



COUNCIL MEETING AGENDA

December 2, 2019

7:00 p.m.

PUBLIC HEARING ORDINANCE NO. 1026

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 IX, C COMMERCIAL DISTRICT, BY ADDING SECTION 205-39 TO PERMIT MIXED USE DEVELOPMENT IN THE C COMMERCIAL DISTRICT.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Pastor Jim Sterner – Webster Church UCC
5. Approval of the Minutes:
 - A. City Council Minutes November 18, 2019
 - B. Closed Session Minutes November 18, 2019
6. Comments from Citizens on Agenda Items:
7. Recognitions:
 - A. Student of the month (Presented by Mayor Martin)
 1. Havre de Grace Elementary School - Hazel Halsey
 2. Meadowvale Elementary School - Madeleine Maas
 3. Havre de Grace Middle School - Arianna Taylor
 4. Havre de Grace High School - Nick Bowers
8. Presentations: None
9. Appointments: None

10. Resolutions:

- A. Resolution No. 285 concerning annexation Second Reading and Adoption (CM Ringsaker)

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION, ARTICLE XI – E AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT ARTICLE SUBTITLE 3: AMENDMENT OR REPEAL OF CHARTER, AND SUBTITLE 4: ANNEXATION AUTHORIZING THE LEGISLATIVE BODY OF A MUNICIPALITY TO ANNEX PROPERTY EXTENDING THE BOUNDARIES OF THE MUNICIPALITY UPON A PETITION FOR ANNEXATION, AND AMENDING THE CITY CHARTER, SPECIFICALLY APPENDIX A OF THE HAVRE DE GRACE CHARTER BY ADDING “SUBSECTION A.33 THE FIRST 2019 ADDITION TO THE CITY BOUNDARIES,” ALONG WITH THE LEGAL DESCRIPTION OF THE ACRES OF LAND WHICH WILL ENLARGE THE BOUNDARIES OF THE CITY OF HAVRE DE GRACE TO INCLUDE THE LAND OF 1921 PULASKI HIGHWAY CONSISTING OF A TOTAL OF 8.83 ACRES MORE OR LESS.

11. Ordinances:

- A. An Ordinance No.1024 concerning firearms: Second Reading and Adoption: (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 73: FIREARMS.

12. Old Business: None

13. New Business:

- A. River Sweep – Lower Susquehanna Heritage Greenway, Inc.
B. Gravity 2020 Youth Festival

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. Tim Whittie: Director of Public Works
F. Captain Joseph Alton: Havre de Grace Police Department

15. Business from Mayor Martin

16. Business from Council:
 - A. Council Member Martin
 - B. Council Member Boyer
 - C. Council Member Ringsaker
 - D. Council Member Robertson
 - E. Council Member Zinner
 - F. Business from Council President Glenn
17. Comments from Citizens
18. Adjournment

Ordinance No. 1026

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 IX, C COMMERCIAL DISTRICT, BY ADDING SECTION 205-39 TO PERMIT MIXED USE DEVELOPMENT IN THE C COMMERCIAL DISTRICT.

WHEREAS, the Mayor and City Council desire to encourage mixed used development on commercial corridors in the City, and;

WHEREAS, the Mayor and City Council desire to allow and encourage multifamily residential uses as part of a mixed use development in the C/Commercial District.

NOW THEREFORE, BE IT ORDAINED, AS FOLLOWS:

- 1. Article, IX Section 205-39 shall be added as follows, with words shown **bold underlined** to be added and those shown [~~bracketed with strikeout~~] to be deleted;

§ 205-36.1 Commercial Corridor Mixed Use

A. **Purpose. This intent of this section is to provide opportunities for developments to mix multifamily residential uses with retail trade, service and institutional uses, with an emphasis on creativity, quality design, and in close proximity to mass transit within the C/Commercial District.**

B. **Objectives.**

- (1) **To create a mix of commercial and residential uses within a single structure or within multiple structures, where all related structures, parking and open spaces are designed to function as a cohesive and integrated site.**
- (2) **Encourage harmonious and coordinated development of sites, considering the existing natural features, bicycle, pedestrian and vehicular circulation and compatibility with surrounding uses.**
- (3) **Encourage development that is of excellent design and architecture with a mix of uses that contribute to the revitalization of commercial corridors.**

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47 **C. Eligibility.**
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- 49 (1) A minimum parcel area of 5 acres must be established. Parcels may be combined
50 to establish the minimum parcel area.
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52 (2) A mixed used development must be served by City water and sewer.
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54 (3) A mixed use development shall have direct access to either US Route 40 or MD
55 Route 7.
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57 **D. Permitted uses. All uses permitted within the C/Commercial district shall be allowed in**
58 **a mixed use development except those expressly prohibited in Subsection E.**
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- 60 (1) The Planning Commission may approve any commercial or institutional uses not
61 listed in the C/Commercial District as part of a mixed use development.
62
63 (2) In approving any use that is not principally or conditionally permitted, the Board
64 shall find that the proposed use will not be detrimental to, or adversely impact the
65 residential uses within the development.
66
67 (3) Multifamily residential units shall comprise no more than 75% of the gross floor
68 area when a mix of commercial and residential uses are proposed within the same
69 building.
70
71 (4) If standalone commercial buildings are proposed, the commercial component shall
72 be a minimum of 5,000 square feet, or 15% of the building footprint of all
73 multifamily residential buildings, whichever is greater.
74
75 (5) Commercial uses may be located within the first floor of a multifamily residential
76 building or within separate buildings.
77
78 (a) If a developer proposes to utilize a multifamily residential building for
79 commercial uses, the exterior of the commercial space must be finished and
80 the interiors must be finished to the point of being able to obtain a Certificate
81 of Occupancy for the multifamily residential portion of the building.
82
83 (b) If a developer proposes standalone commercial buildings, the pad site(s) for
84 the commercial buildings must be rough graded and stabilized with utilities
85 extended to the pad site prior to the issuance of a Certificate of Occupancy for
86 any multifamily residential building within the development.
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88 (6) Hotels are permitted in a mixed use development and do not count towards the
89 percentage of commercial use.
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91 **E. Prohibited Uses.**

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- (1) Adult entertainment activities or related businesses;
- (2) Automotive and other vehicle repair, services, and gas stations.
- (3) Commercial equipment repair and rental.
- (4) Industrial uses.
- (5) Uses that store or ship flammable liquids or hazardous materials.
- (6) Convenience stores.
- (7) Any establishment engaged in the sale of tobacco, or those businesses commonly referred to as vape shops.
- (8) Restaurants with drive through windows.
- (9) Mini-warehousing or mini-storage.
- (10) Liquor stores.
- (11) Any methadone clinic or medical marijuana dispensary
- (12) Pawn shops or secondhand merchandise shops.
- (13) Any other activity or use determined by the Director of Planning to be incompatible with residential activities and/or to have the possibility of adversely affecting the health or safety of residents within, or adjacent to a mixed use project because of the potential for the use to create excessive dust, glare, heat, noise, noxious gasses, odor, smoke, traffic, vibration, or other impacts, or to be unreasonably hazardous because of materials, processes, products or wastes.

F. Density. The residential density within any mixed use project shall not exceed 15 units per gross acre.

G. Site design.

- (1) The project shall provide a unified arrangement of buildings, service areas, parking, open spaces and landscaped areas.
- (2) Site design shall incorporate elements that foster community interaction, such as outside plazas and eating areas, ponds or fountains, public art or other amenities that generally serve the public.
- (3) The mixed use development may include the subdivision of individual building sites or the creation of lease spaces for freestanding buildings. The project shall function

139 as a cohesive commercial center with pedestrian linkages between the buildings and
140 amenities, as well as linkages to adjacent parcels and the public right-of-way.

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142 (4) The architecture, site design, lighting and signage shall incorporate consistent and
143 coordinated design and theme elements.

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145 (5) Sidewalks shall be provided along the road frontage of each project when a project
146 is adjacent to undeveloped parcels or is adjacent to parcels that have existing
147 sidewalks along the road frontage. Provisions shall be made to allow for internal
148 pedestrian connections to adjacent parcels where appropriate.

149
150 H. Building Design Standards. An architectural rendering of the building facade and
151 elevations of the structures shall be submitted to the Department of Planning as part of
152 the Site Plan approval process. The architectural renderings submitted with the
153 application for Site Plan approval require approval by the Planning Commission. The
154 rendering shall demonstrate how the project will meet the following standards and
155 objectives:

156
157 (1) Emphasis should be placed on enhancing the appearance of the commercial
158 corridor through innovative building design utilizing a range of colors, textures and
159 materials to break up the monotony often found in large commercial and
160 multifamily residential buildings.

161
162 (2) Building Exterior. At least 3 of the following categories of architectural features
163 shall be incorporated into street-facing facades:

164
165 (a) Porches or porticos

166
167 (b) Balconies

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169 (c) Dormers

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171 (d) Gables

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173 (e) Bay or bow windows

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175 (f) Door and Window Ornamentation which may include surrounds, pediments,
176 lintels and sills, hoods, and/or shutters.

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178 (g) Rooftop treatments such as cupolas or balustrades.

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180 (3) The roof pitch of new residential buildings shall range between 7:12 and 12:12. The
181 roof pitch of porches, wings and other projections shall equal or exceed that of the
182 lowest pitch of the principal roof.

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184 (4) No exterior stairways shall be visible from a public street.

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- (5) At least 30% of the surface area of each building façade shall be brick, natural stone or faux stone veneer.
- (6) Individual balconies shall not span more than 1/3 the length of the façade. Balconies that face an interior driveway, or which are not visible from a street, are exempt from this requirement.
- (7) Street-facing facades shall include offsets in the wall plane to break down the mass of residential buildings into smaller units:
 - (a) For every 40 feet of horizontal wall plane, there must be façade variations of at least 2 feet in depth and 6 feet in width.
 - (b) For every 120 feet of horizontal wall plane, there must be façade variations of at least 8 feet in depth and a total of at least 24 feet in width.
- (8) For every 40 feet of horizontal roof plane (measured at the roof eave) on street-facing facades, a gable, dormer, or other change in roof plane must be provided.
- (9) A minimum of three different and significantly contrasting colors shall be used on all façades of a building.
- (10) The use of split face concrete block is prohibited for use in the construction of any building within a mixed use development.
- (11) The Planning Commission may approve building designs that do not meet the specific requirements of Subsection H, if the developer proposes innovative designs that are consistent with the spirit and intent of Subsection H and incorporate New Urbanist and traditional neighborhood design principles.

I. Mechanical Equipment, Trash Receptacles and Loading Areas.

- (1) Mechanical equipment is not allowed to be mounted above the roof surface, unless architectural treatments fully obscure the equipment from horizontal view.
- (2) Ground level mechanical equipment shall not be mounted above the ground surface, and shall be obscured by fences or walls.
- (3) Loading and Refuse/Recycling Areas. Commercial loading areas, recycling areas, and refuse storage facilities for the commercial and other nonresidential uses shall be located a minimum of 100-feet from residential units and shall be substantially screened from view from the residential portion of the project. Where appropriate, the project may provide for the shared use of recycling and refuse storage facilities. Trash enclosures shall be obscured from view by a fence or wall at least 6 feet in height.

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- (4) Commercial uses shall provide sufficient loading areas that do not interfere with drive aisles or parking.

J. Building Placement and Orientation.

- (1) The roof eave overhang of new residential buildings shall be at least 1 foot.
- (2) Buildings shall be setback from arterial and collector roads a minimum of 60-feet.
- (3) Rear and side yard setbacks shall be approved by the Planning Commission.
- (4) A multifamily residential building shall be limited to 5 stories, including any commercial levels.

K. Open Space.

- (1) A minimum of 10% of the parcel shall be dedicated to open space within the project. A total of 50% of the required open space shall be in the form of active open space. This provision can be met through the installation of macadam based walking trails, recreational courts, or similar amenities.
- (2) The open space areas and amenities may be shown on a separate plan, or incorporated as part of the landscape plan for approval by the Planning Commission.
- (3) Bicycle racks shall be provided at or near the entrance to every building in the project.

L. Parking.

- (1) Mixed use developments shall comply with the parking standards set forth in Chapter 122, Off-street Parking, for each residential and nonresidential use included in the project.
- (2) The Planning Commission may reduce the parking requirement for multifamily units that are specifically designed to be occupied by senior citizens or the disabled. Parking shall not be reduced below 1 space for one-bedroom units and 2 spaces for all other units.
- (3) Shared parking provisions. A portion of the required residential parking may be provided on an adjacent property provided that:
 - (a) The underlying zoning of the adjacent property permits parking for the principal use of the site being developed.
 - (b) There is adequate parking to meet the parking requirements for all uses served by the parking.

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- (c) The shared parking area is located less than 300 feet from the entrance of the primary building located on the site being developed.
- (d) The shared parking area is subject to a shared parking agreement made between current owners of the properties. The agreement shall be recorded in the Land Records of the County. The agreement shall be reviewed and approved by the City Attorney prior to recordation. All shared parking agreements must also contain a provision for maintenance of the parking area.
- (e) The parking area must have safe vehicular or pedestrian access from the shared parking area to the subject property.
- (f) The required parking area shall be paved with an impervious surface.
- (g) Parking for residential uses shall be clearly designated.
- (h) The shared parking area shall have sufficient lighting to ensure safety for pedestrians.

M. Lighting. A lighting plan shall be submitted at the time of Site Plan application for approval by the Planning Commission.

- (1) The plan shall provide a description of the type and location of lighting fixtures and the light intensity and shielding provisions to be used.
- (2) Lighting fixtures shall be compatible and consistent with the architecture of the proposed buildings.
- (3) Lighting shall be designed, installed and maintained in a manner not to cause a glare or reflection on adjacent parcels.
- (4) Dark sky lighting practices shall be utilized and specified on the lighting plan; including the shielding and dimming of light fixtures.

N. Landscaping. A landscaping plan shall be submitted at the time of site plan application.

- (1) Street trees or individual tree landscaping shall be provided at a ratio of 1 tree per 5 parking spaces.
- (2) Street trees shall also be provided along all public roads and internal drives at a ratio of 1 tree per 30-feet of road or driveway.
- (3) All islands internal to the parking area shall be landscaped with street trees.

324 (4) Native trees that are 2-inch caliper at the time of planting shall be used for all street
325 tree plantings. Street trees species shall be suitable for planting adjacent to
326 sidewalks and approved by the Department of Planning.

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328 (5) Foundation plantings shall be provided for all buildings.
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330 O. Maintenance of Common Facilities. Where there is more than one (1) property owner
331 with shared interest in maintaining common facilities related to lighting, fencing, signs,
332 landscaping, stormwater management, shared parking, etc., a joint owner's association
333 shall be formed and a maintenance agreement executed outlining the responsibilities and
334 duties. The agreement shall clearly identify those individuals or entities obligated and
335 responsible for maintaining the common facilities in accordance with the standards and
336 requirements of this chapter and the conditions of any applicable permit. The agreement
337 shall be subject to review and approval by the City Attorney.
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339 P. Approval. The Planning Commission shall approve all site plans for a mixed use
340 development in the C/Commercial District in accordance with Chapter 155 of the City
341 Code.
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345 In accordance with the provisions of the Maryland Ann. Code, Land Use Article, §4-203 and the
346 City Charter, and so long as this ordinance is not vetoed by the Mayor, these amendments shall
347 become effective on the date of the approval by City Council after the second reading, except that
348 if the date of the City Council approval is less than ten days after the close of the City Council's
349 public hearing on these Zoning Code amendments, the effective date of the amendment shall be
350 ten days after the close of the public hearing on the Zoning Code amendments.

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352 ATTEST: THE MAYOR AND CITY COUNCIL
353 OF HAVRE DE GRACE

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357 _____
358 PATRICK D. SYPOLT WILLIAM T. MARTIN, MAYOR
359 DIRECTOR OF ADMINISTRATION

360 First Reading: November 18, 2019
361 Public Hearing: December 2, 2019
362 Second Reading/Adoption: December 16, 2019
363



November 18, 2019

Public Hearing Proceedings

Public Hearings on Annexation Resolution No. 285 and Ordinance No. 1024, amending the City Code Chapter 73 Firearms, was called to order by Mayor Martin at 7pm.

Council Members present: CP Glenn, CM Robertson, CM Ringsaker, CM Boyer, CM Martin and CM Zinner.

Public Hearing Annexation Resolution No. 285

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION, ARTICLE XI – E AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT ARTICLE SUBTITLE 3: AMENDMENT OR REPEAL OF CHARTER, AND SUBTITLE 4: ANNEXATION AUTHORIZING THE LEGISLATIVE BODY OF A MUNICIPALITY TO ANNEX PROPERTY EXTENDING THE BOUNDARIES OF THE MUNICIPALITY UPON A PETITION FOR ANNEXATION, AND AMENDING THE CITY CHARTER, SPECIFICALLY APPENDIX A OF THE HAVRE DE GRACE CHARTER BY ADDING “SUBSECTION A.33 THE FIRST 2019 ADDITION TO THE CITY BOUNDARIES,” ALONG WITH THE LEGAL DESCRIPTION OF THE ACRES OF LAND WHICH WILL ENLARGE THE BOUNDARIES OF THE CITY OF HAVRE DE GRACE TO INCLUDE THE LAND OF 1921 PULASKI HIGHWAY CONSISTING OF A TOTAL OF 8.83 ACRES MORE OR LESS.

Comments from citizens:

Joe Kochenderfer – Tydings Road

David Layfield – Salisbury MD

Public Hearing on Annexation Resolution No. 285 Closed at 7:08pm

Ordinance No. 1024

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 73: FIREARMS.

Comments from citizens:

Peter Ianniello – 2000 Level RD

Public Hearing on Ordinance 1024 Closed at 7:11pm

November 18, 2019
Council Meeting Proceedings

The regular meeting of the Mayor and City Council was called to order on November 18, 2019 at 7:12 pm with Mayor Martin presiding.

Council Members present: CP Glenn, CM Robertson, CM Ringsaker, CM Boyer, CM Martin and CM Zinner.

The Pledge of Allegiance was recited, and opening prayer was given by Evangelist Gene Proud
CP Glenn offered several 'friendly amendments' (i.e.: removal of Tideway Dermatology from Presentations due to a scheduling conflict with Tideway personnel; and Council Members proffering Board Appointments. Council accepted CP Glenn's 'friendly amendments';

CM Ringsaker moved to approve the Council Meeting minutes of November 4, 2019. Motion carries 6-0.

Comments from citizens on agenda items:

David Layfield – Salisbury, MD

Appointments:

Board of Appeals – CP Glenn moved to re-appointed Bill Putland. Seconded by CM Martin. Motion carries 6-0.

Economic Advisory Board –CM Robertson moved to re-appoint Julie Ruhnke. Seconded by CP Glenn. Motion carries 6-0.

Tourism Advisory Board – CM Martin moved to appoint five new members: Kathy Keen, Mary Leavens, Jim Nemeth, Cathy Vincenti and Robert Glassman. Seconded by CM Zinner. Motion carries 6-0.

Oaths of Office: Mayor Martin conferred the Oath of Office to Kathy Keen. Mary Leavens, Jim Nemeth, Cathy Vincenti and Robert Glassman.

Ordinances:

A motion to introduce on second reading by CM Ringsaker, Ordinance No. 1025 Concerning Infill Development, second was made by CM Boyer. Motion to adopt by CM Ringsaker and second by CM Boyer. Motion carries 6-0

A motion to introduce on first reading an Ordinance concerning Commercial Corridor Mixed Use was made by CM Ringsaker with a second from CM Martin. The Ordinance was assigned No. 1026. A motion to adopt Ordinance 1026 on first reading was made by CM Ringsaker seconded by CM Robertson. Motion carries 6-0. A Public Hearing was announced by CP Glenn and will be held December 2, 2019 at 7pm.

New Business:

A motion was made by CM Robertson to approve Budget Amendment 2020-04 and seconded by CM Martin. Motion carries 6-0.

Directors Report:

Patrick Sypolt- Director of Administration: Mr. Sypolt provided dates of upcoming events in Havre de Grace which are available on the tourism website at www.explorehavredegrace.com. City Hall will be closed in observance of Thanksgiving November 28th and 29th. City Hall will reopen December 2nd at 8:00am.

Mr. Shane Grimm: Deputy Director of Planning- Mr. Grimm thanked the Council for passing Ordinance 1025infill parking ordinance. He also thanked the Council for introducing Ordinance 1026, the Commercial Corridor Mixed Use ordinance which will improve and incentivize development along the US Route 40 corridor. Mr. Grimm also stated that the Old Gracetown Inn would be demolished in the very near future.

Mrs. Erika Quesenbery Sturgill: Director of Economic Development- The Havre de Grace Office of Economic Development has also been chosen as an American express Small Business Saturday Neighborhood Champion for the fourth year in a row. So as you are sharing your holiday plans and shopping on social media we ask you to #ShopSmall and # smallbizsaturday

Mr. George DeHority: Director of Finance- Thanked the Council for passing Budget Amendment 2020-04 which more than doubled the value of the amount of amendment for DPW paving, providing a huge value to our tax-payers. Gave the current financial condition of General Fund 1, Water/Sewer Fund 9 and Marina Fund 8.

Mr. Tim Whittie: Director of the Department of Public Works -DPW will hold an Open House December 14th from 10am to 4pm at the Waste Water Treatment Plant and the Water Treatment Plant. Mr. Whittie also announced that paving projects for this capital year are completed.

Captain Jonathan Krass - Havre de Grace Police Department: - Telephone scams are on the rise at this time. We need to please be alert and careful. Holiday foot patrols will begin very soon.

Business from Mayor Martin- Thanked CM Robertson, Johnny Boker and the American Legion for the wonderful Veterans Day Parade. The Mayor was pleased to see the children present for the parade, and the e proud display of Patriotism from both participants and the public.

The Great Havre de Grace Oyster Feast was a great success again this year. The Mayor was proud to announce that more than \$4000.00 was raised for the non-profits here within the City.

Tydings Park is getting an ‘in-ground’ sprinkler system that will help to maintain the grass during the dry spells during summer.

Christmas lights are going up and we will have the lights on by Thanksgiving.

Mayor Martin encouraged people to read the Gettysburg Address as it was given by President Abraham Lincoln, to be inspired again and to remember to be grateful we live in a free country.

Mayor Martin wishes everyone an awesome Happy Thanksgiving.

Business from Council:

Council Member Ringsaker: Wage and Benefit Meeting will be this Wednesday immediately following the public input session at 7:30 PM.

CM Ringsaker is unhappy with the wait time he had to endure recently at the local hospital. Eight hours in the ER is unacceptable. Upper Chesapeake’s plan to fail is the big cause of the failure of our hospital. We are going to fight for our citizens.

Council Member Robertson: Participated in National Day of Reading at Meadowvale. This event was sponsored by the Ben Carson Foundation which was a very special time. The Youth Commission meets Nov. 19th at City Hall at 7pm.

The Veterans Day Parade was a show of support for our veterans. We want you to know there is support for you and we recognize you.

Council Member Zinner: Read a letter that she sent to the editor of the Aegis and Cecil Whig. She encouraged the Citizens of Aberdeen, Havre de Grace and Perryville to write to Delegate Mary Ann Lisanti in an effort to keep our hospital.

Council Member Martin: Expressed his unrest with the comments made at Harford Night by Senator Jennings. CM Martin referred to Finance Director George DeHority to explain our Choices for Water and Sewer Debt option funding mechanism. CM Martin asked if the Council wished to move forward with a bond bill. We will need to make a resolution for a referendum to take place in January.

Council Member Boyer: Tree Commission meets Nov 21st at 7pm. Street and Safety Committee meets Nov 25th at 6pm at City Hall. CM Boyer supported the Water – Sewer bond bill and encouraged citizens to contact she or City Hall should they have any questions. CM Boyer spoke about Upper Chesapeake and the quality of health care and to go online to Leapfroggroup.com to view the grades of our local health care facilities.

Prior to Council President Glenn's comments, Mayor Martin asked to clarify CM Martin's comments regarding the water sewer capital funding plan. The Mayor asked to provide a motion from the City Council to allow the Administration to prepare a resolution for referendum for the December 2, 2019) the Resolution will provide a ballot question and in the date and time of a Special Election in January 2020. Motion made by CP Glenn and seconded by CM Martin. Motion carries 6-0.

Council President Glenn: Suggested capitalizing on the bond market now while it is favorable moving forward with a Special Election will be of great value. Wreaths Across America will take place December 14, 2019. CP Glenn made a motion and read into the record the reason for the closed session (under section 3-305b subsection 7 -to seek Counsel advice on a legal mater); the motion was seconded by CM Martin. Motion carries 6-0

Adjournment:

A motion was made by CM Ringsaker to adjourn at 9:00 pm. Motion carries 6-0

Video recording of the City Council Meeting may be viewed online through Harford Cable Network.

MINUTES OF HAVRE DE GRACE CITY COUNCIL MEETING

CLOSED SESSION

Monday, November 18, 2019

City Hall
711 Pennington Avenue
Havre de Grace, MD 21078

Time of Closed Session: 9:11 PM

Place: City Hall, Mayor's office.

Purpose: To consult with staff and the City Attorney about pending litigation and whether to waive attorney client privilege with respect to testimony of former City Attorney Judge Paul W. Ishak.

Persons Attending: Council President Glenn; CM Robertson; CM Boyer; CM Martin; CM Ringsaker; CM Zinner; Chief of Staff Gamatoria; Director of Administration Sypolt; City Attorney Ishak; Mayor Martin.

Motion to go into close session made by CP Glenn, second by CM Ringsaker. Vote in favor: 6-0

Authority under Section 3-305 for the closed session: General Provision Article 3-305(b)(7) to consult with counsel to obtain legal advice; and 3-305(b)(8) to consult with staff about pending litigation (Pensell, et al. v. City of Havre de Grace) concerning whether to consent to a waiver of attorney client privilege.

Topics actually discussed:

The council members considered whether to waive the attorney client privilege relating to the likely testimony of former City Attorney Paul W. Ishak in connection with the lawsuit against the City for the use of Hutchins Park brought by the Pensell's and Brandon's (211 Congress Ave. LLC).

Action taken: None.

Motion to Adjourn and return to open session. Passed: Vote 6-0.

Closed Session adjourned at 9:24 PM.

1 Highway as more specifically defined herein (“Property”) is in the best interest of the health and
2 welfare of the citizens of Havre de Grace.

3 **NOW THEREFORE BE IT RESOLVED, ORDAINED, AND ENACTED BY THE**
4 **MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND AS FOLLOWS:**

5 SECTION 1. The Appendix to the Charter of the Mayor and City Council of Havre de
6 Grace, Maryland is hereby amended to add a new Subsection A.33 The First 2019 Addition to
7 the City Boundaries to read as set forth in the legal description attached hereto as Exhibit A and
8 incorporated by reference herein. (“Property”).

9 SECTION 2. The Mayor and City Council of Havre de Grace, Maryland and the requisite
10 owners of the properties hereby annexed agree that the conditions and circumstances applicable to
11 the change in the boundaries of the City of Havre de Grace caused by this annexation and to the
12 property within the area hereby annexed are as provided in the applicable Charter provisions, laws
13 and ordinances of the State of Maryland and the City of Havre de Grace, except as follows:

14 (a) The Property is currently given a County zoning destination of Commercial
15 Industrial (CI) on the official zoning maps of Harford County. The zoning designation in the City
16 that the Mayor and City Council shall assign to the Property is Commercial (C) as defined in the
17 Havre de Grace Zoning Ordinance.

18 (b) City water and sewer service shall be provided to the Property hereby annexed at
19 generally applicable rates and pursuant to conditions generally applicable to other City-owned
20 properties within the corporate boundaries of the City of Havre de Grace at such time the Mayor
21 and City Council of Havre de Grace approve development of the Property. The cost to construct
22 any facilities necessary to provide water and sewer service to the Property shall be paid according
23 to the laws, rules, regulations and policies, specifications, standards and approvals (including state
24 and county, if any), existing or required at the time of construction, including any applicable
25 recoupment agreements authorized under the Annexation Resolution, and in accordance with the
26 Annexation Plan attached hereto and marked Exhibit B.

27 (c) The Mayor and City Council of Havre de Grace, Maryland acknowledge that a
28 legal description of the Property has been prepared by a professional engineer retained by the City.

29 (d) The terms and conditions of this Resolution are consistent with the Annexation
30 Policy of the Mayor and City Council of Havre de Grace, Maryland established by Resolution 97-
31 7 (“Annexation Policy”), a copy of which is attached hereto as Exhibit C.

32 SECTION 3. AND BE IT FURTHER RESOLVED that, promptly after the introduction
33 and first reading of this Resolution by the Mayor and City Council of Havre de Grace, Maryland,
34 the Director of Administration shall create a public notice, briefly and accurately describing the
35 proposed change and the conditions and circumstances applicable. The aforesaid notice shall be
36 published two (2) times at not less than weekly intervals in a newspaper or newspapers of general
37 circulation in the City of Havre de Grace and the area to be annexed, as the area to be annexed is
38 less than 25 acres. The aforesaid public notice shall state a time, not less than fifteen (15) days
39 after the fourth (4th) publication thereof and not less than 30 days after the Annexation Plan is

1 provided to the regional and national planning agencies, and the place within the City of Havre de
2 Grace at which a public hearing shall be held to consider public comment to consider this
3 Resolution. The public hearing may be continued or rescheduled in accordance with the
4 requirements set forth in Local Government Article of the Annotated Code of Maryland.
5 Immediately upon the first publication of the specified public notice, a copy of the public notice
6 and other relevant documents shall be provided to the Harford County Council, the Harford County
7 Executive, the Director of the Harford County Department of Planning and Zoning, the Planning
8 Commission of the City of Havre de Grace, and to any other regional or state planning agency
9 having jurisdiction over the property, including the Executive Director of the Baltimore
10 Metropolitan Council.

11 SECTION 4. AND BE IT FURTHER RESOLVED that, this Annexation Resolution
12 shall become effective forty-five (45) days after its enactment by the Mayor and City Council of
13 Havre de Grace, Maryland, provided this Resolution is read and passed by an affirmative vote of
14 a majority of the Council members present at a second reading of the Resolution at a regular City
15 Council meeting after the conclusion of the public hearing and any continuation thereof as
16 prescribed by the Local Government Article Section 4-407 of the Annotated Code of Maryland (as
17 amended) and also provided that a proper petition for referendum calling for an election related to
18 the annexation is not filed as permitted by law.

19 SECTION 5. AND BE IT FURTHER RESOLVED that, if any section, subsection,
20 paragraph, sentence, clause, phrase or word of this Resolution or its application to any person or
21 circumstances is held invalid by any court of competent jurisdiction, the remaining sections,
22 subsections, paragraphs, sentences, clauses, phrases, and words of this Resolution, or the
23 application of the provision to other persons or circumstances then in effect, shall continue in full
24 force and effect.

25 SECTION 6. AND BE IT FURTHER RESOLVED, by the Mayor and City Council of
26 Havre de Grace, Maryland, that the Director of Planning shall promptly register the original and
27 the new corporate boundaries of the City of Havre de Grace with the Clerk of the Circuit Court of
28 Harford County and the Department of Legislative Reference for the State of Maryland when this
29 Resolution takes effect.

30 SECTION 7. AND BE IT FURTHER RESOLVED, by the Mayor and City Council of
31 Havre de Grace, Maryland that the Mayor is authorized to enter into an Annexation Agreement
32 with the recommendation of the Director of Planning, the Director of the Department of Public
33 Works, and the City Attorney to implement the purposes of this Annexation Resolution.

34 SECTION 8. AND BE IT FURTHER RESOLVED, that the Mayor is authorized to enter
35 into a Public Works Agreement with the recommendation of the Director of the Department of
36 Public Works and the City Attorney, to implement the purposes of this Annexation Resolution.

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1 ATTEST:

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THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Patrick Sypolt
Director of Administration

By: _____
William T. Martin, Mayor

10 |

11 Date Introduced: October 7, 2019

12 Date of Public Hearing: November 18, 2019

13 Date of Second Reading and Adoption, Enacted: December 2, 2019

14 Effective Date (45 days after adoption): January 21, 2020

15 List of Exhibits

16 Exhibit A: Legal Description

17 Exhibit B: Annexation Plan Resolution 2019-11

18 Exhibit C: Annexation Policy Resolution 97-7

Exhibit A



5 South Main Street
P.O. Box 727
Bel Air, Maryland 21014
410-838-7900
www.frederickward.com

September 30, 2019

8.8328 Acre Parcel of Land to be Annexed to the Corporate Boundary of the City of Havre de Grace, Located at 1919 & 1921 Pulaski Highway, Sixth Election District, Harford County, Maryland

BEGINNING for the same at an iron pin heretofore set at the end of the seventy-ninth or North $22^{\circ}11'24''$ West 363.25 feet course of that tract or parcel of land described in City of Havre de Grace Resolution No. 239 and known as the 2003 Annexation 1st Addition and as described in Subsection A.21 of Appendix A of the Charter of the City of Havre de Grace as revised November 2015. Said point of beginning also bears coordinates, referenced to the Maryland Coordinate System (NAD83) of North 680270.5718 and East 1558583.0639. Said point of beginning also lying in the eighth or North $22^{\circ}11'24''$ West 419.65 feet line of the first of those tracts or parcels of land conveyed by E.B. Abel and Susan V. Abel to Blenheim, LLC by a deed dated May 1, 1996 as recorded among the land records of Harford County in Liber CGH 2374, folio 793 at a point lying South $22^{\circ}11'05''$ East 56.40 feet from an iron pin heretofore set at the end of said line. Thence, from the point of beginning, binding reversely on a part of said eighth line and binding reversely on the aforesaid seventy-ninth course of the 2003 Annexation, 1st Addition, as now surveyed;

111) South $22^{\circ}11'05''$ East 363.26 feet to an iron pin heretofore set to intersect the northwesterly right of way line of U.S. Route 40, Pulaski Highway, a one hundred fifty foot wide right of way heretofore laid out as shown on State Roads Commission of Maryland Plat No. 1831. Thence, leaving the outlines of the aforesaid 2003 Annexation 1st Addition and binding on the said right of way as conveyed by Mary E. Mitchell to the State Roads Commission of Maryland by a deed dated November 14, 1935 as recorded among the land records of Harford County in Liber SWC 239, folio 107, the five following courses;

- 2) South $57^{\circ}00'55''$ West 227.57,
- 3) North $32^{\circ}59'05''$ West 25.00 feet,
- 4) South $57^{\circ}00'55''$ West 52.00 feet,
- 5) South $32^{\circ}59'05''$ East 25.00 feet,

6) South $57^{\circ}00'55''$ West 618.33 feet to point in a utility pole now standing on the northwesterly right of way line of U.S. Route 40 at the end of the third or South $24^{\circ}15'28''$ East 418.21 feet line of that tract or parcel of land conveyed by G. Corthell Mitchell and Marie G. Mitchell, et al to The Dixon Holding Company by a deed dated March 15, 1967 as recorded among the land records of Harford County in Liber GRG 736, folio 418. Said point also now being the southeasterly corner of Lot 1 as shown on a plat entitled "Final Plat, The Village at Swan Creek" as recorded among the land records of Harford County in Plat Book JJR 121, folio 99. Thence, leaving U.S. Route 40 and binding reversely on the said third course of the parcel described in Liber GRG 736, folio 418,

7) North 32°56'49" West, passing over an iron pin heretofore set at 5.00 feet, and, passing over an iron pipe heretofore set at 418.58 and, continuing, for a total distance of 424.43 feet to an iron pipe heretofore set to intersect the southeasterly right of way line of that strip or parcel of land conveyed by Joseph G. Mitchell and Frances A. Mitchell to the Baltimore and Ohio Railroad Company by a deed dated October 1, 1883 as recorded among the land records of Harford County in Liber ALJ 50, folio 27. Thence, binding thereon as acquired by CSX Transportation, Inc through Articles of Merger recorded among the land records of Harford County in Liber CGH 1519, folio 381,

8) North 57°43'54" East 875.33 feet to an iron pin heretofore set at the end of the third or nearly North 63 feet line of the first of those tracts or parcels of land conveyed by Joseph G. Mitchell and Frances A. Mitchell to the Baltimore and Ohio Railroad Company by a deed dated March 26, 1884 as recorded among the land records of Harford County in Liber ALJ 50, folio 78. Thence, binding reversely on the third and second courses of said conveyance,

9) South 03°11'38" East 63.53 to an iron pin heretofore set,

10) North 57°43'54" East 122.00 feet to the point of beginning hereof.

CONTAINING 8.8328 acres (384755 square feet) of land, more or less

BEING that tract or parcel of land conveyed by Donald William Bonnett and Margaret Bohlen Bonnett to Donald William Bonnett and Margaret Bohlen Bonnett and Margaret Anne Bonnett by a deed dated December 6, 1997 as recorded among the land records of Harford County in Liber CGH 2612, folio 858 and by subsequent deeds by Donald William Bonnett and Margaret Bohlen Bonnett to Margaret Anne Bonnett by deeds dated January 10, 1998, January 2, 1999, December 3, 2008, January 8, 2009, January 3, 2010, April 18, 2011, March 5, 2016 and January 31, 2017 and as recorded among the land records of Harford County in Liber CGH 2622, folio 559, Liber CGH 2918, folio 194, Liber JJR 8010, folio 478, Liber JJR 8067, folio 061, Liber JJR 8521, folio 312, Liber JJR 9163, folio 474, Liber JJR 11718, folio 137 and Liber JJR 12233, folio 294, respectively.

THE FOREGOING PARTICULAR DESCRIPTION is intended for the purpose of annexation the described property to the corporate boundaries of the City of Havre de Grace and not for the purpose of conveyance of the real property.

THIS PARTICULAR DESCRIPTION was prepared under the responsible charge of Vincent X. Nohe, a Registered Professional Land Surveyor in the State of Maryland. My current license expires August 8, 2020.



EXHIBIT B

RESOLUTION NO. 2019-11

THE ANNEXATION PLAN FOR THE LAND OF 1921 PULASKI HIGHWAY TAX ID CONSISTING OF A TOTAL OF 8.83 ACRES MORE OR LESS.

RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E AND THE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT SECTION 4-405 WHICH REQUIRES THE LEGISLATIVE BODY OF A MUNICIPALITY SEEKING TO ANNEX PROPERTY AFTER OCTOBER 1, 2006 TO ADOPT AN ANNEXATION PLAN FOR THE SUBJECT PROPERTY AND THAT THE ANNEXATION PLAN NOT BE PART OF THE ANNEXATION RESOLUTION.

WHEREAS, Donald W. Bonnett, Margaret B. Bonnett, and Margaret A. Bonnett (“Owners”) and Nancy A. Addison (“Resident Voter”) (collectively, “Petitioners”) have sought annexation of their land pursuant to a Petition for Annexation submitted to the Mayor and City Council of Havre de Grace on October 7, 2019; and

WHEREAS, the property which the Petitioners seek to have annexed is situated and lying in the Sixth Election District of Harford County, Maryland, acquired by virtue of and more particularly described in, the following:

Deed of Gift dated January 31, 2017, recorded among the land records of Harford County, Maryland in Liber JJR No. 12233, folio 294, from Donald William Bonnett and Margaret Bohlen Bonnett (“Grantors”) unto Margaret Anne Bonnett (“Grantee”) consisting of approximately 8.83 acres, more or less (the “Property”).

WHEREAS, the Property is reflected on the attached plat marked Exhibit A and said property sits on the west side of Pulaski Highway, Route 40, on the southern boundary of the City of Havre de Grace (“City”); and

WHEREAS, the annexation request is consistent with the City’s Comprehensive Plan, and specifically the Municipal Growth Element and expansion along Route 40;

NOW THEREFORE, the Mayor and City Council adopt the following Annexation Plan for the Property:

THE ANNEXATION PLAN FOR 8.83 ACRES MORE OR LESS, ALONG PULASKI HIGHWAY (ROUTE 40) LOCATED IN THE SIXTH ELECTION DISTRICT, 1921 PULASKI HIGHWAY

1. Introduction. The Property proposed to be annexed in this Plan is situated along Pulaski Highway (Route 40) between the Bulle Rock development and Swan Creek Village. For identification purposes, the Property is a single parcel described in one deed

1 recorded at Liber 12233, folio 00294, in the land records of Harford County with tax
2 account number 06-005594, for a total of 8.83 acres, more or less. The entire area to be
3 annexed is reflected on Exhibit A.

- 4 2. Current Conditions. Currently there are two single family homes located on the
5 Property. Nancy A. Addison, a resident voter, currently resides in the home located on
6 the Property at 1921 Pulaski Highway, Havre de Grace, Maryland. With respect to the
7 Property being annexed, only Nancy A. Addison is a registered voter in Harford
8 County, Maryland. The Property is currently serviced with private well and septic.
- 9 3. Current Zoning. The Property is currently zoned CI/Commercial Industrial district
10 on the official zoning maps of Harford County.
- 11 4. Future Proposed Use. Major change is proposed for the property. A developer has
12 indicated an interest in constructing multifamily residential units with a commercial
13 component. The specific proposed use may change and is not finalized.
- 14 5. Proposed Zoning. A proposed zoning code amendment will be considered by the Mayor
15 and City Council of Havre de Grace. The City's C/Commercial district will be amended
16 to accommodate multifamily residential uses as part of a mixed-use development. The
17 proposed zoning is also consistent with the Comprehensive Plan for the City of Havre
18 de Grace.
- 19 6. Public Facilities. There is currently no requirement that the land subject to this
20 Annexation Plan be set aside for a school site, water or sewer treatment facilities,
21 libraries, recreation, or fire, EMS or police departments, except for a construction of a
22 water main line from approximately Blenheim Farm Lane to the subject property that
23 will serve the proposed development. The current annexation shall be a cause for
24 anticipated infrastructure needs. As for water and sewer capacity, the City estimates
25 that it currently has the water and sewer capacity for the property. However,
26 infrastructure improvements for water pressure and volume of delivery may be
27 required. Until the site plan is approved, water and sewer capacity remain uncommitted
28 and not guaranteed. Sewer lines must be extended to the property. If there are any
29 required infrastructure improvements, including but not limited to water and sewer
30 capacity or distribution, they shall all be paid for by the owner/developers of the
31 property along with required bonding for performance and maintenance.

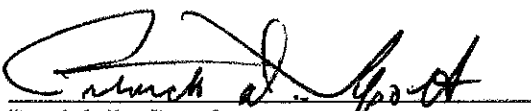
32
33 The Owners/Developers of the Property shall be charged the standard capital cost
34 recovery charges, user benefit fees and all other fees and charges associated with
35 connection to the City's water and sewer systems. Water and Sewer service rates shall
36 be charged at the generally applicable rates and pursuant to the conditions generally
37 applied by the City. The Property may be subject to recoupment agreements for water
38 and sewer and the Mayor is authorized to enter into an Annexation Agreement, Public
39 Works Agreement, or Recoupment Agreement consistent with the terms of this
40 Annexation Plan and the Annexation Resolution, after consultation with the Director
41 of the Department of Public Works and the City Attorney, provided such agreement is
42 recommended for approval by the Director and reviewed for legal sufficiency by the
43 City Attorney.

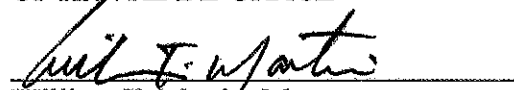
- 1 7. Trash Removal. As a property in the Commercial district with a multifamily
2 residential component, the Property will be required to contract with a private trash
3 hauler on terms and conditions similar to other commercial properties in the City.
4 8. Fire Protection. Fire protection shall continue to be provided to the property by the
5 Susquehanna Hose Company, Inc. pursuant to conditions applicable to the other
6 properties within the corporate boundaries of the City.
7 9. Schools – Library – Recreation. Although the scope of the development on the
8 property is relatively limited in size, the proposed zoning amendment will include
9 appropriate required recreation elements. There will be no additional school or library
10 expansions as a result of the proposed development.
11 10. Real Property Taxes. The Property shall be taxed by the City at generally
12 applicable rates. If the land is potentially subject to an abatement request due to an
13 enterprise zone designation, or recoupment fees for infrastructure costs already in
14 place, and if a request for an abatement is made, the City acknowledges that it would
15 consider such a request in accordance with applicable law so long as the terms of this
16 Annexation Plan have otherwise been complied with by the Owners and Developers.
17 11. EMS. EMS protection shall be provided to the Property by the Havre de Grace
18 Ambulance Corps, Inc. pursuant to the conditions applicable to other properties within
19 the corporate boundaries of the City of Havre de Grace.
20 12. Police. Police protection shall be provided to the property by the Havre de Grace
21 Police Department pursuant to the conditions to other properties within the corporate
22 boundaries of the City of Havre de Grace.
23 13. Timing of Municipal Services. Municipal services shall be provided at the time of
24 construction/development of the property and prior to the issuance of any new use and
25 occupancy permit.
26 14. Annexation Agreement. The City and the owners/developers of the property agree to
27 enter into an Annexation Agreement and/or a Public Works Agreement detailing the
28 terms of this Annexation Plan and any other appropriate conditions, if required by the
29 City. The provisions of this Annexation Plan are to be considered minimum
30 requirements and additional requirements or more stringent requirements may be
31 added.

32 ENACTED this 7th day of October, 2019.

33 ATTEST:

34 THE MAYOR AND CITY COUNCIL
35 OF HAVRE DE GRACE

36 
37 Patrick D. Sypolt
38 Director of Administration

39 
40 William T. Martin, Mayor

41 Introduced: October 7, 2019

Adopted: October 7, 2019

EXHIBIT C

RESOLUTION NO.97-7

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE,
MARYLAND ESTABLISHING AND ADOPTING A POLICY ON ANNEXATION**

WHEREAS, The Mayor and City Council of Havre de Grace, Maryland adopted an update of the City's Comprehensive Plan on May 6, 1996; and,

WHEREAS, the Comprehensive Plan established a vision for the orderly growth and development of the City of Havre de Grace; and,

WHEREAS, the annexation of land adjacent to the City of Havre de Grace was part of the vision for the orderly growth and development of the City of Havre de Grace as described in Chapters 3 and 4 of the Comprehensive Plan; and,

WHEREAS, further guidance was needed to ensure orderly growth and development occurs in the areas to be annexed by the City.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND THAT:

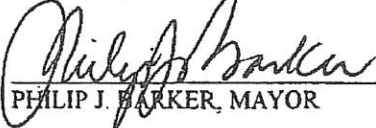
1. An Annexation Policy consistent with the Comprehensive Plan's vision is hereby established and adopted by the Mayor and City Council of Havre de Grace, Maryland;
2. Said adopted Annexation Policy shall be attached as **Exhibit A** to this Resolution; and
3. Said Annexation Policy shall be effective as of the date of this Resolution's passage.

ATTEST:



STANLEY T. RUCHELEWICZ, DIRECTOR
DEPARTMENT OF PLANNING

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND



PHILIP J. BARKER, MAYOR

DATE: 8/18/97

ANNEXATION POLICY

It is the Annexation Policy of the Mayor and City Council of Havre de Grace, Maryland to:

1. Consider all annexation requests which meet the legal criteria of the State of Maryland under Article 23A, Section 19 of the Annotated Code of Maryland and all guidelines established by the Mayor and City Council for annexation, including consistency with the City's Comprehensive Plan.
2. Encourage the annexation of all areas contiguous to the City which would eliminate the appearance or creation of enclaves. This is not to be interpreted as giving this type of annexation priority over areas which are contiguous but do not appear to be creating or eliminating enclaves.
3. Give priority to annexation requests which will increase the City's commercial or industrial base and generate employment opportunities for the residents of City.
4. Grant an abatement of City real property taxes for areas to be annexed, on a case by case basis, up to the difference between the combined City and County property taxes for a property located in the City and those taxes that would be paid to the County if the property remained solely in the County until such time that:
 - a. Water and sewer service is available for connection at the annexed property, or
 - b. One of the following activities has occurred:
 - 1) In cases of annexation where the land will remain a single parcel, the abatement shall cease when any development or construction permit is issued for other than an accessory activity or structure in support of the existing land use on the property.
 - 2) In cases of annexation where a subdivision of land will occur, the abatement shall cease when the final subdivision plat is approved by the Planning Commission.
5. Connect all areas to be annexed to City water and sewer service upon its availability at the property as a condition of annexation.

6. Require all applicants seeking annexation to complete a Request for Annexation application, which includes all of the legal requirements placed on annexation requests by Article 23A, Section 19 and the items described on the Annexation Checklist described in the Comprehensive Plan, and review said application for consistency with the Comprehensive Plan. The Annexation Checklist shall not be generally applicable to single lot annexations of less than 2 acres.

7. Advise applicants for annexation to the west of the current City boundary, and within the following designated Service Boundary Areas, that when development commences on the property proposed to be annexed, they or subsequent owners of said property shall be required to participate in a cost-sharing program to cover the costs of providing a right-of-way for and the construction of the proposed western arterial as well as upgrading the City's water and sewer facilities to allow for access and water and sewer services to their annexed property and any other foreseeable annexation sites.

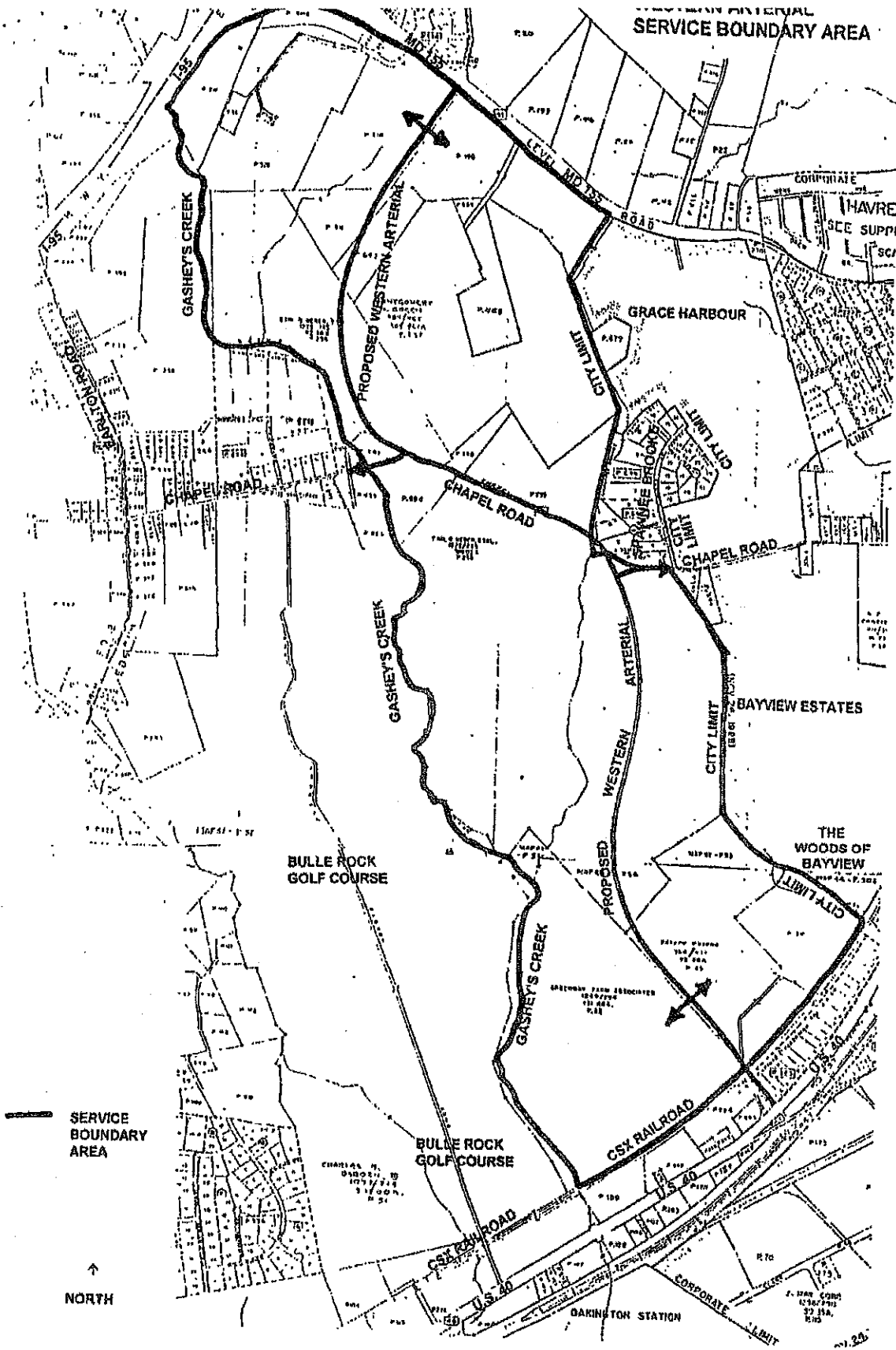
a. This cost-share program may include the contribution of land, money or a combination of both to accomplish the construction of the western arterial and the upgrading of the necessary water and sewer facilities, such as, but not limited to, main water and sewer plant expansions, new pumping stations or upgrade of existing ones, new storage facilities, and new transmission lines which exceed the necessary capacity for the proposed project to allow for subsequent annexation opportunities beyond the property. These are above the conditions normally established in the City's Public Works Agreement.

b. Service Boundary Areas

1) Western Arterial - Gashey's Creek, CSX Railroad, existing City limits and I-95/MD 155 (See attached Map #1).

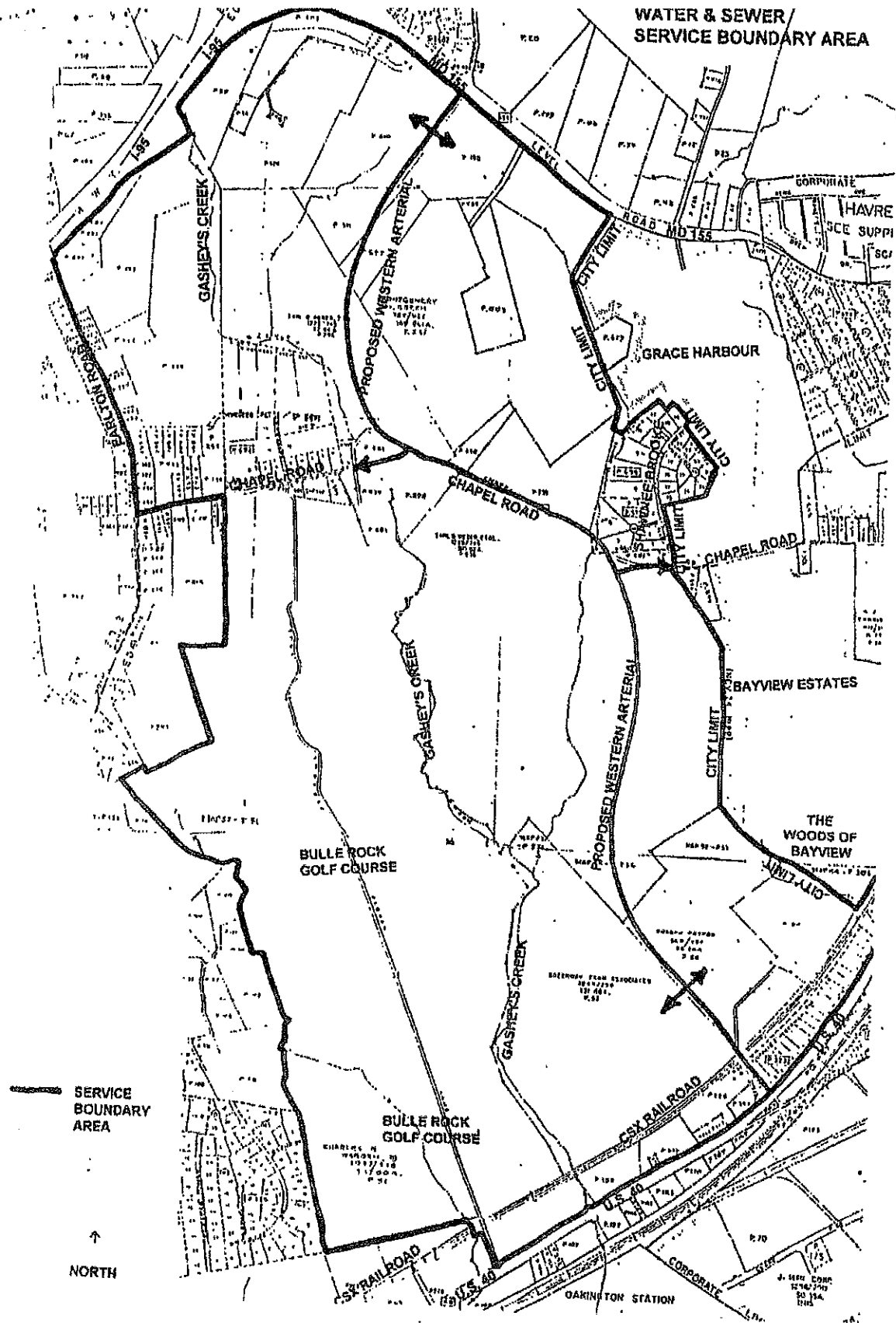
2) Water and Sewer - Same as Western Arterial Service Boundary Area plus Bulle Rock golf course, Shawnee Brooke, properties on the west side of Route 40 and development along Chapel and Earlton Roads (See attached Map #2).

Adopted 08/18/97



MAP 1
 of Exhibit A
 to the
 Annexation
 Policy.

**WATER & SEWER
SERVICE BOUNDARY AREA**



**SERVICE
BOUNDARY
AREA**

NORTH

Ordinance No. 1024

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 73: FIREARMS.

BE IT ORDAINED, that the Mayor and City Council of Havre de Grace make the following amendments and additions to the City Code Section 73-1, with additions shown by underscore and deletions shown by ~~strikeout~~:

Chapter 73. Firearms

§73-1. Discharge of firearms prohibited; exceptions.

It shall be unlawful for any person to fire or cause to be fired any firearm, rifle, shotgun, pistol, pellet gun or gun of any kind within the corporate limits of the City of Havre de Grace, except:

(a) on approved firing ranges; or

(b) while waterfowl hunting as may be permitted by state or federal regulatory agencies in those water-bourne areas on the southern side of Tydings Park Island depicted in Exhibit A to this Code section, which areas of the Susquehanna River and Chesapeake Bay were annexed by the City of Havre de Grace as part of the Tydings Park Island annexation; or

(c) on property annexed into the City if such property at the time of annexation was an operating farm or agricultural business and continues to be used for farming operations or agricultural business after the annexation; and

(i) such firearm is limited to a twenty gauge shotgun (using birdshot ammunition; slugs are not permitted) which shall not be discharged within one hundred and fifty (150) yards of any residential dwelling or building designed for human occupancy or school regardless of whether such building or school is on abutting or adjacent property; and

(ii) the person intending to use a shotgun for farming or other agricultural business purpose first notifies the City Police Department prior to the discharge of any shotgun.

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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: October 21, 2019
Public Hearing: November 18, 2019
Second Reading/Adoption: December 2, 2019



City of Havre de Grace

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

410- 939-1800
410- 575-7043

Dear Event Sponsor,

Thank you for your interest in holding an event within the City of Havre de Grace. The City is a lovely setting to hold events and activities. With our beautiful tree-lined streets, stunning views of the Chesapeake Bay and Susquehanna River; and friendly, hometown atmosphere, we are proud to showcase all we have to offer.

Any organized activity involving the use of, or having impact upon, City property or City facilities including parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit. Your event **cannot be advertised** until the application has been submitted and approved by the Mayor and City Council.

Events and activities within the City have proven to be successful because we have put in place the EVENT APPLICATION AND CHECKLIST to ensure a fun and safe event for you and your guests. Please keep a copy of the Event Application, Guidelines, Checklist and Contact Information sheet for your files as you plan and execute your event.

- Yes Completed and signed application
- Yes Certificate of insurance- city must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars
- Yes Complete and detailed site plan to include maps
- Yes Documentation of non-profit status
- Yes Traffic control plan
- Yes State Highway Permit (if applicable)

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.


Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Bypolt

Director of Administration
711 Pennington Ave.
Havre de Grace, MD 21078
Questions: 410-939-1800 x 1138
Email: patrick@havredegracemd.com

Applicant Initial BCC
EVENTS 10-9-19

City Representative Initial 



EVENT APPLICATION & CHECKLIST:

ALL Required information for initial submittal of the special event application must be complete; Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. *The City of Havre de Grace has the right to deny any application.*

To ensure a safe and successful event, the following conditions apply:

- If you are planning to mark spaces on City property, or roadways **you must washable paint.** No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7am or after 10pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion). This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council, and you apply for and receive a Liquor License from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note new rules and regulations: <http://www.harfordcountymd.gov/lcb/Downloads.cfm>
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Special Events Coordinator 3 working days prior to the scheduled event.
- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at <http://www.harfordcountyhealth.com>
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- ONLY Non Profit Groups that obtain an “APPROVED” special event application may place **“APPROVED” signs in “APPROVED” locations** within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Special Events Coordinator with the approval of the City Administration.

BCC
Applicant Initial _____
EVENTS 10-9-19

Page 2 of 10

City Representative Initial *BJ*

EVENT APPLICATION CHECKLIST:

Host Organization: Lower Susquehanna Heritage Greenway

Business Address: 4948 Conowingo Rd, Darlington, MD 21034

On Site Contact Person: Peter Green

Contact Information **Phone:** 410-688-6646 **Email:** peterdgreen@verizon.net

Back-Up Site Contact Person: Brigitte Carty

Contact Information: **Phone:** 410-459-3316 **Email:** brigitte@upperbaytrails.com

Note: *The onsite contact must be at the event the entire duration to include set-up and break-down.*

Is the Host Organization a **Havre de Grace 501 C3?** Yes No

Is the Host Organization a **501 C3?** Yes No

Tax ID # 31-1542913

If the Host Organization is not a Havre de Grace Non-Profit, please provide additional details below:

Event Category:

<input type="checkbox"/> Athletic/Recreation	<input type="checkbox"/> Concert/Performance	<input checked="" type="checkbox"/> Other (explain)
<input type="checkbox"/> Festival	<input type="checkbox"/> Carnival	<u>Community cleanup event</u>
<input type="checkbox"/> Parade	<input type="checkbox"/> 5K/10K/Walk *	<u>in honor of Earth Day</u>
<input type="checkbox"/> Rally	<input type="checkbox"/> Fishing Tournament	_____

* a fee may be charged

Date/Time:

If this is a **multi-day event**, please attach a detailed summary with applicable dates and times.

Setup	Date: <u>4/25/20</u>	Time <u>7:30am</u>
Event Starts	Date: <u>4/25/20</u>	Time <u>8:30am</u>
Event Ends	Date: <u>4/25/20</u>	Time <u>1:00pm</u>
Rain Date	Date: <u>NONE</u>	Time _____

Location:

Millard E. Tydings Memorial Park Concord Point Park
(No vehicles permitted in Tydings Park)

David Craig Park K-9 Cody Dog Park

McLhinney Park Community Pavilion at Frank J. Hutchins Memorial Park

Other location, please explain: In particular, we would like to request the Gazebo and surrounding area to serve as the event center for the duration of the event (registration, return supplies, etc..)

For the clean-up, we fan out and cover a large portion of the waterfront.

Anticipated Attendance: 150

Admission Fee (if any): NONE

Requested City Services:

If your event needs assistance from the City for services, **please check the appropriate boxes below:**

Note: Only those services approved prior to the event will be provided.

- Traffic Control:** Please explain and attach a map of intersections and street names affected and any road closures. _____

- Parking / No Parking Signs:** Please indicate on the map the areas to be designated for Parking / No Parking (include Handicap Parking).
- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.
- Trash Containers:** (in addition to existing containers) **Please indicate if additional containers will be required and the number needed:** _____
- Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) **Please indicate the number of containers needed:** _____
- Trash Collection and trash disposal is the responsibility of the Event Sponsor. (roll off dumpster is the responsibility of the event organizer)**
- Water Supply Needed:** please explain: _____
- Electricity Needed** please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.
- Staff:** Event Sponsor requires City Staff to be on site- Please provide details of this request: _____

- Other** Please explain: DPW services are requested, as in years past, to assist in removal of the collected debris

2 guys from DPW and one truck to pick up the yellow trash bags along w/ any other items.

FOOD SERVICE - It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the EVENT SPONSOR'S responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol

Yes No Will there be alcohol sold at your event?

Yes No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note new rules and regulations: <http://www.harfordcountymd.gov/lcb/Downloads.cfm>

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. Again, **it is the EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.**

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

Security

Yes No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event.

Gambling

Yes No Will there be raffles, 50/50 and other gambling games?

A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit.**

First Aid Services/Medical Plan

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies. We will have a first aid kit on site for minor abrasions and will contact EMS for other medical issues.

It is the responsibility of the EVENT SPONSOR to contact Emergency Medical Services (EMS) if onsite services are needed.

Event Site Plan:

Your event application must include a detailed site plan to include the following:

- The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- The location of First Aid station and/or ambulances
- The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- General locations and/or source of electricity.
- Placement of vehicles or trailers. (No vehicles permitted in Tydings Park)
- Exit locations for outdoor events that are fenced.
- If you are erecting tents or fencing on City property, you are required to notify **Miss Utility 7 days** prior to the event due to underground electric lines and other utilities. **Phone: 800-257-7777**
- Other related components of your event not listed above.

Advertising /Signage

Approved special events may place **"APPROVED" signs in "APPROVED" locations** within the City's right-of-way 21 days prior to event and must be removed within 48 hours following event.

Who may post a sign?

- o Only Non-Profit Organizations may post event signs.

When should signs be posted?

- o Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

What is an Approved Sign?

- o Professionally manufactured yard signs, not larger than 18" x 24".

What is not an approved sign?

- o Hand written, hand-painted or hand-drawn signs are not permitted.

Approved Locations:

- o City Right of Way and City Parks
 - May not be placed in a city flower bed/garden
 - May not be placed on a City right of way that is in front of a private residence
- o Special permission from the Maryland State Highway Administration must be obtained for signs located on:
 - Otsego Street
 - Revolution Street
 - Superior Street
 - Union Avenue
 - US Route 40
 - Ohio Street

Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Walking and Running Events:

WALKING / RUNNING EVENTS:

- Per Ordinance 986, walking and running events will be subject to an application fee.
(Please see below)

Run/Walk Event Fees:
For Profit Organization \$3,000
Non-Profit Organization \$1,500
HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00

- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date)
- Each sponsor will provide insurance documents with limits of liability of at least \$1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
- Provisions for participant safety (sponsor to contact local EMS)
- Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- Non-compliance with submission of fee will result in a cancelled event.

Affidavit:

Applicant Initial BCC
EVENTS 10-9-19

Page 7 of 10

City Representative Initial RBF

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer Brigitte Carty

Title Executive Director

Signature: Brigitte Carty

Date 11/22/19

Event Title: River Sweep 2020

Received by Rosa Laird
City Official

11/27/19
Date

Notification: Internal Use Only:

- DPW _____
- PD _____
- Ambulance Corps _____
- SHCO _____
- Impacted Museums _____

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

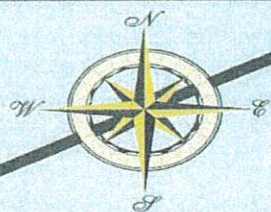
Please keep a copy of this sheet for your files as you plan and execute your event.

The City of Havre de Grace	410-939-1800 x-1138	Patrick Sypolt, Director of Administration patrick@s@havredegracemd.com
Havre de Grace Dept. of Public Works	410-939-1800	Tim Whittie, Director of Public Works timw@havredegracemd.com
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemc.com <i>Please contact if you need help with advertising your event.</i>
Havre de Grace Police Department	410-939-2121	Capt. John Krass, Capt. Joe Alton
Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
Concord Point Light House	410-939-3213	
The Decoy Museum	410-939-3739	
The Maritime Museum	410-939-4800	
The Lock House Museum	410-939-5780	
Liquor Control Board	410-638-3028	www.harfordcountymd.gov/lcb/Downloads.cfm
Harford County Health Department	410-638-3344	
Harford County Sheriff's Office	410-838-6600	
Miss Utility	800-257-7777	You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing.
State Highway Administration		https://www.roads.maryland.gov
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		



SUSQUEHANNA RIVER

THOMAS HATEM MEMORIAL BRIDGE



- Public Rest Rooms
- Public Parking
- Main Street & Arts & Entertainment Districts

155

40

7

7

7

H

Please identify the streets affected by your event by hi-lighting with the following Color Code:

YELLOW = Streets requested to be CLOSED during your event.

GREEN = Streets affected by your event.

Note: Rt. 7 and Rt. 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as

CHESAPEAKE BAY

MILLARD E. TYDINGS MEMORIAL PARK

PROMENADE

CONCORD POINT PARK

VETERANS PARK

FRANK J. HUTCHINS MEMORIAL PARK

DAVID CRAIG PARK

JEAN ROBERTS PARK

HAVRE DE GRACE POST OFFICE

HAVRE DE GRACE CITY HALL

HAVRE DE GRACE POLICE DEPT.

HAVRE DE GRACE HIGH SCHOOL

HAVRE DE GRACE PUBLIC LIBRARY

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/22/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Crothers Insurance Agencies, Inc. Main St. & Valley View Dr. P.O. Box 470 Rising Sun, MD 21911	CONTACT NAME: Joyce Ragan	
		PHONE (A/C, No, Ext): (410) 658-5200	FAX (A/C, No): (410) 658-9570
		E-MAIL ADDRESS: joycer@zoominternet.net	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: SELECTIVE INS CO OF SC	NAIC # 19259
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

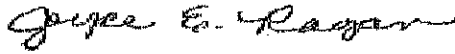
COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	S 1373911	06/06/2019	06/06/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 7215591	06/06/2019	06/06/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

River Sweep

CERTIFICATE HOLDER CITY OF HAVRE DE GRACE 711 Pennington Ave Havre De Grace, MD 21078	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**Comptroller of Maryland
Sales and Use Tax Exemption Certificate**

Account Number
31201116

Expiration Date
09/30/2022

Name
LOWER SUSQUEHANNA HERITAGE
GREENWAY INC
4748 CONOWINGO RD
DARLINGTON MD 21034 1224

in March 2016

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 12 1998

Employer Identification Number:
31-1542913

DLN:
318029471

LOWER SUSQUEHANNA HERITAGE GREENWAY,
INC
257 BROAD ST
PERRYVILLE, MD 21903

Contact Person:
D. A. DOWNING
Contact Telephone Number:
(513) 241-5199

Accounting Period Ending:
December 31

Form 990 Required:
YES

Addendum Applies:
YES

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Letter 947 (DD/CG)

LOWER SUSQUEHANNA HERITAGE GREENWAY

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

LOWER SUSQUEHANNA HERITAGE GREENWAY

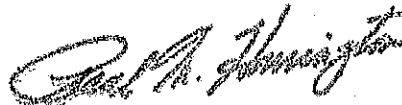
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "R. A. Hunsinger".

District Director

Enclosure(s):
Addendum

LOWER SUSQUEHANNA HERITAGE GREENWAY

Guidelines under which private foundations may rely on this determination, for gifts, grants, and contributions made after March 13, 1989, were liberalized and published in Rev. Proc. 89-23, Cumulative Bulletin 1989-1, page 844.

Special Events Cost Sheet

Event:	River Sweep	Tracking ID:	1011 19 0015
Dates:	4/25/2020		
Time of set up:	7:30 AM		
Take down time:	1:00 PM		
Time of actual event:	8:30am to 1:00pm		
Location:	Millard Tydings Memorial Park		

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
				0	\$0.00	\$0.00		\$0.00
Units on patrol will make periodic checks.								

PD

Notes

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
2		8	\$41.25	8	\$495.00	\$131.00	1 ton dump truck	\$626.00
2 Employees, 4 hours overtime. Pick up trash and debris from various locations around City.								

DPW

Notes

Grand Total	2	0	\$41.25	8	\$495.00	\$131.00	See above	\$626.00
--------------------	---	---	---------	---	----------	----------	-----------	----------

*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary



City of Havre de Grace

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

410- 939-1800
410- 575-7043

Dear Event Sponsor,

Thank you for your interest in holding an event within the City of Havre de Grace. The City is a lovely setting to hold events and activities. With our beautiful tree-lined streets, stunning views of the Chesapeake Bay and Susquehanna River; and friendly, hometown atmosphere, we are proud to showcase all we have to offer.

Any organized activity involving the use of, or having impact upon, City property or City facilities including parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit. Your event **cannot be advertised** until the application has been submitted and approved by the Mayor and City Council.

Events and activities within the City have proven to be successful because we have put in place the EVENT APPLICATION AND CHECKLIST to ensure a fun and safe event for you and your guests. Please keep a copy of the Event Application, Guidelines, Checklist and Contact Information sheet for your files as you plan and execute your event.

- Yes Completed and signed application
- Yes Certificate of insurance- city must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars
- Yes Complete and detailed site plan to include maps
- Yes Documentation of non-profit status
- Yes Traffic control plan
- Yes State Highway Permit (if applicable)

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Sypolt

Director of Administration
711 Pennington Ave.
Havre de Grace, MD 21078
Questions: 410-939-1800 x 1138
Email: patrick@havredegracemd.com

Applicant Initial JR
EVENTS 10-9-19

City Representative Initial *RS*



EVENT APPLICATION & CHECKLIST:

ALL Required information for initial submittal of the special event application must be complete; Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. *The City of Havre de Grace has the right to deny any application.*

To ensure a safe and successful event, the following conditions apply:

- If you are planning to mark spaces on City property, or roadways **you must washable paint.** No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7am or after 10pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion). This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council, and you apply for and receive a Liquor License from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note new rules and regulations: <http://www.harfordcountymd.gov/lcb/Downloads.cfm>
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Special Events Coordinator 3 working days prior to the scheduled event.
- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at <http://www.harfordcountyhealth.com>
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- ONLY Non Profit Groups that obtain an **“APPROVED”** special event application may place **“APPROVED” signs in “APPROVED” locations** within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Special Events Coordinator with the approval of the City Administration.

EVENT APPLICATION CHECKLIST:

Host Organization: Havre de Grace Youth Commission

Business Address: 711 Pennington Ave

On Site Contact Person: Eleicia Henson

Contact Information **Phone:** 443-356-1075 **Email:** eleiciahenson@yahoo.com

Back-Up Site Contact Person: Tracy Robertson

Contact Information: **Phone:** 240-462-0133 **Email:** tyrobertson76@gmail.com

Note: *The onsite contact must be at the event the entire duration to include set-up and break-down.*

Is the Host Organization a **Havre de Grace 501 C3?** Yes No

Is the Host Organization a **501 C3?** Yes No

Tax ID # _____

If the Host Organization is not a Havre de Grace Non-Profit, please provide additional details below:

Organization is a City- chartered Commission _____

Event Category:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Athletic/Recreation | <input checked="" type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival | _____ |
| <input type="checkbox"/> Parade | <input type="checkbox"/> 5K/10K/Walk * | _____ |
| <input type="checkbox"/> Rally | <input type="checkbox"/> Fishing Tournament | _____ |

*** a fee may be charged**

Date/Time:

If this is a **multi-day event**, please attach a detailed summary with applicable dates and times.

Setup	Date: <u>05/30/20</u>	Time <u>1300</u>
Event Starts	Date: <u>05/30/20</u>	Time <u>1500</u>
Event Ends	Date: <u>05/30/20</u>	Time <u>1900</u>
Rain Date	Date: <u>N/A</u>	Time <u>N/A</u>

Location:

- | | |
|---|---|
| <input type="checkbox"/> Millard E. Tydings Memorial Park | <input type="checkbox"/> Concord Point Park |
| (No vehicles permitted in Tydings Park) | |
| <input type="checkbox"/> David Craig Park | <input type="checkbox"/> K-9 Cody Dog Park |
| <input type="checkbox"/> McLhinney Park | <input checked="" type="checkbox"/> Community Pavilion at Frank J. Hutchins Memorial Park |

Other location, please explain: _____

Anticipated Attendance: 300

Admission Fee (if any): N/A

Requested City Services:

If your event needs assistance from the City for services, **please check the appropriate boxes below:**

Note: Only those services approved prior to the event will be provided.

- Traffic Control:** Please explain and attach a map of intersections and street names affected and any road closures. _____

- Parking / No Parking Signs:** Please indicate on the map the areas to be designated for Parking / No Parking (include Handicap Parking).
- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.
- Trash Containers:** (in addition to existing containers) **Please indicate if additional containers will be required and the number needed:** 5
- Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) **Please indicate the number of containers needed:** 5
- Trash Collection and trash disposal is the responsibility of the Event Sponsor. (roll off dumpster is the responsibility of the event organizer)**
- Water Supply Needed:** please explain: _____
- Electricity Needed** please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.
- Staff:** Event Sponsor requires City Staff to be on site- Please provide details of this request: _____

- Other** Please explain: _____

FOOD SERVICE - It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the EVENT SPONSOR'S responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol

Yes No Will there be alcohol sold at your event?
 Yes No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board. The Harford County Liquor Board requires a License if alcohol is to be served – please note new rules and regulations: <http://www.harfordcountymd.gov/lcb/Downloads.cfm>

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. Again, **it is the EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.**

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

N/A

Security

Yes No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event. Will Do

Gambling

Yes No Will there be raffles, 50/50 and other gambling games?

A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit.**

First Aid Services/Medical Plan

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies. Local EMS will be called as necessary

It is the responsibility of the EVENT SPONSOR to contact Emergency Medical Services (EMS) if onsite services are needed.

Event Site Plan:

Your event application must include a detailed site plan to include the following:

- The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- The location of First Aid station and/or ambulances
- The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- General locations and/or source of electricity.
- Placement of vehicles or trailers. **(No vehicles permitted in Tydings Park)**
- Exit locations for outdoor events that are fenced.
- If you are erecting tents or fencing on City property, you are required to notify **Miss Utility 7 days prior** to the event due to underground electric lines and other utilities. **Phone: 800-257-7777**
- Other related components of your event not listed above.

Advertising /Signage

Approved special events may place **“APPROVED” signs in “APPROVED” locations** within the City’s right-of-way 21 days prior to event and must be removed within 48 hours following event.

Who may post a sign?

- o Only Non-Profit Organizations may post event signs.

When should signs be posted?

- o Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

What is an Approved Sign?

- o Professionally manufactured yard signs, not larger than 18” x 24”.

What is not an approved sign?

- o Hand written, hand-painted or hand-drawn signs are not permitted.

Approved Locations:

- o City Right of Way and City Parks
 - May not be placed in a city flower bed/garden
 - May not be placed on a City right of way that is in front of a private residence
- o Special permission from the Maryland State Highway Administration must be obtained for signs located on:
 - Otsego Street
 - Revolution Street
 - Superior Street
 - Union Avenue
 - US Route 40
 - Ohio Street

Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Walking and Running Events:

WALKING / RUNNING EVENTS:

- Per Ordinance 986, walking and running events will be subject to an application fee.
(Please see below)

Run/Walk Event Fees:
For Profit Organization \$3,000
Non-Profit Organization \$1,500
HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00

- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date)
- Each sponsor will provide insurance documents with limits of liability of at least \$1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
- Provisions for participant safety (sponsor to contact local EMS)
- Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- Non-compliance with submission of fee will result in a cancelled event.

Affidavit:

Applicant Initial JR
EVENTS 10-9-19

City Representative Initial RBJ

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer Eleicia Henson

Title Commission Member, HDG Youth Commission

Signature: *Jason Robertson* Jason Robertson, HDG City Council

Date 11/22/2019

Event Title: Gravity 2020

Received by *Rosa Land*
City Official

11/22/19
Date

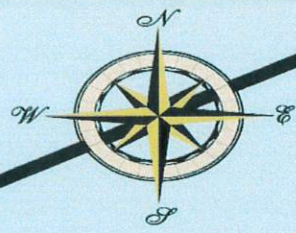
Notification: Internal Use Only:	
<input type="checkbox"/>	DPW _____
<input type="checkbox"/>	PD _____
<input type="checkbox"/>	Ambulance Corps _____
<input type="checkbox"/>	SHCO _____
<input type="checkbox"/>	Impacted Museums _____

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

Please keep a copy of this sheet for your files as you plan and execute your event.

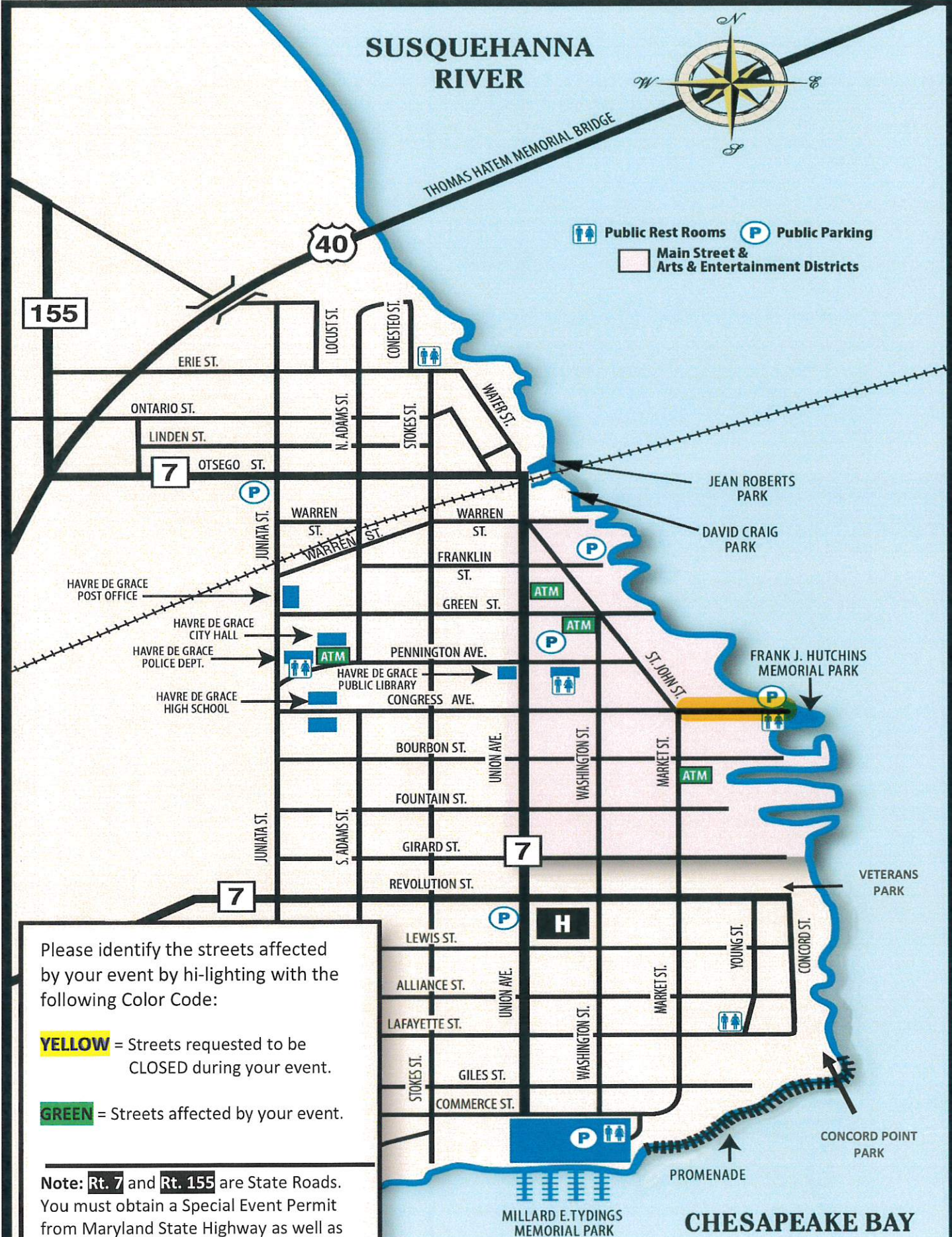
The City of Havre de Grace	410-939-1800 x-1138	Patrick Sypolt, Director of Administration patrick@s@havredegracemd.com
Havre de Grace Dept. of Public Works	410-939-1800	Tim Whittie, Director of Public Works timw@havredegracemd.com
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemc.com <i>Please contact if you need help with advertising your event.</i>
Havre de Grace Police Department	410-939-2121	Capt. John Krass, Capt. Joe Alton
Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
Concord Point Light House	410-939-3213	
The Decoy Museum	410-939-3739	
The Maritime Museum	410-939-4800	
The Lock House Museum	410-939-5780	
Liquor Control Board	410-638-3028	www.harfordcountymd.gov/lcb/Downloads.cfm
Harford County Health Department	410-638-3344	
Harford County Sheriff's Office	410-838-6600	
Miss Utility	800-257-7777	You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing.
State Highway Administration		https://www.roads.maryland.gov
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		

SUSQUEHANNA RIVER



THOMAS HATEM MEMORIAL BRIDGE

Public Rest Rooms Public Parking
 Main Street & Arts & Entertainment Districts



Please identify the streets affected by your event by hi-lighting with the following Color Code:

YELLOW = Streets requested to be CLOSED during your event.

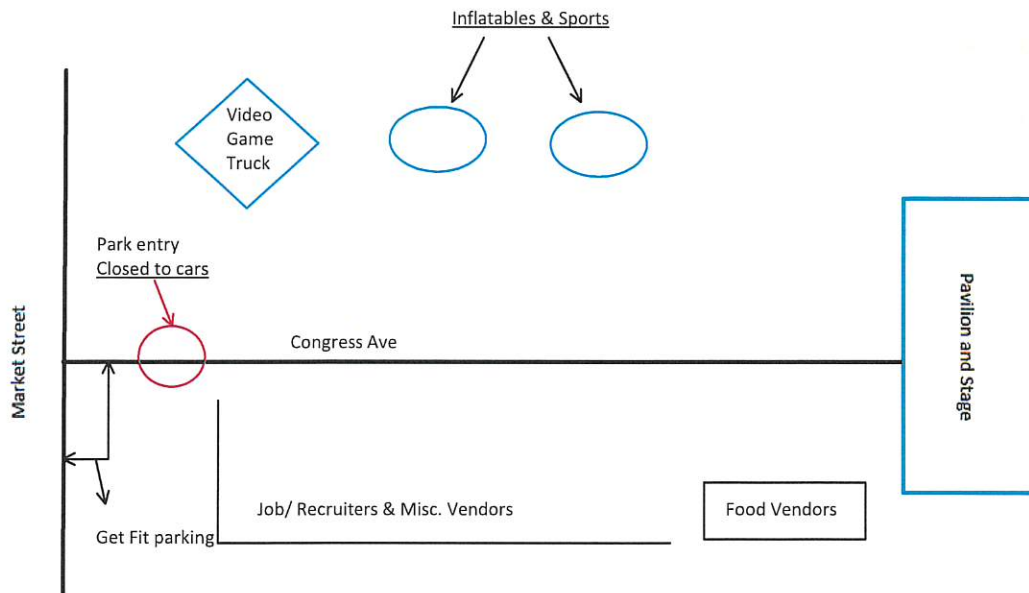
GREEN = Streets affected by your event.

Note: Rt. 7 and Rt. 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as

CHESAPEAKE BAY

Hutchins Park

Plan for Gravity 2020



Needs Electric (we can get a generator for inflatables, if need be).

Needs Closed (just the entry of the park, beyond where Get Fit traffic flows).

Special Events Cost Sheet

Event:	GRAVITY 2020	Tracking ID:	1011 19 0037
Dates:	5-30-2020		
Time of set up:	1:00 PM		
Take down time:	9:00 PM		
Time of actual event:	5:00 PM		
Location:	Millard E. Tydings Memorial Park		

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
				0	\$0.00	\$0.00		\$0.00
Patrol units on duty will make checks of this event.								

PD

Notes

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
2		10	\$41.25	10	\$618.75	\$0.00		\$618.75
2 people to set trash/recycle containers and to monitor trash throughout event. Restrooms will be monitored by weekend custodial staff.								

DPW

Notes

Grand Total	2	0	10	10	\$618.75	\$0.00	See above	\$618.75
*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary								