting this Wednesday and will be meeting with a representative from Bob Cassilly's office.

Attended the ribbon cutting for Joe K's long awaited bridge over Lily Run.

WARRIOR PROUD MOMENTS

Congratulations to the Havre de Grace Boys Lacrosse Team for reaching the Regional finals before losing to Patterson Mill.

Individual honors include: Tommy Meehan, Mike Sweigart, Braeden Bushyager, Tanner Thompson, Brandon Rabbit. Congratulations to Alex Gresock and Christina Wilson on their recent Al Cesky Scholarship recognition. Congratulations to all the seniors and for those furthering their education next year I wish them nothing but the best. Bryce Bauer who plays for the Little League Major division Cardinals has hit two grand slams this year. What an awesome achievement. Going, going, gone!!!

MEMORIAL DAY

On May 27, we will be recognizing all those fathers, mothers, brothers, sisters, sons and daughters who paid the ultimate sacrifice in service to their nation. We also must not forget the families they left behind. They are considered GOLD STAR FAMILIES but it is an honor that no one wants. The loss of life during conflict reinforces that freedom is not FREE. Someone thanked me the other day for all we do for the City. But I have to tell you, what we do is small potatoes to what veterans have done (past and present) to preserve our freedom. So I ask a favor. In your travels if you run into a veteran (past or present) or a GOLD STAR family member THANK THEM. We need to reinforce that their tireless dedication, sacrifice and selfless service has not gone unnoticed. We shouldn't hesitate to thank the men and women who put the uniform on asking for nothing in return. Their commitment to serving our country deserves the highest level of respect and gratitude we have to offer. Because of these brave and courageous men and women, we all possess our most precious gift – that of freedom. Without a doubt, they are the true unsung heroes and we can't begin to thank them enough. But we should at least try.

Comments from Citizens: Camay Murphy- Green St.

Thanked the City Council for allowing a public hearing on the sign ordinance. Also thanked the City Council for the tree that was planted in honor of Harriet Tubman. Offered congratulations to elected officials.

A motion was made by Council Robertson and seconded by Council Member Ringsake to adjourn at 9:44 pm. Motion carries 6-0



OFFICIAL RESULTS

CITY OF HAVRE DE GRACE, MARYLAND

MAY 10, 2019

	Election Day 5/7/19	Absentee & Provisional Canvass 5/10/19	Total
Mayor – Vote for One			
Bill Martin	884	27	911
City Council – Vote for Three			
Wynona C. Hilton-Stanley	378	6	384
David A. Martin	734	22	756
Jason G. Robertson	776	18	794
Kirk D Smith	276	6	282
Carolyn J. Zinner	622	23	645

Active Registered Voters (as of 4-16-19) 10,898 **Standard Ballots Cast on Election Day 1,076**
Absentee Ballots Sent 35 **Absentee Ballots Received 30**
Provisional Ballots Cast 1

Voter Turnout 10% **Total Votes Cast as of 5-9-19 1,107**

Stephanie Taylor

Stephanie Taylor - Harford County Board of Elections

5/13/19
Date

Election Summary Report

2019 Havre de Grace Municipal
 Harford County, Maryland
 May 7, 2019

Unofficial Results

Run Date:05/10/19 11:21 AM

Report EL45A Page 001

	TOTAL VOTES	%	ED	AB1	PROV	AB2
PRECINCTS COUNTED (OF 2)	2	100.00				
REGISTERED VOTERS - TOTAL	0					
BALLOTS CAST - TOTAL	1,106		1,076	29	0	0
BALLOTS CAST - BLANK	0		0	0	0	0
Mayor						
(VOTE FOR) 1						
(WITH 2 OF 2 PRECINCTS COUNTED)						
Bill Martin	911	94.21	884	27	0	0
WRITE-IN	56	5.79	56	0	0	0
Total	967		940	27	0	0
Over Votes	0		0	0	0	0
Under Votes	138		136	2	0	0
City Council						
(VOTE FOR) 3						
(WITH 2 OF 2 PRECINCTS COUNTED)						
Jason G. Robertson	794	27.55	776	18	0	0
David A. Martin	756	26.23	734	22	0	0
Carolyn J. Zinner	645	22.38	622	23	0	0
Wynona C. Hilton-Stanley	384	13.32	378	6	0	0
Kirk D. Smith	282	9.78	276	6	0	0
WRITE-IN	21	.73	21	0	0	0
Total	2,882		2,807	75	0	0
Over Votes	3		3	0	0	0
Under Votes	430		418	12	0	0

Havre de Grace City Council Minutes

Summary of Closed Session

Date and time of Closed Session: May 20, 2019 Time: 8:35 PM

Place: Havre de Grace City Hall, Mayor's office, 711 Pennington Ave, Havre de Grace, MD 21078

Purposes: To vote on a Council President.

Motion to go into close session made by CP Glenn, second by CM Martin.

Members who voted to meet in closed session: CP Glenn, CM Martin, CM Tomarchio, CM Ringsaker, CM Zinner, CM Robertson.

Persons attending closed session: Council President Glenn; CM Tomarchio; CM Martin; CM Ringsaker; CM Robertson; CM Zinner; City Attorney Ishak.

Authority under Section 3-305 for the closed session: General Provision Article 3-305(b)(1) "to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals."

Topics actually discussed: The council members considered the appointment of a Council President as required under the City Charter.

Action taken: The Council voted 5-0 to elect David Glenn as Council President. CP Glenn abstained from voting.

Meeting adjourned at 8:37 PM.



APPLICATION FOR APPOINTMENT TO
CITY SPONSORED ORGANIZATIONS

410-939-1800

Commission/Committee/Board Appointment Sought: Havre de Grace
Arts Commission

Name: Janet Carrick Date: May 17, 2019
Address: _____ Havre de Grace, MD 21078

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail: JKULIKOWSKI@comcast.net

Occupation: retired public school Teacher

Place of Employment: retired

Residency History: Summer residency since 2009 - Now MD residents 2018

Education Background: Plymouth Whitmarsh H.S. 1970, Ursinus

College 1974 BA certificate Secondary Ed - English + French,
masters Equivalency - Villanova, Shippensburg, Maryland

Special Interests: reading, hiking, Kayaking, Sailing, golf,
arts, music, fishing, swimming and in retirement - volunteerism.

Personal Observations/Comments: _____

my husband and I have enjoyed and invested in Havre de
Grace!

Committee/Commission/Board Sponsor: Pat Fair

Please complete form and return to:
Office of the Mayor
(Attention: Mrs. Shyla Scott)
Havre de Grace City Hall
711 Pennington Avenue
Havre de Grace, MD 21078
shylas@havredegracemd.com



**APPLICATION FOR APPOINTMENT TO
CITY SPONSORED ORGANIZATIONS
410-939-1800**

Commission/Committee/Board Appointment Sought: Water & Sewer Commission

Name: Dan Wusinich **Date:** May 1, 2019

Address: 10000 ... 21078

Home Phone: ... **Work Phone:** ...

Cell Phone: ... **E-Mail:** dan.wusinich@exeloncorp.com

Occupation: Engineer

Place of Employment: Exelon Corp.

Residency History: Resident since September 1991

Education Background: Bachelor of Mechanical Engineering, Villanova University

Special Interests: I am keen to continue working with the Water & Sewer Commission particularly around the infrastructure improvement requirements and the revenue and rate structuring.

Personal Observations/Comments: The current Commission members all have much enthusiasm towards "doing the right thing" for the Citizens of Havre de Grace on the City's infrastructure and the crucial financial dynamics.

Committee/Commission/Board Sponsor: Councilman David Martin, Steve Gamatoria

Please complete form and return to:

Office of the Mayor
(Attention: Mrs. Shyla Scott)
Havre de Grace City Hall
711 Pennington Avenue
Havre de Grace, MD 21078
shylas@havredegracemd.com

ORDINANCE NO. _____

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF ESTABLISHING THE CITY BUDGET FOR FISCAL YEAR 2020, BY DESIGNATING THE ANNUAL PROJECTION OF ANTICIPATED REVENUES AND PROPOSED AUTHORIZED EXPENSES FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2020

WHEREAS the Mayor and City Council of Havre de Grace, a Maryland municipal corporation, is required to established an annual projection of anticipated revenues and proposed expenses, known as the budget, for the City of Havre de Grace for the fiscal year beginning July 1, 2019 through June 30, 2020, said period known as fiscal year 2020;

WHEREAS the Mayor and City Council of Havre de Grace is further required to approve the budget by Ordinance, pursuant to the Havre de Grace Charter Section 37 and by the authority of the Local Government Article of the Annotated Code of Maryland;

WHEREAS the Mayor and City Council of Havre de Grace shall conduct a public hearing for the purpose of receiving public comment on this budget Ordinance, and;

WHEREAS the Mayor and City Council of Havre de Grace have previously set the City Tax rate and charges for water and sewer service by Ordinance.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Mayor and City Council of Havre de Grace that the Annual Budget Ordinance for the City of Havre de Grace for the fiscal year 2020 shall be enacted as follows:

BUDGET ORDINANCE

Section 1.Attached hereto is the Havre de Grace Budget for the fiscal year 2020 ("Budget"). The Budget covers the General Fund, Water & Sewer Fund and Marina Fund. The Budget document and all of its attachments are incorporated by reference into this Ordinance and made a part hereof.

Section 2.The City shall collect the anticipated revenue and make the proposed expenditures in compliance with the Budget or by an appropriate Budget Amendment as authorized by Section 37 of the Havre de Grace City Charter.

Section 3.This Ordinance shall be effective on July 1, 2019 and expire on June 30, 2020.

ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

PATRICK D. SYPOLT
DIRECTOR OF ADMINISTRATION

WILLIAM T. MARTIN
MAYOR

Introduced: 06/03/2019
Public Hearing: 06/10/2019
Enacted: 06/17/2019



ANNUAL BUDGET FISCAL YEAR 2020

William T. Martin, Mayor

Members of the City Council:

David W. Glenn, Council President

David A. Martin

James E. Ringsaker, Jr.

Jason G. Robertson

Cassandra B. Tomarchio

Carolyn J. Zinner

FY 2020 vs FY 2019

GENERAL FUND				
	ORIG. BGT. FY 2019	CURR. BGT. FY 2019	REQUESTED FY 2020	Page
Operating Revenues				
Taxes and Penalties	\$10,776,600	\$10,776,600	\$10,972,500	1
Intergovernmental	765,700	765,700	880,300	1
Licenses and Permits	286,600	286,600	291,600	1
Service Fees	115,900	115,900	113,800	1
Fines and Forfeitures	4,500	4,500	3,600	1
Grants	2,126,900	1,871,400	1,196,100	2
Miscellaneous	209,200	209,200	356,100	2
	<u>14,285,400</u>	<u>14,029,900</u>	<u>13,814,000</u>	
Operating Expenses				
Mayor	34,300	34,300	42,500	3
City Council	86,100	86,100	86,600	4
Administration	1,517,500	1,460,900	1,642,400	5-7
Registration & Elections	5,500	5,500	5,400	8
Legal Services	90,400	90,400	80,400	8
Casualty & Liability Insurance	127,500	127,500	127,300	8
Economic Development	187,200	187,200	200,600	9
Finance	782,600	782,600	794,700	10
Planning and Code Enforcement	623,400	640,000	759,000	11
Public Safety	5,630,500	5,592,800	5,453,300	12-13
Public Works	3,712,700	3,712,700	3,644,900	14-17
Service Organizations	13,500	13,500	12,500	18
Museums	60,000	60,000	60,000	18
Civic Groups	184,200	184,200	199,200	18
Ambulance Corps	96,600	96,600	96,600	18
Susquehanna Hose Co.	475,700	475,700	400,700	18
	<u>13,627,700</u>	<u>13,550,000</u>	<u>13,606,100</u>	
Capital Expenses				
Capital Equipment	235,000	380,900	87,000	20
Capital Projects	1,620,700	1,859,800	1,128,000	20
Debt Service	548,800	548,800	551,600	19
	<u>2,404,500</u>	<u>2,789,500</u>	<u>1,766,600</u>	
	<u>16,032,200</u>	<u>16,339,500</u>	<u>15,372,700</u>	
Fund Increase/(Decrease)	(1,746,800)	(2,309,600)	(1,558,700)	
Beginning Balance	607,600	1,170,400	417,200	2
Fund Transfers/Reserves	1,139,200	1,139,200	1,141,500	2
<i>Fund Excess/(Deficiency)</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	

GENERAL FUND OPERATING REVENUES

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
TAXES				
01-0001-41-01	Real Property Taxes	8,096,700	8,096,700	8,317,600
01-0001-41-06	Critical Area Tax	42,400	42,400	43,200
01-0001-41-12	Pers Prop, Unincorporated	7,100	7,100	8,600
01-0001-41-13	Pers Prop, RR/Utilities	196,400	196,400	209,900
01-0001-41-14	Pers Prop, Incorporated	222,500	222,500	204,200
01-0001-41-20	Penalties, Real Property	46,200	46,200	39,900
01-0001-41-23	Penalties, Personal Property Taxes	11,300	11,300	7,600
01-0001-41-41	Income Tax - City Share	1,956,100	1,956,100	1,956,100
01-0001-41-58	Pole and Conduit Tax	70,100	70,100	70,400
01-0001-41-61	Admissions & Amusements	83,600	83,600	67,400
01-0001-41-62	Hotel/Motel Tax	28,900	28,900	32,300
01-0001-41-95	County Pmts In Lieu of Taxes	15,300	15,300	15,300
	Subtotal - Taxes	10,776,600	10,776,600	10,972,500
INTERGOVERNMENTAL				
01-0001-43-33	State Police Protection	269,400	269,400	260,700
01-0001-43-51	Highway User Fees	453,400	453,400	577,100
01-0001-43-63	Enterprise Zone Credit Reimb	42,900	42,900	42,500
	Subtotal - Intergovernmental	765,700	765,700	880,300
LICENSES AND PERMITS				
01-0001-42-21	Beer, Wine, Liquor License	10,900	10,900	
01-0001-42-23	Trader Licenses	1,700	1,700	1,500
01-0001-42-32	Building Permits	137,400	137,400	135,700
01-0001-42-34	Cable TV License Fee	136,600	136,600	154,400
	Subtotal - Licenses/Permits	286,600	286,600	291,600
GENERAL SERVICE FEES				
01-0001-44-15	Rent - American Tower	46,100	46,100	48,700
01-0001-44-16	Rent - Visitors Center	1,000	1,000	1,000
01-0001-44-30	Rent-Tydings Concession	10,800	10,800	11,500
01-0001-44-32	Backfin Blues Creole de Graw-Leas	1,400	1,400	1,400
01-0001-44-34	Rent - M/V Summer Breeze LLC	11,100	11,100	5,600
01-0001-44-35	Rent - Upper Chesapeake (Lodge La	3,300	3,300	3,300
01-0001-44-37	Candidate Filing Fees	400	400	300
01-0001-44-43	Engineering Svcs. Reimb.	2,500	2,500	
01-0001-44-49	Firing Range Rental-Unbilled	14,700	14,700	28,300
01-0001-44-51	Firing Range Reimbursement-Billed	6,700	6,700	5,400
01-0001-44-52	Administrative Fees	15,800	15,800	6,900
01-0001-44-54	Board of Appeals Fees	2,100	2,100	1,400
	Subtotal - Service Fees	113,900	113,900	113,800
FINES/FORFEITURES				
01-0001-45-01	City Ord Violations	3,400	3,400	2,300
01-0001-45-02	Police Misc Income	1,100	1,100	1,300
	Subtotal - Fines/Forfeitures	4,500	4,500	3,600

GENERAL FUND OPERATING REVENUES

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
GRANTS				
01-0001-48-34	State Grants	256,000		
01-0001-48-36	MHAA Grant	25,000	105,000	
01-0001-48-65	County Grants - Fin. Inst.	5,100	5,100	5,100
01-0001-48-75	County Grants - Parks & Rec.	204,500		
01-0001-48-80	County Grants - Police Diff.	1,125,000	1,125,000	1,188,100
01-0001-48-81	Mini Police Grants	11,300	11,300	2,900
01-0001-48-96	DNR Open Space Grants		625,000	
01-0001-48-97	CDBG Grant	500,000		
	Subtotal - Grants/Bonds	2,126,900	1,871,400	1,196,100
MISCELLANEOUS				
01-0001-46-04	Contrib & Donations	8,200	8,200	22,200
01-0001-46-08	Sale of Surplus Property	2,300	2,300	6,800
01-0001-46-22	Interest Income	47,800	47,800	87,600
01-0001-46-28	Misc Revenues	10,400	10,400	9,900
01-0001-46-29	Misc Revenues - Billed	2,500	2,500	4,800
01-0001-46-39	Expense Reimbursements - Billed	18,500	18,500	47,500
01-0001-46-40	Expense Reimbursement	108,000	108,000	166,200
01-0001-46-50	Misc AR Penalties	4,300	4,300	6,200
01-0001-46-76	Tourism Sales	2,500	2,500	1,000
01-0001-46-77	Tourism Advertising Revenue	500	500	500
01-0001-46-78	Tourism Advertising - Guide	4,200	4,200	3,400
	Subtotal - Miscellaneous	209,200	209,200	356,100
TRANSFERS IN/(OUT)				
01-0001-49-43	Distributed Expenses	1,152,900	1,152,900	1,184,700
01-0001-49-00	Fund Transfers (Critical Area)	(13,700)	(13,700)	(43,200)
01-0001-49-98	Unrestricted Fund Balance	607,600	1,170,400	417,200
	Subtotal - Transfers/Reserves	1,746,800	2,309,600	1,558,700
	TOTAL REVENUES	16,032,200	16,339,500	15,372,700

MAYOR

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1031-5001	Salaries - Regular Time	18,200	18,200	18,200
01-1031-5022	FICA Expense	1,400	1,400	1,400
01-1031-5031	Workman's Comp	200	200	200
	<i>Subtotal - Employee</i>	<i>19,800</i>	<i>19,800</i>	<i>19,800</i>
NON-EMPLOYEE-RELATED EXPENSES				
01-1031-6276	Professional Services	300	300	300
01-1031-6277	Travel Expense	1,400	1,400	2,000
01-1031-6282	Office Supplies	400	400	1,000
01-1031-6283	Public Relations	12,400	12,400	19,400
	<i>Subtotal - Non-Employee</i>	<i>14,500</i>	<i>14,500</i>	<i>22,700</i>
	TOTAL - MAYOR	34,300	34,300	42,500

CITY COUNCIL

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1011-5001	Salaries - Regular Time	46,800	46,800	46,800
01-1011-5022	FICA Expense	3,600	3,600	3,600
01-1011-5031	Workman's Comp	100	100	100
	<i>Subtotal - Employee</i>	<i>50,500</i>	<i>50,500</i>	<i>50,500</i>
NON-EMPLOYEE-RELATED EXPENSES				
01-1011-6062	Dues and Subscriptions	15,600	15,600	15,800
01-1011-6070	Printing and Publishing	800	800	200
01-1011-6277	Travel Expense	5,900	5,900	6,200
01-1011-6283	Public Relations	12,800	12,800	13,400
01-1011-6290	Misc Operating Costs	500	500	500
	<i>Subtotal - Non-Employee</i>	<i>35,600</i>	<i>35,600</i>	<i>36,100</i>
	TOTAL - CITY COUNCIL	86,100	86,100	86,600

ADMINISTRATION OFFICES

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1091-5001	Salaries - Regular Time	426,400	426,400	503,100
01-1091-5004	Salaries - Overtime	2,000	2,000	
01-1091-5007	Salaries - Seasonal	19,500	19,500	19,500
01-1091-5013	Salaries - Sick Leave	22,900	22,900	25,800
01-1091-5016	Salaries - Annual Leave	25,700	25,700	27,400
01-1091-5019	Salaries - Personal Leave	7,400	7,400	8,400
01-1091-5022	FICA Expense	38,500	38,500	44,700
01-1091-5028	Hospitalization	62,000	62,000	83,600
01-1091-5030	Retirees' Medical Benefits	129,800	129,800	133,700
01-1091-5031	Workman's Comp	1,800	1,800	1,000
01-1091-5040	Retirement	21,400	21,400	24,400
01-1091-5045	Actuarial & Pension Services	3,300	3,300	3,900
	Subtotal - Employee	760,700	760,700	875,500
NON-EMPLOYEE-RELATED EXPENSES				
01-1091-6025	Medical Testing & Supplies	14,000	14,000	10,000
01-1091-6062	Dues and Subscriptions	8,000	8,000	7,000
01-1091-6067	Postage	25,000	25,000	23,000
01-1091-6192	City Buildings Water & Sewer	25,000	25,000	26,600
01-1091-6223	Contrib to Liq Board	1,800	1,800	1,800
01-1091-6276	Professional Services	13,000	13,000	13,000
01-1091-6277	Travel Expense	4,700	4,700	2,500
01-1091-6278	Employee Development	25,500	14,700	20,000
01-1091-6280	Utilities	26,000	26,000	26,500
01-1091-6282	Office Supplies	14,000	14,000	13,000
01-1091-6283	Public Relations	24,800	19,000	40,000
01-1091-6284	Vehicle Maintenance	2,000	2,000	2,000
01-1091-6286	Vehicle Fuel	700	700	700
	Subtotal - Non-Employee	184,500	167,900	186,100
	TOTAL - ADMINISTRATION	945,200	928,600	1,061,600

TOURISM

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1092-5001	Salaries - Regular Time	91,700	91,700	93,500
01-1092-5004	Salaries - Overtime	500	500	700
01-1092-5013	Salaries - Sick Leave	4,700	4,700	4,800
01-1092-5016	Salaries - Annual Leave	3,800	3,800	3,900
01-1092-5019	Salaries - Personal Leave	1,600	1,600	1,600
01-1092-5022	FICA Expense	7,800	7,800	8,000
01-1092-5028	Hospitalization	51,600	51,600	57,100
01-1092-5031	Workman's Comp	200	200	200
01-1092-5040	Retirement	5,500	5,500	5,500
01-1092-5045	Actuarial & Pension Servoies	900	900	900
	<i>Subtotal - Employee</i>	<i>168,300</i>	<i>168,300</i>	<i>176,200</i>
NON-EMPLOYEE-RELATED EXPENSES				
01-1092-6062	Dues and Subscriptions	2,000	2,000	1,000
01-1092-6067	Postage	500	500	300
01-1092-6070	Printing and Publishing	16,000	16,000	15,000
01-1092-6130	Items for Resale	2,500	2,500	1,000
01-1092-6277	Travel Expense	3,000	3,000	2,000
01-1092-6280	Utilities	1,900	1,900	1,700
01-1092-6282	Office Supplies	1,000	1,000	1,000
01-1092-6283	Public Relations	8,700	8,700	1,000
01-1092-6288	Advertising	56,500	56,500	60,000
	<i>Subtotal - Non-Employee</i>	<i>92,100</i>	<i>92,100</i>	<i>83,000</i>
	TOTAL - TOURISM	260,400	260,400	259,200

INFORMATION TECHNOLOGY

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1094-5001	Salaries - Regular Time	66,100	66,100	67,200
01-1094-5004	Salaries - Overtime	1,500	1,500	1,100
01-1094-5013	Salaries - Sick Leave	3,400	3,400	3,500
01-1094-5016	Salaries - Annual Leave	3,400	3,400	3,500
01-1094-5019	Salaries - Personal Leave	1,100	1,100	1,200
01-1094-5022	FICA Expense	5,800	5,800	5,900
01-1094-5028	Hospitalization	26,300	26,300	29,000
01-1094-5031	Workman's Comp	200	200	100
01-1094-5040	Retirement	4,000	4,000	4,000
01-1094-5045	Actuarial & Pension Services	600	600	600
	Subtotal - Employee	112,400	112,400	116,100
NON-EMPLOYEE-RELATED EXPENSES				
01-1094-6075	Office Machine Rental	30,000	30,000	30,000
01-1094-6137	Other Supplies & Materials	3,000	3,000	3,000
01-1094-6155	Equipment Maintenance	90,500	90,500	95,500
01-1094-6281	Communications	33,600	33,600	34,600
01-1094-6285	Office Equipment	42,400	2,400	42,400
	Subtotal - Non-Employee	199,500	159,500	205,500
	TOTAL - IT	311,900	271,900	321,600

REGISTRATION AND ELECTIONS, LEGAL SERVICES, AND INSURANCE

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
REGISTRATION AND ELECTIONS				
01-1041-5007	Salaries - Seasonal	2,500	2,500	2,500
01-1041-5022	FICA Expense	200	200	200
01-1041-6145	Facility Rental	800	800	800
01-1041-6282	Office Supplies	700	700	700
01-1041-6283	Public Relations	1,300	1,300	1,200
	TOTAL - REGISTRIN/ELECTIONS	5,500	5,500	5,400
LEGAL SERVICES				
01-1061-6061	Legal Services - Council	90,400	90,400	80,400
	TOTAL - LEGAL SERVICES	90,400	90,400	80,400
INSURANCE				
01-2400-6125	Consulting Fees	1,500	1,500	1,500
01-2400-6200	Casualty Insurance	111,000	111,000	110,800
01-2400-6290	Unemployment Insurance	15,000	15,000	15,000
	TOTAL - INSURANCE	127,500	127,500	127,300

ECONOMIC DEVELOPMENT

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1071-5001	Salaries - Regular Time	75,700	75,700	80,100
01-1071-5013	Salaries - Sick Leave	4,200	4,200	4,400
01-1071-5016	Salaries - Annual Leave	8,300	8,300	8,700
01-1071-5019	Salaries - Personal Leave	1,400	1,400	1,500
01-1071-5022	FICA Expense	6,900	6,900	7,200
01-1071-5028	Hospitalization	11,300	11,300	12,400
01-1071-5031	Workman's Comp	200	200	200
01-1071-5040	Retirement	4,900	4,900	5,000
01-1071-5045	Actuarial & Pension Services	800	800	800
	Subtotal - Employee	113,700	113,700	120,300
NON-EMPLOYEE-RELATED EXPENSES				
01-1071-6062	Dues and Subscriptions	2,500	2,500	2,500
01-1071-6067	Postage	400	400	300
01-1071-6070	Printing and Publishing	5,000	5,000	4,000
01-1071-6206	Economic Development Activities	15,000	15,000	15,000
01-1071-6276	Professional Services	32,500	32,500	45,000
01-1071-6277	Travel Expense	5,000	5,000	4,500
01-1071-6278	Employee Development	3,300	3,300	
01-1071-6282	Office Supplies	800	800	800
01-1071-6283	Public Relations	5,000	5,000	4,500
01-1071-6288	Advertising	4,000	4,000	3,700
	Subtotal - Non-Employee	73,500	73,500	80,300
	TOTAL - ECON. DEV.	187,200	187,200	200,600

FINANCE

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1051-5001	Salaries - Regular Time	434,700	434,700	444,700
01-1051-5004	Salaries - Overtime	400	400	
01-1051-5013	Salaries - Sick Leave	22,900	22,900	23,400
01-1051-5016	Salaries - Annual Leave	32,000	32,000	31,700
01-1051-5019	Salaries - Personal Leave	7,600	7,600	7,800
01-1051-5022	FICA Expense	38,100	38,100	38,800
01-1051-5028	Hospitalization	136,600	136,600	137,400
01-1051-5031	Workman's Comp	1,100	1,100	900
01-1051-5040	Retirement	30,100	30,100	30,600
01-1051-5045	Actuarial & Pension Services	4,700	4,700	5,000
	<i>Subtotal - Employee</i>	<i>708,200</i>	<i>708,200</i>	<i>720,300</i>
NON-EMPLOYEE-RELATED EXPENSES				
01-1051-6080	Bank Service Charges	27,500	27,500	27,500
01-1051-6276	Professional Services	39,600	39,600	39,600
01-1051-6277	Travel Expense	1,800	1,800	1,800
01-1051-6282	Office Supplies	5,500	5,500	5,500
	<i>Subtotal - Non-Employee</i>	<i>74,400</i>	<i>74,400</i>	<i>74,400</i>
	TOTAL - FINANCE	782,600	782,600	794,700

PLANNING AND CODE ENFORCEMENT

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1089-5001	Salaries - Regular Time	380,100	380,100	430,300
01-1089-5004	Salaries - Overtime	300	300	1,000
01-1089-5013	Salaries - Sick Leave	15,700	15,700	22,000
01-1089-5016	Salaries - Annual Leave	15,200	15,200	18,600
01-1089-5019	Salaries - Personal Leave	5,200	5,200	7,300
01-1089-5022	FICA Expense	31,900	31,900	36,700
01-1089-5028	Hospitalization	88,300	88,300	126,400
01-1089-5031	Workman's Comp	8,700	8,700	9,200
01-1089-5040	Retirement	18,400	18,400	28,700
01-1089-5045	Actuarial & Pension Services	2,900	2,900	4,600
	Subtotal - Employee	566,700	566,700	684,800
NON-EMPLOYEE-RELATED EXPENSES				
01-1089-6161	Uniform Expense	700	700	900
01-1089-6183	Planning Commission	2,000	2,000	500
01-1089-6197	Historic Dist Comm	4,000	4,000	3,500
01-1089-6198	Board of Appeals	2,000	2,000	2,500
01-1089-6275	County Inspections	25,000	25,000	30,000
01-1089-6276	Professional Services	15,000	31,600	30,000
01-1089-6277	Travel Expense	1,000	1,000	2,000
01-1089-6282	Office Supplies			300
01-1089-6284	Vehicle Maintenance	2,000	2,000	2,000
01-1089-6286	Vehicle Fuel	5,000	5,000	2,500
	Subtotal - Non-Employee	56,700	73,300	74,200
	TOTAL - PLANNING/CODE ENFOR	623,400	640,000	759,000

POLICE ADMINISTRATION

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1111-5001	Salaries - Regular Time	449,500	449,500	425,300
01-1111-5004	Salaries - Overtime	10,000	10,000	10,000
01-1111-5013	Salaries - Sick Leave	23,600	23,600	22,200
01-1111-5016	Salaries - Annual Leave	31,300	31,300	27,100
01-1111-5019	Salaries - Personal Leave	7,900	7,900	7,400
01-1111-5022	FICA Expense	40,000	40,000	37,600
01-1111-5028	Hospitalization	159,900	159,900	177,300
01-1111-5031	Workman's Comp	1,100	1,100	900
01-1111-5040	Retirement	27,600	27,600	28,500
01-1111-5045	Actuarial & Pension Services	4,300	4,300	4,600
	Subtotal - Employee	755,200	755,200	740,900
NON-EMPLOYEE-RELATED EXPENSES				
01-1111-6067	Postage	500	500	500
01-1111-6153	Range Maintenance	55,300	55,300	5,000
01-1111-6160	Legal Services	4,300	4,300	2,300
01-1111-6274	Grounds Maintenance	800	800	
01-1111-6275	Mandated Tests & Related Sup	10,000	10,000	5,000
01-1111-6276	Professional Services	4,500	4,500	2,000
01-1111-6277	Travel Expense	4,000	4,000	2,000
01-1111-6280	Utilities	42,700	42,700	44,500
01-1111-6281	Communications	29,100	29,100	20,000
01-1111-6282	Office Supplies	3,900	3,900	4,000
01-1111-6283	Public Relations	9,000	9,000	3,000
01-1111-6285	Office Equipment	18,000	18,000	11,100
	Subtotal - Non-Employee	182,100	182,100	99,400
	TOTAL - POLICE ADMINISTRATI	937,300	937,300	840,300

POLICE PATROL AND INVESTIGATION

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1112-5001	Salaries - Regular Time	2,192,700	2,192,700	2,186,900
01-1112-5004	Salaries - Overtime	170,000	170,000	150,000
01-1112-5013	Salaries - Sick Leave	108,900	108,900	108,000
01-1112-5016	Salaries - Annual Leave	125,600	125,600	118,300
01-1112-5019	Salaries - Personal Leave	36,300	36,300	35,800
01-1112-5022	FICA Expense	201,500	201,500	198,800
01-1112-5028	Hospitalization	513,000	513,000	568,300
01-1112-5031	Workman's Comp	185,800	185,800	185,400
01-1112-5040	Retirement	745,900	745,900	745,400
01-1112-5045	Actuarial & Pension Services	116,100	116,100	119,700
	<i>Subtotal - Employee</i>	<i>4,395,800</i>	<i>4,395,800</i>	<i>4,416,600</i>
NON-EMPLOYEE-RELATED EXPENSES				
01-1112-6137	Supplies and Materials	35,000	32,000	20,000
01-1112-6151	K9 Expense	6,000	6,000	5,000
01-1112-6153	Building Maintenance	18,000	18,000	10,000
01-1112-6155	Equip Maintenance	4,000	4,000	4,000
01-1112-6161	Uniform Expense	23,000	23,000	23,000
01-1112-6163	Employee Training	51,500	46,800	20,000
01-1112-6276	Professional Services	40,000	10,000	
01-1112-6284	Vehicle Maintenance	40,000	40,000	40,000
01-1112-6286	Vehicle Fuel	79,900	79,900	74,400
	<i>Subtotal - Non-Employee</i>	<i>297,400</i>	<i>259,700</i>	<i>196,400</i>
	TOTAL - POLICE PATROL & INVI	4,693,200	4,655,500	4,613,000

PUBLIC WORKS

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
DPW ADMINISTRATION				
EMPLOYEE-RELATED EXPENSES				
01-1211-5001	Salaries - Regular Time	596,900	596,900	557,000
01-1211-5004	Salaries - Overtime	2,800	2,800	5,300
01-1211-5013	Salaries - Sick Leave	31,300	31,300	28,700
01-1211-5016	Salaries - Annual Leave	40,500	40,500	28,600
01-1211-5019	Salaries - Personal Leave	10,400	10,400	9,600
01-1211-5022	FICA Expense	52,200	52,200	48,100
01-1211-5028	Hospitalization	155,400	155,400	152,600
01-1211-5031	Workman's Comp	20,000	20,000	20,100
01-1211-5040	Retirement	35,000	35,000	31,400
01-1211-5045	Actuarial & Pension Services	5,400	5,400	5,000
	Subtotal - Employee	949,900	949,900	886,400
NON-EMPLOYEE-RELATED EXPENSES				
01-1211-6161	Uniform Expense	3,000	3,000	7,000
01-1211-6277	Travel Expense	500	500	200
01-1211-6283	Public Relations	3,500	3,500	3,000
	Subtotal - Non-Employee	7,000	7,000	10,200
	TOTAL - DPW ADMINISTRATION	956,900	956,900	896,600
WASTE DISPOSAL				
01-1244-6125	Contractual Services	550,000	550,000	600,000
	TOTAL - WASTE DISPOSAL	550,000	550,000	600,000
SIDEWALKS AND CURBS				
01-1253-6137	Supplies and Materials	21,000	21,000	20,000
	TOTAL - SIDEWALKS AND CURBS	21,000	21,000	20,000
SNOW AND ICE REMOVAL				
01-1254-6137	Other Supplies and Materials	21,600	21,600	21,600
01-1254-6155	Equip Maintenance	5,500	5,500	3,000
01-1254-6159	Minor Equipment and Tools	200	200	
01-1254-6282	Public Relations	100	100	100
	TOTAL - SNOW AND ICE REMOVAL	27,400	27,400	24,700
STORM DRAINAGE				
01-1256-6137	Other Supplies and Materials	1,900	1,900	1,000
01-1256-6276	Professional Services	30,000	30,000	7,500
	TOTAL - STORM DRAINAGE	31,900	31,900	8,500
STREET LIGHTS				
01-1258-6137	Other Supplies and Materials	200	200	500
01-1258-6276	Professional Services	2,800	2,800	4,000
01-1258-6280	Utilities	199,800	199,800	195,100
	TOTAL - STREET LIGHTS	202,800	202,800	199,600
TREE SERVICES				
01-1290-6137	Other Supplies and Materials	6,000	6,000	2,000
01-1290-6276	Professional Services	46,000	46,000	45,000
	TOTAL - TREE SERVICES	52,000	52,000	47,000

PUBLIC WORKS

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
BUILDING AND PROPERTY MAINTENANCE				
01-1292-6153	Building Maintenance	78,000	78,000	70,000
01-1292-6154	Opera House Maintenance	10,000	10,000	10,000
01-1292-6274	Grounds Maintenance	80,000	80,000	100,000
	TOTAL - BLDG. AND PRPTY MAIN	168,000	168,000	180,000
RECREATION SUPPORT				
01-1293-6137	Supplies and Materials	32,000	32,000	40,000
01-1293-6275	Park Maintenance	32,000	32,000	32,000
01-1293-6280	Utilities	18,800	18,800	20,000
	TOTAL - RECREATION SUPPORT	82,800	82,800	92,000
	TOTAL - PUBLIC WORKS	2,092,800	2,092,800	2,068,400

HIGHWAYS & STREETS

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1251-5001	Salaries - Regular Time	579,700	579,700	605,900
01-1251-5004	Salaries - Overtime	27,500	27,500	33,300
01-1251-5007	Salaries - Seasonal	47,000	47,000	
01-1251-5013	Salaries - Sick Leave	32,400	32,400	31,400
01-1251-5016	Salaries - Annual Leave	33,900	33,900	34,000
01-1251-5019	Salaries - Personal Leave	10,800	10,800	10,500
01-1251-5022	FICA Expense	55,900	55,900	54,700
01-1251-5028	Hospitalization	218,700	218,700	235,100
01-1251-5031	Workman's Comp	25,500	25,500	24,700
01-1251-5040	Retirement	35,400	35,400	36,100
01-1251-5045	Actuarial & Pension Services	5,500	5,500	5,800
	<i>Subtotal - Employee</i>	<i>1,072,300</i>	<i>1,072,300</i>	<i>1,071,500</i>
NON-EMPLOYEE-RELATED EXPENSES				
01-1251-6137	Supplies and Materials	55,000	55,000	55,000
01-1251-6145	Rental Expense	500	500	500
01-1251-6155	Equip Maintenance	31,500	31,500	35,000
01-1251-6159	Minor Equipment and Tools	5,400	5,400	1,000
01-1251-6161	Uniform Expense	13,000	13,000	13,000
01-1251-6277	Travel Expense	100	100	
01-1251-6279	Engineering Services	22,500	22,500	5,000
01-1251-6280	Utilities	8,900	8,900	7,500
01-1251-6281	Communications	300	300	300
01-1251-6282	Office Supplies	600	600	500
01-1251-6284	Vehicle Maintenance	7,200	7,200	7,200
01-1251-6285	Office Equipment	500	500	1,000
01-1251-6286	Vehicle Fuel	27,700	27,700	28,100
	<i>Subtotal - Non-Employee</i>	<i>173,200</i>	<i>173,200</i>	<i>154,100</i>
	TOTAL - HIGHWAYS/STREETS	1,245,500	1,245,500	1,225,600

SHOP OPERATION

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
01-1242-5001	Salaries - Regular Time	162,700	162,700	166,000
01-1242-5004	Salaries - Overtime	4,200	4,200	3,800
01-1242-5013	Salaries - Sick Leave	8,600	8,600	8,700
01-1242-5016	Salaries - Annual Leave	11,900	11,900	12,100
01-1242-5019	Salaries - Personal Leave	2,900	2,900	2,900
01-1242-5022	FICA Expense	14,600	14,600	14,800
01-1242-5028	Hospitalization	50,700	50,700	55,700
01-1242-5031	Workman's Comp	7,200	7,200	7,400
01-1242-5040	Retirement	10,000	10,000	10,100
01-1242-5045	Actuarial & Pension Services	1,600	1,600	1,600
	<i>Subtotal - Employee</i>	<i>274,400</i>	<i>274,400</i>	<i>283,100</i>
NON-EMPLOYEE-RELATED EXPENSES				
01-1242-6137	Supplies and Materials	14,000	14,000	13,000
01-1242-6155	Equipment Maintenance	500	500	1,000
01-1242-6159	Minor Equipment and Tools	1,800	1,800	2,500
01-1242-6161	Uniform Expense	3,500	3,500	4,500
01-1242-6276	Professional Services	3,500	3,500	5,000
01-1242-6280	Utilities	7,000	7,000	4,800
01-1242-6282	Office Supplies	200	200	200
01-1242-6284	Vehicle Maintenance	1,200	1,200	2,000
01-1242-6285	Office Equipment	100	100	100
01-1242-6286	Vehicle Fuel	68,200	68,200	34,700
	<i>Subtotal - Non-Employee</i>	<i>100,000</i>	<i>100,000</i>	<i>67,800</i>
	TOTAL - SHOP OPERATION	374,400	374,400	350,900

VOLUNTEER ORGANIZATIONS

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
SERVICE ORGANIZATIONS				
01-1815-6180	Army Alliance	2,500	2,500	2,500
01-1815-6181	Small Business Resource Cent	1,000	1,000	
01-1815-6182	HdG Alliance	10,000	10,000	10,000
	TOTAL - SERVICE ORGANIZATIO	13,500	13,500	12,500
CIVIC GROUPS				
01-2332-6084	Lower Susq Heritage Greenway	1,000	1,000	1,000
01-2332-6089	Harford Cy Boys & Girls Club	15,000	15,000	15,000
01-2332-6091	Little League	5,000	5,000	15,000
01-2332-6094	HdG Public Schools	5,000	5,000	5,500
01-2332-6193	Recreation Council	56,700	56,700	56,700
01-2332-6209	Arts Commission	5,000	5,000	3,000
01-2332-6210	Youth Commission			1,000
01-2332-6252	Heritage Corridor Mgmt Counc	500	500	500
01-2332-6253	Community Projects of HdG	11,200	11,200	11,200
01-2332-6255	Historical Society-Harford Cnt	1,000	1,000	1,000
01-2332-6256	Kitchen Door	1,000	1,000	1,000
01-2332-6257	Grace Place	800	800	1,000
01-2332-6258	HdG Youth Sailing School	5,000	5,000	5,000
01-2332-6259	HdG Green Team	5,000	5,000	5,000
01-2332-6289	Independence Day Commission	25,000	25,000	25,000
01-2332-6291	HdG Arts Collectiv (Opera House)	45,000	45,000	50,000
01-2332-6292	St. Johns Cupboard	2,000	2,000	2,300
	TOTAL - CIVIC GROUPS	184,200	184,200	199,200
MUSEUMS				
01-2334-6208	Lockhouse Expenses	15,000	15,000	15,000
01-2334-6218	Lighthouse Expense	15,000	15,000	15,000
01-2334-6219	Maritime Museum Expenses	15,000	15,000	15,000
01-2334-6226	Decoy Museum	15,000	15,000	15,000
	TOTAL - MUSEUMS	60,000	60,000	60,000
EMERGENCY SERVICES				
01-1125-6290	HdG Ambulance Corps	96,600	96,600	96,600
01-1131-6290	Susquehanna Hose Co	325,700	325,700	325,700
01-1131-6501	Capital Equipment	150,000	150,000	75,000
	TOTAL - EMERGENCY SERVICES	572,300	572,300	497,300
	TOTAL - VOLUNTEER ORGS.	830,000	830,000	769,000

GENERAL FUND DEBT SERVICE

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
01-2410-6416	130 CDA 2006 Park Improvemen	21,500	21,500	22,500
01-2410-6417	130 CDA 2006 Park Improvemen	8,400	8,400	7,600
01-2410-6418	130 CDA 2006 Park Improvemen	200	200	200
01-2410-6428	141 701 Concord Principal	35,100	35,100	36,500
01-2410-6429	141 701 Concord Interest	44,900	44,900	43,500
01-2410-6437	142 2013 Refinancing Principal	192,600	192,600	197,100
01-2410-6438	142 2013 Refinancing Interest	24,000	24,000	20,200
01-2410-6439	143 2016 DHCD Opera House Principal	130,700	130,700	133,000
01-2410-6440	143 2016 DHCD Opera House Interest	36,400	36,400	36,000
01-2410-6441	144 627/649 Water Street Principal	55,000	55,000	55,000
	GENERAL FUND DEBT SERVICE	548,800	548,800	551,600

CAPITAL BUDGET WORKSHEET
General Fund

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
CAPITAL EQUIPMENT				
01-1071-6501	LFL, Conceptual Bench, Map Boards	5,000	5,000	
01-1091-6501	Trolley	75,000	75,000	20,000
01-1094-6501	WWTP/DPW Fiberoptic Connection		3,900	
01-1094-6501	Servers		40,000	
01-1094-6501	Cameras			35,000
01-1112-6501	Police Vehicles (3)	100,000	137,700	
01-1242-6501	1 Ton Dump Truck	55,000	59,400	
01-1242-6501	3/4 Ton Pick Up Truck			32,000
01-1251-6501	1 Ton Dump Truck		59,900	
	Subtotal - Equipment	235,000	380,900	87,000

CAPITAL PROJECTS				
01-1091-6507	City-Wide Enhancement Projects			128,000
01-1251-7013	Road Repairs	759,300	695,000	450,000
01-1251-7013	Chapel Road Culvert	21,000	21,000	
01-1251-7071	City Parks Upgrades	100,000	100,000	
01-1251-7077	Promenade Grill Roof Repair	10,000	10,000	
01-1251-7080	Elevated Walkway @ Joe K Trail	149,900	229,900	
01-1251-7082	Water Street Remediation	220,400	62,600	
01-1251-7083	Bradford Green Remediation		12,200	500,000
01-1251-7084	Critical Area Remediation	53,100	678,100	
01-1251-7086	City Hall Repairs	256,000		
01-1251-7087	Additional Truck Bay	10,000	10,000	
01-1251-7089	Hutchins Park Amenities	20,000	20,000	
01-1251-7090	Chapel Road (west of Oak Tree Drive)	21,000	21,000	
01-1251-8000	Lilly Run			50,000
	Subtotal - Projects	1,620,700	1,859,800	1,128,000

	TOTAL CAPITAL ITEMS	1,855,700	2,240,700	1,215,000
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FY 2020 vs FY 2019

MARINE FACILITIES FUND

	ORIG. BGT. FY 2019	CURR. BGT. FY 2019	REQUESTED FY 2020	Page
Operating Revenues				
Facility Fees	\$623,100	\$623,100	\$573,300	1
Miscellaneous Income	14,900	14,900	19,900	1
	<u>638,000</u>	<u>638,000</u>	<u>593,200</u>	
Operating Expenses				
Marine Expenses	565,100	565,100	568,400	2
	<u>565,100</u>	<u>565,100</u>	<u>568,400</u>	
Net Operating Income/(Loss)	72,900	72,900	24,800	
Capital Revenues				
Infrastructure Grants/Loans	515,900	739,900	0	
Capital Expenses				
Capital Projects	542,900	798,200	60,000	3
Net Capital Income/(Loss)	(27,000)	(58,300)	(60,000)	
Fund Increase/(Decrease)	45,900	14,600	(35,200)	
Beginning Balance	477,400	508,700	548,000	1
Fund Transfers/Reserves	<u>(523,300)</u>	<u>(523,300)</u>	<u>(512,800)</u>	1
Fund Excess/ (Deficiency)	\$0	\$0	\$0	

FUND 8 - MARINE FACILITIES - REVENUES

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
FACILITY FEES				
08-1809-44-52	Annual Slip Reservation Fee	700	700	700
08-1809-44-63	Leasing - Slip Contract	392,400	392,400	366,400
08-1809-44-64	Penalties - Slip Rent	4,300	4,300	6,500
08-1809-44-65	J. Roberts Ramp	300	300	3,100
08-1809-44-66	City Yacht Ramp Fees	32,600	32,600	24,600
08-1809-44-70	Gas Pump Sales	135,600	135,600	134,200
08-1809-44-71	Credit Card Gasoline Sales	20,800	20,800	13,300
08-1809-44-72	Electric Fees	15,300	15,300	15,800
08-1809-44-73	Diesel Fuel Sales	17,300	17,300	7,200
08-1809-44-74	Credit Card Diesel Sales	2,800	2,800	500
08-1809-44-75	Pumpout Fees	1,000	1,000	1,000
	Subtotal - Facility Fees	623,100	623,100	573,300
MISCELLANEOUS REVENUES				
08-1809-46-22	Interest Income	3,700	3,700	5,500
08-1809-46-28	Misc Revenue	200	200	200
08-1809-46-69	Transient or Short Term	7,400	7,400	9,600
08-1809-46-76	Misc Resale Revenues	3,600	3,600	4,600
	Subtotal - Miscellaneous	14,900	14,900	19,900
INFRASTRUCTURE GRANTS				
08-1809-48-63	DNR Grant - Waterway Improvement	515,900	739,900	
	Subtotal - Capital Grants	515,900	739,900	
FUND TRANSFERS AND LOAN PROCEEDS				
08-1809-49-02	Capital Reserve	(523,300)	(523,300)	(512,800)
08-1809-49-02	Appropriated Retained Earnings	477,400	508,700	548,000
	Subtotal - Transfers/Reserves	(45,900)	(14,600)	35,200
	TOTAL - Marine Facilities	1,108,000	1,363,300	628,400

FUND 8 - MARINE FACILITIES

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
08-1839-5001	Salaries - Regular Time	72,300	72,300	74,100
08-1839-5004	Salaries - Overtime	700	700	
08-1839-5007	Salaries - Seasonal	40,600	40,600	41,300
08-1839-5013	Salaries - Sick Leave	5,800	5,800	5,900
08-1839-5016	Salaries - Annual Leave	4,700	4,700	4,400
08-1839-5019	Salaries - Personal Leave	1,900	1,900	2,000
08-1839-5022	FICA Expense	9,600	9,600	9,800
08-1839-5028	Hospitalization	26,100	26,100	28,800
08-1839-5031	Workman's Comp	4,900	4,900	5,000
08-1839-5040	Retirement	3,400	3,400	3,400
08-1839-5045	Actuarial & Pension Services	500	500	500
	<i>Subtotal - Employee</i>	<i>170,500</i>	<i>170,500</i>	<i>175,200</i>
NON-EMPLOYEE-RELATED EXPENSES				
08-1839-6068	Advertising Expense	500	500	500
08-1839-6070	Printing and Publishing	500	500	500
08-1839-6081	Credit Card Expense	2,900	2,900	3,000
08-1839-6130	Misc Resale Items	6,000	6,000	5,000
08-1839-6131	Gasoline (Resale)	170,000	170,000	170,000
08-1839-6132	Diesel Fuel (Resale)	16,000	16,000	16,000
08-1839-6137	Other Supplies and Materials	10,000	10,000	10,000
08-1839-6153	Building Maintenance	6,000	6,000	6,000
08-1839-6155	Equip Maintenance	2,600	2,600	2,600
08-1839-6157	Island Maintenance	4,500	4,500	4,700
08-1839-6161	Uniform Expense	2,500	2,500	3,000
08-1839-6163	Employee Training	400	400	400
08-1839-6166	Distributed Expenses	66,300	66,300	58,500
08-1839-6200	Casualty Insurance	49,200	49,200	49,900
08-1839-6210	Dock Maintenance	8,000	8,000	8,000
08-1839-6276	Professional Services	12,000	12,000	12,000
08-1839-6280	Utilities	28,300	28,300	34,900
08-1839-6281	Communications	4,500	4,500	4,000
08-1839-6282	Office Supplies	1,200	1,200	1,200
08-1839-6284	Vehicle Maintenance	2,500	2,500	2,500
08-1839-6286	Vehicle Fuel	700	700	500
	<i>Subtotal - Non-Employee</i>	<i>394,600</i>	<i>394,600</i>	<i>393,200</i>
	TOTAL - MARINA EXPENSE	565,100	565,100	568,400

FUND 8 - MARINE FACILITIES CAPITAL PROJECTS

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
CDA LOANS				
08-1839-6501	Pier 5 Redecking	27,000	38,000	
08-1839-6501	Dredge Marina	515,900	760,200	
08-1839-6501	Bulk Head Inspection			50,000
08-1839-6501	Bldg. relocation Jack & Dolly			10,000
	TOTAL - MARINA CAPITAL	542,900	798,200	60,000

FY 2020 vs FY 2019

WATER & SEWER FUND

	ORIG. BGT. FY 2019	CURR. BGT. FY 2019	REQUESTED FY 2020	Page
Operating Revenues				
Water Production	\$3,163,900	\$3,163,900	\$2,737,100	1
Water Distribution	549,700	549,700	1,380,200	1
Wastewater Treatment	3,684,200	3,684,200	3,687,400	1
Miscellaneous W&S	209,400	209,400	155,100	1
	<u>7,607,200</u>	<u>7,607,200</u>	<u>7,959,800</u>	
Operating Expenses				
Water Production	2,497,400	2,490,300	2,493,600	2
Water Distribution	1,027,100	1,027,100	1,075,800	3
Wastewater Treatment	2,127,700	2,127,700	2,058,300	4
	<u>5,652,200</u>	<u>5,645,100</u>	<u>5,627,700</u>	
Net Operating Income/(Loss)	<u>1,955,000</u>	<u>1,962,100</u>	<u>2,332,100</u>	
Capital Revenues				
Designated Infrastructure Fees	1,531,400	1,531,400	1,598,900	1
Grant/Debt Proceeds	4,137,100	1,732,100	1,690,900	1
	<u>5,668,500</u>	<u>3,263,500</u>	<u>3,289,800</u>	
Capital Expenses				
Debt Service	2,276,300	2,276,300	2,361,700	6
Capital Projects	6,345,900	3,448,000	2,761,100	5
	<u>8,622,200</u>	<u>5,724,300</u>	<u>5,122,800</u>	
Net Capital Income/(Loss)	<u>(2,953,700)</u>	<u>(2,460,800)</u>	<u>(1,833,000)</u>	
Fund Increase/(Decrease)	(998,700)	(498,700)	499,100	
Beginning Balance	998,700	498,700	(499,100)	1
Fund Transfers/Reserves	0	0	0	1
Fund Excess/ (Deficiency)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	

**FUND 9 - WATER & SEWER
REVENUES**

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
WATER PRODUCTION FEES				
09-1209-44-28	Truckload Wtr Sales	44,700	44,700	29,800
09-1209-44-41	Water Revenue	3,117,800	3,117,800	2,706,100
09-1209-44-70	Misc Revenue - Water	1,400	1,400	1,200
	Subtotal - Water Fees	3,163,900	3,163,900	2,737,100
09-1309-44-10	Water Meter Sales	34,500	34,500	23,800
09-1309-44-17	Service Participation Fee	16,800	16,800	16,800
09-1309-44-42	Infrastructure Replacement Fee			817,500
09-1309-44-43	Engineering Services Reimbur	1,500	1,500	1,500
09-1309-44-46	Base Fees	457,400	457,400	487,900
09-1309-44-56	Svc Chg Turn-On/Off	39,500	39,500	32,700
	Subtotal - Water Distribution	549,700	549,700	1,380,200
WATER PLANT INFRASTRUCTURE FEES				
09-1209-42-47	User Benefit Fees - Water	78,200	78,200	60,000
09-1209-42-48	Capital Cost Recovery Charge	320,000	320,000	424,000
	Subtotal - Water Capital	398,200	398,200	484,000
WASTEWATER TREATMENT FEES				
09-1409-44-41	Sewer Revenue	3,652,900	3,652,900	3,652,900
09-1409-44-49	Industrial Surcharge	31,300	31,300	34,500
	Subtotal - Wastewater Fees	3,684,200	3,684,200	3,687,400
WASTEWATER PLANT INFRASTRUCTURE FEES				
09-1409-42-47	User Benefit Fees - Sewer	77,200	77,200	58,900
09-1409-42-48	Cost Recovery Charge	1,056,000	1,056,000	1,056,000
	Subtotal - Wastewater Capital	1,133,200	1,133,200	1,114,900
MISCELLANEOUS FUND 9 REVENUES				
09-0001-46-08	Sale of Surplus Property	600	600	4,600
09-0001-46-22	Interest Income	2,800	2,800	4,200
09-0001-46-28	Misc Revenues - (Utility Bill Charges)	8,600	8,600	8,300
09-0001-46-39	Expense Reimbursement - Billed	22,900	22,900	22,900
09-0001-46-40	Expense Reimburment	2,800	2,800	800
09-0001-46-50	Misc AR Penalty	2,200	2,200	3,100
09-1209-46-43	Penalties - Water	25,300	25,300	13,500
09-1209-46-66	Penalties - User Benefits	3,600	3,600	2,800
09-1309-46-42	Connection Fees	9,700	9,700	9,700
09-1409-46-43	Penalties - Sewer	37,500	37,500	18,100
09-1409-46-71	BOD Surcharge	93,400	93,400	67,100
	Subtotal - Miscellaneous	209,400	209,400	155,100
FUND TRANSFERS AND LOAN PROCEEDS				
09-0001-49-01	Appropriated Retained Earnings	998,700	498,700	(499,100)
09-0001-49-27	DHCD Bond Proceeds	1,641,200	1,641,200	
09-0001-48-50	MDE Grant Proceeds	2,495,900	90,900	1,690,900
	Subtotal - Transfers/Reserves	5,135,800	2,230,800	1,191,800
	TOTAL - WATER & SEWER	14,274,400	11,369,400	10,750,500

WATER PRODUCTION

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
09-1231-5001	Salaries - Regular Time	511,400	511,400	485,100
09-1231-5004	Salaries - Overtime	15,000	15,000	10,000
09-1231-5013	Salaries - Sick Leave	27,200	27,200	25,800
09-1231-5016	Salaries - Annual Leave	42,900	42,900	39,800
09-1231-5019	Salaries - Personal Leave	9,100	9,100	8,600
09-1231-5022	FICA Expense	46,300	46,300	43,600
09-1231-5028	Hospitalization	182,800	182,800	201,100
09-1231-5031	Workman's Comp	22,900	22,900	21,800
09-1231-5040	Retirement	29,500	29,500	35,500
09-1231-5045	Actuarial & Pension Services	4,600	4,600	5,700
	Subtotal - Employee	891,700	891,700	877,000
NON-EMPLOYEE-RELATED EXPENSES				
09-1231-6067	Postage	1,500	1,500	2,000
09-1231-6135	Contract Laboratory	25,000	25,000	25,000
09-1231-6136	Lab Supplies & Equipment	20,000	20,000	15,000
09-1231-6137	Other Supplies and Materials	6,000	6,000	7,500
09-1231-6139	Chemical Expense	80,000	80,000	80,000
09-1231-6145	Rental Expense	500	500	500
09-1231-6146	SHB Shared Chem & Utilities	50,000	50,000	25,000
09-1231-6147	SHB Shared Rep & Maint	10,000	10,000	4,000
09-1231-6153	Building Maintenance	10,000	10,000	10,000
09-1231-6155	Equip Maintenance	65,000	65,000	70,000
09-1231-6159	Minor Equipment and Tools	5,000	5,000	4,000
09-1231-6161	Uniform Expense	8,000	8,000	8,000
09-1231-6166	Distributed Expenses	543,300	543,300	563,100
09-1231-6193	City Buildings Water & Sewer	551,600	551,600	593,900
09-1231-6200	Casualty Insurance	23,100	23,100	22,200
09-1231-6212	Loop Meter	5,000	5,000	5,000
09-1231-6274	Grounds Maintenance	3,000	3,000	3,000
09-1231-6276	Professional Services	55,000	47,900	20,000
09-1231-6278	Employee Development	5,000	5,000	5,000
09-1231-6280	Utilities	128,300	128,300	143,700
09-1231-6281	Communications	8,000	8,000	8,000
09-1231-6282	Office Supplies	1,500	1,500	1,000
09-1231-6286	Vehicle Fuel	900	900	700
	Subtotal - Non-Employee	1,605,700	1,598,600	1,616,600
	TOTAL - WATER PRODUCTION	2,497,400	2,490,300	2,493,600

WATER DISTRIBUTION

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
09-1232-5001	Salaries - Regular Time	406,800	406,800	438,800
09-1232-5004	Salaries - Overtime	33,500	33,500	45,400
09-1232-5013	Salaries - Sick Leave	21,400	21,400	23,000
09-1232-5016	Salaries - Annual Leave	30,200	30,200	31,200
09-1232-5019	Salaries - Personal Leave	7,100	7,100	7,700
09-1232-5022	FICA Expense	38,200	38,200	41,800
09-1232-5028	Hospitalization	148,500	148,500	167,100
09-1232-5031	Workman's Comp	18,100	18,100	19,500
09-1232-5040	Retirement	25,100	25,100	26,500
09-1232-5045	Actuarial & Pension Services	3,900	3,900	4,300
	Subtotal - Employee	732,800	732,800	805,300
NON-EMPLOYEE-RELATED EXPENSES				
09-1232-6080	Bank Service Charges	14,400	14,400	12,900
09-1232-6137	Other Supplies and Materials	112,500	112,500	110,000
09-1232-6140	Meters	52,000	52,000	60,000
09-1232-6145	Rental Expense	4,000	4,000	2,500
09-1232-6155	Equip Maintenance	23,400	23,400	22,000
09-1232-6159	Minor Equipment and Tools	7,000	7,000	5,000
09-1232-6161	Uniform Expense	7,800	7,800	11,000
09-1232-6200	Casualty Insurance	200	200	700
09-1232-6276	Professional Services	22,000	21,000	15,000
09-1232-6277	Travel Expense	200	200	200
09-1232-6278	Employee Development	1,500	1,500	1,000
09-1232-6279	Engineering Services	20,000	21,000	
09-1232-6281	Communications	1,500	1,500	1,500
09-1232-6282	Office Supplies	100	100	100
09-1232-6284	Vehicle Maintenance	5,200	5,200	5,200
09-1232-6285	Office Equipment	100	100	100
09-1232-6286	Vehicle Fuel	22,400	22,400	23,300
	Subtotal - Non-Employee	294,300	294,300	270,500
	TOTAL - WATER DISTRIBUTION	1,027,100	1,027,100	1,075,800

WASTEWATER TREATMENT

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
EMPLOYEE-RELATED EXPENSES				
09-1245-5001	Salaries - Regular Time	506,800	506,800	453,000
09-1245-5004	Salaries - Overtime	11,000	11,000	8,100
09-1245-5013	Salaries - Sick Leave	26,900	26,900	24,100
09-1245-5016	Salaries - Annual Leave	41,700	41,700	37,300
09-1245-5019	Salaries - Personal Leave	9,000	9,000	8,000
09-1245-5022	FICA Expense	45,500	45,500	40,600
09-1245-5028	Hospitalization	149,600	149,600	152,300
09-1245-5031	Workman's Comp	22,700	22,700	20,400
09-1245-5040	Retirement	31,500	31,500	30,900
09-1245-5045	Actuarial & Pension Services	4,900	4,900	5,000
	<i>Subtotal - Employee</i>	<i>849,600</i>	<i>849,600</i>	<i>779,700</i>
NON-EMPLOYEE-RELATED EXPENSES				
09-1245-6135	Contract Laboratory	20,000	20,000	20,000
09-1245-6136	Lab Supplies & Equipment	15,000	15,000	17,300
09-1245-6137	Supplies and Materials	19,600	19,600	7,500
09-1245-6139	Chemical Expense	90,000	90,000	90,000
09-1245-6140	Pretreatment Work	4,000	4,000	5,000
09-1245-6141	Sludge Removal	80,000	80,000	80,000
09-1245-6153	Building Maintenance	20,000	20,000	10,000
09-1245-6155	Equip Maintenance	31,700	31,700	40,000
09-1245-6159	Minor Equipment and Tools	8,000	8,000	5,000
09-1245-6161	Uniform Expense	10,000	10,000	10,000
09-1245-6166	Distributed Expenses	543,300	543,300	563,100
09-1245-6193	City Buildings Water & Sewer	45,000	45,000	46,900
09-1245-6200	Casualty Insurance	30,100	30,100	29,000
09-1245-6274	Grounds Maintenance	10,000	10,000	10,000
09-1245-6276	Professional Services	10,000	10,000	10,000
09-1245-6278	Employee Development	3,000	3,000	1,500
09-1245-6280	Utilities	326,400	326,400	319,700
09-1245-6281	Communications			4,500
09-1245-6282	Office Supplies	1,000	1,000	1,500
09-1245-6284	Vehicle Maintenance	6,500	6,500	3,500
09-1245-6286	Vehicle Fuel	4,500	4,500	4,100
	<i>Subtotal - Non-Employee</i>	<i>1,278,100</i>	<i>1,278,100</i>	<i>1,278,600</i>
	TOTAL - WASTEWATER TREATM	2,127,700	2,127,700	2,058,300

CAPITAL BUDGET WORKSHEET
Water & Sewer Fund

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
09-1231-6501	Graceview Lap Tank Sheds	37,000	37,000	
09-1231-6501	4 Raw Water Pumps		176,300	
09-1231-9024	WTP Upgrades (MD Grant \$1,600,000)	3,349,500	1,749,500	2,000,500
09-1231-9029	WTP Intake Repairs	450,000	273,700	300,000
09-1231-9030	Vacuum Tank Upgrade	43,500	50,600	
09-1231-9031	Streaming Current Monitor	12,300	12,300	
09-1232-6501	Sewer Truck	85,100	85,100	
09-1232-6501	Project Engineering Services			265,600
09-1232-6501	1 Ton Pickup (#1918)			45,000
09-1232-9042	Water Valve Inserts	100,000	100,000	40,000
09-1232-9047	Fire Hydrant Replacement Program	60,000	60,000	
09-1232-9048	Water Line Upgrades	931,000	126,000	
09-1232-9054	Sewer Main - Warren Street	500,000		
09-1232-9055	Tower/Tank Rehabilitation	74,200	74,200	
09-1232-9057	Sewer Main - Commerce/Francis	500,000	500,000	
09-1245-6501	Aerator Tank Bearing Repair			30,000
09-1245-6501	Lab Equipment	28,300	28,300	
09-1245-9038	Aerobic Digester Rehabilitation			10,000
09-1245-9039	Recycling Center Replacement	10,000	10,000	
09-1245-9040	Outfall Repair	50,000	50,000	
09-1245-9041	Fiber Optic Loop Inspection	10,000	10,000	
09-1245-9042	Lafayette St Pump Station Rehab	105,000	105,000	70,000
	TOTAL - CAPITAL PROJECTS	6,345,900	3,448,000	2,761,100

WATER AND SEWER DEBT SERVICE

Account No.	Description	Original Budget FY 2019	Current Budget FY 2019	Requested Budget FY 2020
WATER FACILITY DEBT SERVICE				
09-2410-6439	143 2016 DHCD WTP Repairs Principal	149,300	149,300	152,000
09-2410-6440	143 2016 DHCD WTP Repairs Interest	41,600	41,600	41,100
	<i>Subtotal - Water Debt</i>	<i>190,900</i>	<i>190,900</i>	<i>193,100</i>
WASTEWATER FACILITY DEBT SERVICE				
09-2411-6407	117 MDE 2000 BNR Princ	206,300	206,300	211,200
09-2411-6408	117 MDE 2000 BNR Int	13,900	13,900	9,000
09-2411-6409	117 MDE 2000 BNR Admin	10,400	10,400	10,400
09-2411-6434	138 MDE WWTP Upgrade Princip	1,348,400	1,348,400	1,376,700
09-2411-6435	138 MDE 2007 WWTP Upgrade In	350,700	350,700	322,400
09-2411-6436	138 MDE 2007 WWTP Upgrade Fe	77,100	77,100	77,100
09-2411-6437	142 2013 Refinancing Principal	67,400	67,400	65,900
09-2411-6438	142 2013 Refinancing Interest	11,200	11,200	9,900
09-2411-6439	145 TCF Sewer Truck Principal			71,900
09-2411-6440	145 TCF Sewer Truck Interest			14,100
	<i>Subtotal - Wastewater Debt</i>	<i>2,085,400</i>	<i>2,085,400</i>	<i>2,168,600</i>
	TOTAL - DEBT SERVICE	2,276,300	2,276,300	2,361,700



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410- 939-1800

WWW.HAVREDEGRACEMD.COM

NARRATIVE:

May 6, 2019

This Ordinance redefines where a Museum may be located, and is specifically written for the building at 555 Alliance Street.

The original structure was constructed as a school. In recent years 555 Alliance Street was converted to a professional office building which is a permitted use in that district (RO).

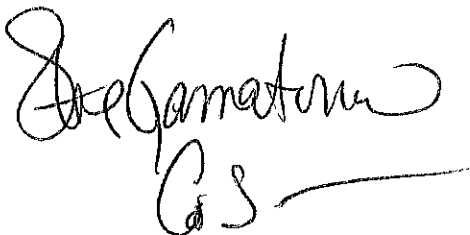
The Community Projects of Havre de Grace, Inc., has recently purchased the building and the intended use will soon be a Museum dedicated to *“celebrate the students, faculty and community leaders who endeavored to obtain quality education for African American children in Harford County.”*

With the purchase of the property and its new intended use, the Mayor and City Council will need to modify the definition of “MUSEUM” to allow certain buildings, places or institutions to be classified as a museum when their primary purpose is to commemorate the unique and historic significance of a property and shall allow such properties to be a permitted use in all zoning districts.

The suggested amendment to the definition portion of the ordinance will allow

...
“A building, place, or institution devoted to the acquisition, conservation, study, exhibition, and educational interpretation of objects having scientific, cultural historical, or artistic value and its primary purpose and operation is to commemorate the unique and historic significance of the property upon which it is situated, shall be a permitted use in all zoning districts.

This amendment was authored by Shane Grimm and approved by the City Attorney; I would like to request introduction at the June 3, 2019 Council Meeting.


S.G.

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ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

PATRICK D. SYPOLT
DIRECTOR OF ADMINISTRATION

WILLIAM T. MARTIN, MAYOR

First Reading: 6/3/19
Public Hearing: 6/17/19
Second Reading/Adoption: 7/1/19



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410- 939-1800
410- 575-7043

DEPARTMENT OF PLANNING MEMORANDUM

April 19, 2019

TO: Steve Gamatoria
Chief of Staff

FROM: Shane P. Grimm, AICP
Deputy Director of Planning

**Re: 300 St. John Street – Lease Agreement
Permit #20190309**

The Department of Planning has received a permit application for the placement of a retractable awning and window flower boxes at 300 St. John Street (see attached drawings). I would appreciate if you could review this request with the Admin Committee. Both the awning and flower boxes will be within the City right-of-way. The awning is proposed over an existing window along the Green Street façade. The flower boxes are proposed under the windows along the St. John Street façade. The Department of Planning has no objection to the request subject to the following recommended conditions:

1. The minimum clearance between the sidewalk and the awning shall be no less than 8-feet at any point. The awning shall extend no more than 5-feet from the building.
2. A permit will be required for any proposed advertising on the awning.
3. The awning support structure and fabric shall be maintained in good working order and condition at all times.
4. The window planter boxes shall be securely fastened to the building and maintained in good condition at all times.
5. The City reserves the right to have the owner remove the awning and/or the window planter boxes at any time.

cc: Marisa Willis, CFM, Planning Technician

PORTION OF BUILDING'S
EXTENDS ONTO RIGHT-
WAY OF GREEN
STREET.

70'± (DEED)
67'± (FIELD)

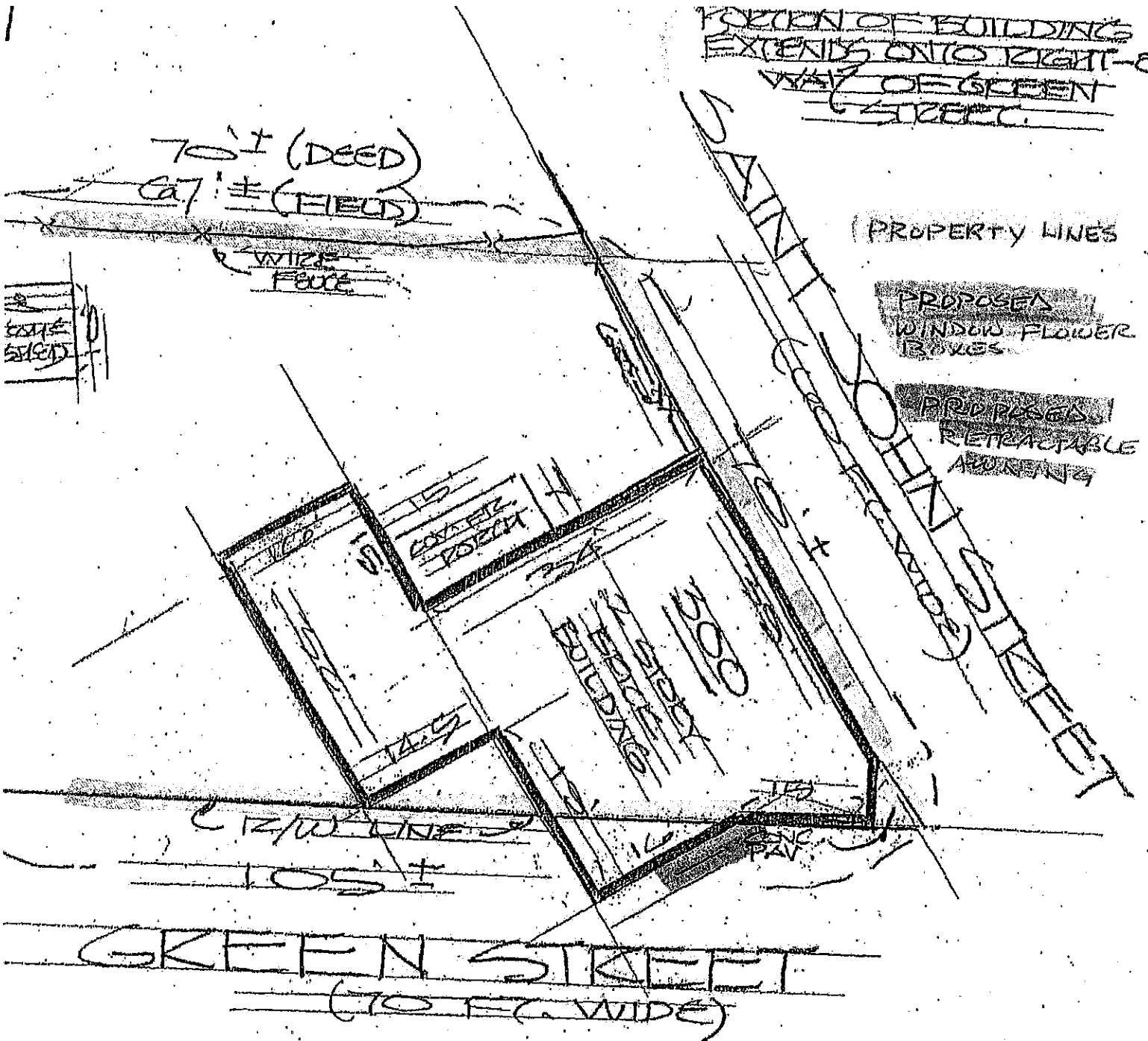
WIRE
FENCE

(PROPERTY LINES)

PROPOSED
WINDOW FLOWER
BOXES

PROPOSED
RETRACTABLE
AWNING

EXISTING
SEWER



EXISTING
WIRE FENCE

105'±

GREEN STREET
(70 FT. WIDE)

DEED REF - 10384/222

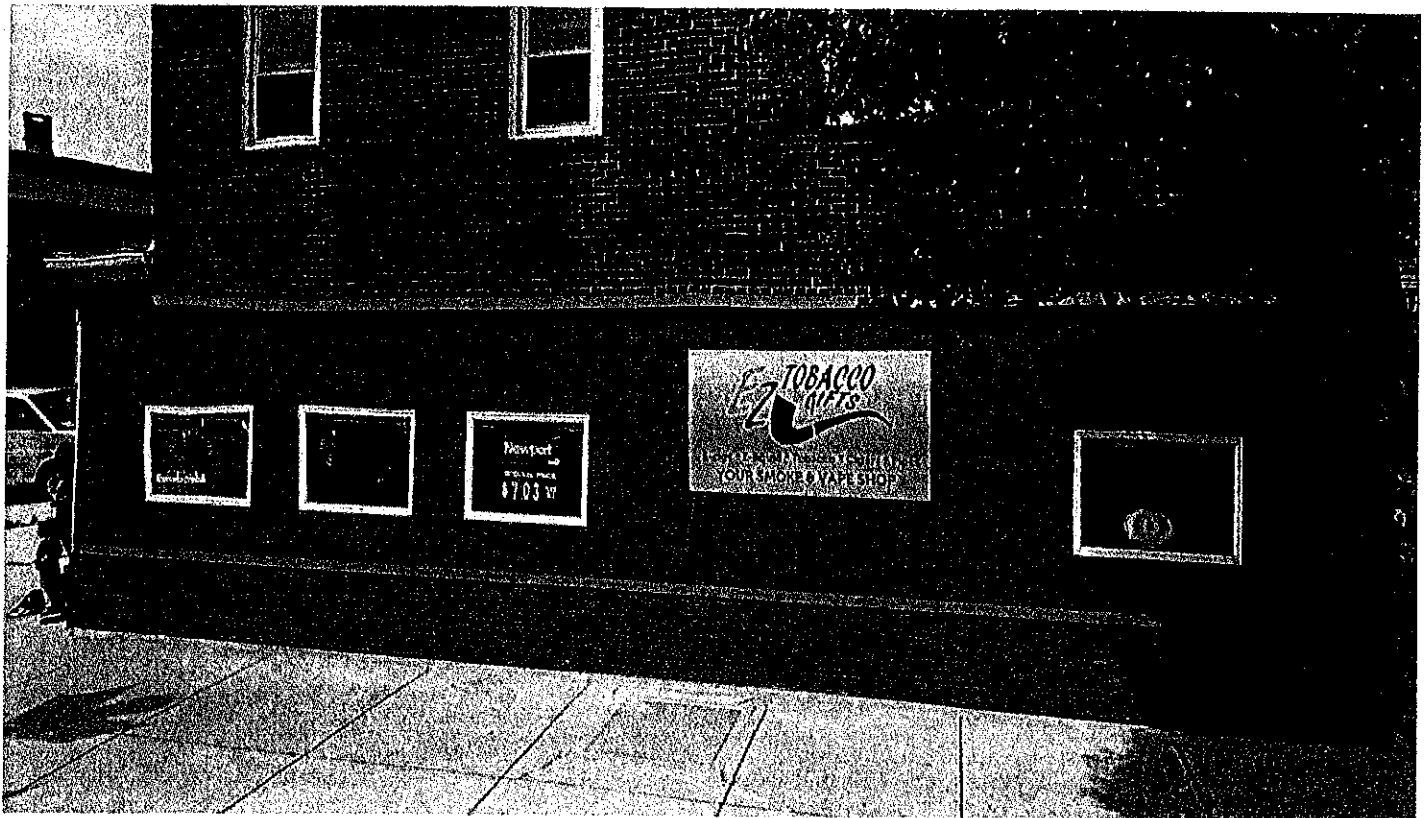
ner only insofar as it is required
pany or its agent in connection
ng or re-financing.
for the establishment of location
or existing or future improvements,
its identification of property
entification may not be required for the
g or re-financing.

Professional Certification. I hereby certify that these
documents were prepared by me or under my responsible
charge, and that I am a duly licensed property line surveyor
under the laws of the State of Maryland, License No. 79,
Expiration Date 3/2/2020

ects the Minimum
Maryland

fe foot unless otherwise noted.

12/7/18



PRODDIES WINDY FLOWER BOXES







Re: Lease Agreement

message

Steve Gamatoria <steveg@havredegracemd.com>

Fri, May 24, 2019 at 5:47 AM

David Glenn <davidg@havredegracemd.com>

cc: April Ishak <april@ishaklaw.com>, Jason Robertson <jasonr@havredegracemd.com>, David Martin <davidm@havredegracemd.com>, Patrick Sypolt <patrick@havredegracemd.com>, April Ishak <aprill@havredegracemd.com>, Bill Martin <billm@havredegracemd.com>, Shyla Scott <shylas@havredegracemd.com>

Update - regarding the lease proposal from the Cigar Shop owner

Hi Steve. Todd Salkowski letting you know I will not be using that covered window at my shop for anything. I was thinking of hiring a local artist to paint a mural of HDG there, but that's it. If you need more info feel to call. Thanks.

Steve Gamatoria
Chief of Staff
Office of the Mayor

On May 23, 2019, at 10:12 PM, David Glenn <davidg@havredegracemd.com> wrote:

Looking forward to the owner's response to subject questions. Still trying to figure out what the proposed changes brings to the table.

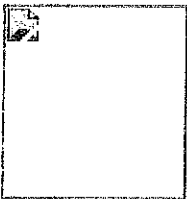
CP

On Thu, May 23, 2019, 4:57 PM Steve Gamatoria <steveg@havredegracemd.com> wrote:

Good question....

Currently the owner has a bench located there. He did not mention a service window in his request; I reached out to the owner (left a VM) and asked the question... It is up to Council if they support a service window. If not, we can include it as a condition that a service window is not permitted.

Stephen J. Gamatoria
Chief of Staff
Office of the Mayor



410-939-1800 x 1116 - Office
410-652-6643 - Cell

On Thu, May 23, 2019 at 4:19 PM April Ishak <april@ishaklaw.com> wrote:

What is the purpose of the awning? It appears to be over an unused window. Will the owner/operator be selling things out of the window area?

April Ishak

From: Steve Gamatoria <steveg@havredegracemd.com>
Sent: Thursday, May 23, 2019 3:59 PM

NOT HERE