



COUNCIL MEETING AGENDA

February 3, 2020

7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Pastor Vincent Austin of Agape Church
5. Approval of the Minutes:
 - A. City Council Minutes January 21, 2020
6. Comments from Citizens on Agenda Items:
7. Recognitions:
 - A. Student of the Month (Presented by Mayor Martin)
 - i. Isabella Grant – Meadowvale Elementary School
 - ii. Emma Floyd – Havre de Grace Elementary School
 - iii. Laura Vollmecke – Havre de Grace Middle School
 - iv. Casey Cameron – Havre de Grace High School
8. Presentations: None
9. Appointments:
 - A. Ethics Commission – (CM Martin)
 - i. Pastor Norman Obenshain- Re- Appointment
 - ii. William Watson – Re-Appointment
10. Oath of Office - None
11. Resolutions: None

12. Ordinances:

- A. An Ordinance number 1028 concerning Chapter 204 Annexation Policy Procedure: Second Reading and Adoption (CM Ringsaker)
AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE THROUGH THE ADDITION OF CHAPTER 204, GENERALLY RELATING TO ANNEXATION POLICY AND PROCEDURE.

- B. An Ordinance number 1029 concerning Chapter 205 Conditional Uses: Second Reading and Adoption (CM Ringsaker)
AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE CHAPTER 205: ZONING, ARTICLE VI RO RESIDENTIAL OFFICE DISTRICT, SECTION 205-24, ENTITLED "CONDITIONAL USES" BY REVISING THE LIST OF CONDITIONAL USES.

13. Old Business: None

14. New Business:

- A. Special Events
 - i. Annual Easter Egg Hunt
 - ii. 2020 Tomahawk 5K
 - iii. HDG United Methodist Church Sunrise Service
 - iv. Upper Chesapeake Bay Pride Festival

15. 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. Chief Teresa Walter: Chief of Police

16. Business from Mayor Martin

17. Business from Council:

- A. Council Member Boyer
- B. Council Member Zinner
- C. Council Member Ringsaker
- D. Council Member Robertson
- E. Council Member Martin
- F. Business from Council President Glenn

18. Comments from Citizens

19. Adjournment



January 21, 2020

Public Hearing Proceedings

Public Hearing on Ordinance No. 1028 Amending City Code Chapter 204 Annexation Policy and Procedure, was called to order by Mayor Martin at 7pm.

Council Members Present: CP Glenn, CM Robertson, CM Ringsaker, CM Zinner and CM Boyer. CM Martin was absent.

Public Hearing Ordinance 1028

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 THROUGH THE ADDITION OF CHAPTER 204, GENERALLY RELATING TO ANNEXATION POLICY AND PROCEDURE.

No comments from citizens and no comments from Council were made.

Public Hearing on Ordinance No. 1028 Closed at 7:03pm.

Public Hearing on Ordinance No. 1029 Amending City Code Chapter 205 Entitled "Conditional Uses" was called to order by Mayor Martin at 7:03pm.

Council Members Present: CP Glenn, CM Robertson, CM Ringsaker, CM Zinner and CM Boyer. CM Martin was absent.

Public Hearing Ordinance 1029

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 VI RO RESIDENTIAL OFFICE DISTRICT, SECTION 205-24, ENTITLED "CONDITIONAL USES" BY REVISING THE LIST OF CONDITIONAL USES.

Roberta Scoville of 610 Chesapeake Drive, asked for the ordinance to be explained. Deputy Director Shane Grimm from the City Planning Department provided an explanation to the citizen. No comments were made from Council.

Public Hearing on Ordinance No. 1029 Closed at 7:07pm.

January 21, 2020

Council Meeting Proceedings

The regular meeting of the Mayor and City Council was called to order on January 21, 2020 at 7:07 pm with Mayor Martin presiding.

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

The Pledge of Allegiance was recited, and opening prayer was given by Pastor Norman Obenshain

CM Boyer moved to approve the Council Meeting minutes of January 6, 2020 Seconded by CM Ringsaker. Motion carries 5-0.

Comments were made by citizens on agenda items.

Kirk Smith of 120 S. Washington Street – Had several questions regarding the Special Event application for the Hospice Regatta 2020.

Jeannie Vincenti Churchville MD - Standing in for Council President Vincenti

Presentation: by Carol Zimmerman of the Havre de Grace Green Team and Craig Heron with Whiteford, Taylor & Preston L.L.P., the City's bond counsel.

Appointments: CP Glenn moved to re-appoint Philip Powell to the Board of Appeals. Second made by CM Robertson. Motion carries 5-0

New Business: Budget Amendment 2020-06 CM Robertson moved to approve. Second made by CP Glenn. Motion carries 5-0

Budget Amendment 2020-07 CM Robertson moved to approve. Second made by CM Zinner. Motion carries 5-0

57th Annual HDG Art Show- CP Glenn moved to approve. Second made by CM Ringsaker. Motion carries 5-0

Mardi Gras Parade – CM Zinner moved to approve. Second made by CM Boyer. Motion carries 5-0

39th Annual Decoy Festival – CP Glenn moved to approve. Second made by CM Zinner. Motion carries 5-0

Senator Bob Hooper Hospice Regatta – CM Robertson moved to approve. Second made by CM Boyer. Motion carries 5-0.

Children's Arts Festival – CM Zinner moved to approve. Second made by CM Robertson. Motion carries 5-0

Directors Report:

Patrick Sypolt Director of Administration: Provided dates of upcoming events in Havre de Grace which are available on the tourism website at www.explorehavredegrace.com.

Mr. Shane Grimm Deputy Director of Planning: Thanked the Council for the reappointment of Phil Powell to the Board of Appeals. Mr. Grimm stated that the Department of Planning will be receiving plans for the remainder of Greenway Farms, which they will be reviewed by the Planning Commission in late February.

Mrs. Erika Quesenbery-Sturgill Director of Economic Development: On City travel.

Mr. George DeHority Director of Finance: The current financial condition of General Fund 1, Water/Sewer Fund 9 and Marina Fund 8 were presented by Mr. DeHority.

Mr. Tim Whittie Director of the Department of Public Works: Advertising of to modify the existing Odor-Control System at the Main Pump Station on Lafayette Street by installing a water recycling system. We are advertising for bids. Bradford Green stream restoration due to restart this week until finished. With the exception of planting which will occur in the spring.

Chief Teresa Walter Havre de Grace PD: The Polar Bear Plunge to raise money for the Special Olympics is to take place January 24th.

Business from Mayor Martin: The Havre de Grace Ice Festival was held over the weekend and was well attended with beautiful Ice Sculptures. The Mayor commended all involved on a job well done. Mayor Martin explained in detail the recent informational mailer received by citizens as it relates to the special election being held on Tuesday February the 4th from 7am to 8pm at city hall. The special election is to seek permission from the registered voters of the City of Havre de Grace to solicit proposals and to ascertain options to issue bonds, whether by public or private sale, and to issue such bonds and obtain necessary interim financing. This will address water distribution and wastewater collection systems capital infrastructure projects.

Business from Council:

Council Member Ringsaker: Had a great time at the Ice Festival. Thank you to the Green Team which he loves and supports. 13th Annual Vintage Hunting and Fishing show will be held in Level. He looks forward to the event again this year. CM Ringsaker stated he will be voting yes on the Bond Bill which he fully supports.

Council Member Robertson: Thursday 23rd at 7pm the Youth Commission will meet at City Hall. Sons of the American Legion Squadron 47 will host their annual Valentine's Day Dinner on February 8th with several serving times. Tickets are \$37 a person. Burns Weekend is also coming up this weekend. Go on Eventbrite and look for Havre de Grace Burns Night for more detailed information.

Council Member Zinner: Project Homeless Connect is happening this Thursday and if anyone would want to volunteer it is at the APG Federal Credit Union Arena at Harford Community College the doors open at 9am on January the 23rd. The Arts Commission is looking for Volunteers. The Historic Commission has three seats available for anyone who is interested in volunteering

Council Member Martin: Absent.

Council Member Boyer: Stated she is 100 percent in support of the Bond Bill. Thanked the Green Team for coming out to present tonight. CM Boyer is a big fan of Kitchen Waste Composting. She shared how this also goes to Veterans Composting which is a great community helping community reward and you can recycle pizza boxes. CM Boyer encouraged others to be a part of this.

Council President Glenn: Shared his Warrior proud moment stating that he received an email over the weekend from Harry Miller, Project Engineer for the replacement school and he stated they are still on schedule. He said what a difference this will make on enhancing the educational experience for our students.

CP Glenn made a public apology to the County Council for not acting on legislation they never received. An oversight on his part, but due in large to the passion he has for the residents he represents. In trying to get resolution to the water line issue, he stated the following: "We have a lot of smart people in this County and I am confident that if we can get all the respective stakeholders to the table, we can come up with a viable solution. With that said, we look forward to hearing from our Harford County counterparts."

Comments from Citizens:

Joe Kochenderfer of 819 Tydings Road- Today he and his wife Sara, celebrate their 64th Wedding Anniversary. He thanked his lovely wife and shared with all how very much he loves her. He thanked Council for their time as he shared his feelings on this very special occasion.

Louise Silsbee of Darlington Road - Thanked the Green Team for their contribution to Grace House.

Adjournment: A motion was made by CP Glenn and seconded by CM Boyer to adjourn at 9:17pm. Motion carried 5-0

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

Respectfully Submitted by,
Resa Laird



City of Havre de Grace

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

410- 939-1800
410- 575-7043

DEPARTMENT OF PLANNING MEMORANDUM

January 27, 2020

TO: Steve Gamatoria
Chief of Staff

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



**Re: Ordinance 1028
Annexation Policy and Procedure
Additional Friendly Amendments**

Line 80 – Add the word “Harford” between *Existing* and *county*.

Line 137 – Remove the) after *etc.*

Line 154 – Replace *of* with “after”.

Line 164 – Replace *thirty-day* with “30”

Line 182 – After *Director*, insert “of Planning”.

Line 207 – Add the word “petition” after *annexation*.

Line 224 – After *interest*, add “economic development”.



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DEPARTMENT OF PLANNING MEMORANDUM

November 5, 2019

TO: Steve Gamatoria
Chief of Staff

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



Re: Chapter 204 – Annexation Policy and Procedure

I have prepared a new Chapter 204 which relates to annexation policies and procedures. The purpose of this new chapter is to codify a clear procedure and submittal requirements for future annexations to the City. The current policy (Resolution 97-7) is over 20 years old and is no longer relevant for the most part, which has caused some confusion with respect to the annexation of 1921 Pulaski Highway that is currently in process. I have also found conflicting documents regarding past procedures used by the City. Therefore, I believe it is beneficial to consider adoption of a new Chapter 204 that codifies the policy and procedure, and makes the process clear to landowners, developers, attorneys and citizens taking part in the process of annexation.

I was familiar with the City of Aberdeen's policies and procedures that are codified in their City Code. I talked with Ms. Phyllis Grover, Director of Planning and Community Development for Aberdeen about their procedures and felt comfortable that they would be a good model for Havre de Grace. The draft attached to this memo has only been slightly modified from Aberdeen's chapter. Since the corporate limits of Aberdeen and Havre de Grace now touch, I think it is wise to have similar policies and procedures rather than reinvent the wheel. Aberdeen's policies and procedures are essentially a fleshed out version of the State requirements for annexation found in Section 4-404 of Local Government Article of the Annotated Code of Maryland.

Another important component of the procedures is the requirement for a community informational meeting. This requirement makes the process transparent and gives the public ample opportunity to review and comment on the annexation. Requiring the landowner/developer to hold a community information meeting also gives them an opportunity to understand whether there will be opposition or support for the annexation. In turn, the City has a better understanding of the community's concerns with each annexation.



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DEPARTMENT OF PLANNING MEMORANDUM

January 14, 2020

TO: Steve Gamatoria
Chief of Staff

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

**Re: Ordinance 1028 – Proposed Amendments to
Chapter 20 – Annexation Policy and Procedure**

I offer the following amendments to the ordinance.

1. Add Subsection C at the recommendation of the City Attorney to insert procedures for legislatively introduced annexations.

C. The Mayor and City Council may legislatively initiate an annexation proposal in accordance with the State Land Use Article §4-403.

- (1) Before an annexation resolution is introduced, the Mayor and City Council shall obtain consent from:
 - (a) At least 25% of the registered voters who are residents in the area to be annexed; and,
 - (b) The owners of at least 25% of the assessed valuation of the real property in the area to be annexed.
- (2) The annexation resolution:
 - (a) Shall describe by a survey of courses and distances the exact area to be annexed;
 - (b) May also describe by landmarks and other well-known terms the exact area to be annexed; and,

(c) Shall contain a complete and detailed description of the conditions and circumstances that apply to:

(i) The change in boundaries; and,

(ii) The residents and property in the area to be annexed.

(2) The annexation proposal shall be consistent with the City's Comprehensive Plan, Municipal Growth Element and Subsection A of this Chapter.

2. Line 58-59 – Modify number of copies to be submitted and insert requirement for digital copy.

The petition shall be signed by the owner of the property and any contract purchaser(s) and shall be filed with the Director of Administration, together with **ten (10) hard copies, one (1) digital format copy** of the petition and a nonrefundable fee as established by resolution of the City Council.

3. Line 181-182 – Formatting change to be consistent.

(a) The petitioner shall supply **ten (10) copies and one (1) digital format copy** of the completed petition package to the Director prior to this submittal.

4. Lines 10, 22 & 24 – In order to be consistent with the alphabetical order of City Code chapters, references to Chapter 204 should be changed to Chapter 20. The original thought was to keep the chapter close to Chapter 205, Zoning.

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3 **AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF**
4 **THE CITY OF HAVRE DE GRACE PURSUANT TO THE**
5 **AUTHORITY PROVIDED BY THE MARYLAND**
6 **CONSTITUTION ARTICLE XI-E, THE LOCAL**
7 **GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF**
8 **MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34**
9 **AMENDING THE CITY CODE THROUGH THE ADDITION**
10 **OF CHAPTER 204, GENERALLY RELATING TO**
11 **ANNEXATION POLICY AND PROCEDURE.**

12
13 **WHEREAS**, the Mayor and City Council desire to codify annexation policies and procedures for
14 future annexations by the City of Havre de Grace, and to establish specific requirements and
15 timeframes associated with the annexation process.

16
17 **WHEREAS**, the Mayor and City also desire to encourage public participation and input in the
18 annexation process through the requirement of community informational meetings.

19
20 **NOW THEREFORE, BE IT ORDAINED, AS FOLLOWS:**

21
22 1. Chapter 34 shall be added as follows;

23
24 **CHAPTER 34 - CODE OF THE CITY OF HAVRE DE GRACE. ANNEXATION POLICY**
25 **AND PROCEDURE.**

26
27 **A. Policy. The following principles shall govern annexation.**

- 28
29 (1) The City Council may consider and act upon a petition for the annexation of land
30 contiguous and adjacent to the corporate limits of the City in order to promote the health,
31 safety, welfare, and economic development of the City.
32
33 (2) The annexation may be appropriate when it promotes coordinated planning for the area
34 surrounding the land proposed for annexation, and where it is consistent with the plans for
35 the present and future development of the City, and where it will not result in isolated
36 development inconsistent with surrounding land uses.
37
38 (3) The annexation must contribute to the realization and/or furtherance of the goals and
39 objectives of the Comprehensive Plan and any other corridor or small area plan.
40
41 (4) The location relative to existing public facilities and a review of the City's ability to
42 provide public facilities to serve the annexation area.
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44 (5) The development of relevant conditions for the protection and benefit of the residents of
45 the City.

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- (6) The annexation will not result in an adverse fiscal impact upon the City.
- (7) Upon approval of an annexation petition by the City Council, the petitioner shall not be permitted to amend or to otherwise change the terms of the annexation petition.

B. Procedures. The following procedures shall govern annexation and the zoning of land so annexed:

(1) Petition filing contents. A petition for annexation, prepared in compliance with § 4-404 of the Local Government Article of the Annotated Code of Maryland. The petition shall be signed by the owner of the property and any contract purchaser(s) and shall be filed with the Director of Administration, together with fifteen (15) copies of the petition and a nonrefundable fee as established by resolution of the City Council. The City may require additional copies to be provided to the City at its discretion. The petition shall include the following:

Can it be done electronically?

- (a) Descriptive data.
 - [1] A legal description of the property with metes and bounds.
 - [2] Name and address of all members, stockholders, partners, or other individuals having a legal or equitable interest in the entity that owns an interest in the property.
 - [3] The names and addresses of all persons residing in the area to be annexed.
- (b) Exhibit showing:
 - [1] The legal boundaries of the property, to include complete parcels and all property lines in order to eliminate noncontiguous land that may be annexed in the future.
 - [2] The existing land use conditions surrounding the subject property.
 - [3] Existing county zoning and the petitioner's proposed City zoning.
 - [4] A property tax map.
 - [5] An aerial photographic map at an appropriate scale.
 - [6] Topographic map of the property at an appropriate scale.
 - [7] Existing public facilities and improvements.
 - [8] Existing reserved or public areas.

- 92 (c) Certification that each owner of real property, both within the area of the proposed
93 annexation and contiguous to the annexation area, has either executed the petition or
94 has been sent by certified mail and first-class mail to the address listed in the
95 assessments records, within 10 days prior to filing of the petition, a summary in a
96 format provided by the City.
97
- 98 (d) The petitioner(s) shall submit a concept plan for the proposed annexation area if future
99 public roads are contemplated and/or significant infrastructure improvements will be
100 necessary to service the area to be annexed. The concept plan shall include the
101 following:
102
- 103 [1] The boundary of the area to be annexed.
104
- 105 [2] The general location of each proposed land use on the property and the percentage
106 of the whole for each use. General location of land uses may be shown as irregular
107 graphic shapes depicting the approximate size and relationship to adjacent land
108 uses.
109
- 110 [3] A table listing proposed densities and land use by type, including the area of each.
111
- 112 [4] The density of residential development, the maximum and minimum lot sizes, and
113 the anticipated square footage of commercial and industrial buildings.
114
- 115 [5] Existing and proposed arterial and collector streets adjoining (where applicable)
116 and their relationship to the principal land uses on the site.
117
- 118 [6] Existing and proposed major utility lines or facilities and their relationship to the
119 principal land uses on the site.
120
- 121 [7] Contour lines at a maximum of five-foot intervals.
122
- 123 [8] Sensitive environmental features on the site and contiguous to the property, as
124 available from current Harford County or other pertinent geographic information
125 system (GIS) databases. These features shall include streams, wetlands, other
126 water bodies and floodplains.
127
- 128 (e) Description of municipal services that may need to be upgraded, initiated, or extended,
129 together with a recommendation regarding the priority for accomplishing the
130 improvements and a recommendation as to possible sources of funding and
131 recoupment for any capital improvements.
132
- 133 (f) Fiscal impact of the proposed project.
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136 (g) Description of any unique characteristics such as historical, archaeological,
137 institutional, etc.) situated in the area to be annexed, with an analysis of how these
138 characteristics would be impacted by annexation.
139

140 (h) A detailed statement as to whether the land uses and densities permitted under the
141 proposed City zoning classification and the land uses for the annexed area and densities
142 permitted under the current Harford County zoning classification are, or are not,
143 substantially different as that term is defined in § 4-416 of the Local Government
144 Article of the Annotated Code of Maryland.
145

146 (2) Community Informational Meeting (CIM). Within 45 days prior to the petition filing date,
147 the petitioner shall hold a CIM. This meeting will be facilitated by the property owner,
148 developer or their representative and held at a public location (library, City Hall, etc.)
149 adequate to serve the expected turnout of residents. The meeting shall be advertised by a
150 posting on the property or properties at each public road frontage. The City shall advertise
151 the date of the CIM upon notification by the property owner, developer, or their
152 representative. At a minimum, all documents included in the petitioner's filing shall be
153 made available for review at the CIM. The City will provide copies of all documents on
154 the City's website. Within 45 calendar days of the CIM, the developer shall submit a list
155 of attendees and a transcript prepared by a Court Reporter of the meeting.
156

157 (3) Petition preliminary review. Within 90 days following the date of the filing of a petition
158 and all required attachments, the Director of Planning shall conduct a preliminary review
159 of the petition with the petitioner(s), or the petitioner's representative, and the Director of
160 the Department of Public Works. Prior to beginning the review, the Department of
161 Planning shall inform the petitioner(s), in writing, of the date when the petition and all
162 required attachments have been provided and accepted. Based upon this review, the
163 Director of Planning may direct the petitioner to submit additional information within a
164 thirty-day period or to take other reasonable steps with regard to the petition, including:
165

166 (a) Supplementation of the information required to be submitted in the petition.
167

168 (b) Provision for a study by an independent consultant selected by the City and the
169 petitioner to evaluate the information submitted in support of the petition and to
170 determine the fiscal impact of the annexation on the City.
171

172 (c) Provision for any other studies necessary for the proper consideration of the petition.
173

174 (d) Additional mailing, posting, or advertising notice requirements.
175

176 (4) Petition review by Planning Commission.
177

178 (a) Upon completion of the review, the Director of Planning shall forward the petition
179 package to the Planning Commission for review at the next scheduled Planning
180 Commission meeting. The Director shall advertise the agenda of the Planning
181 Commission on the City webpage. The petitioner shall supply 10 copies and one

182 digital format copy of the completed petition package to the Director prior to this
183 submittal.

184
185 (b) The Planning Commission will review the petition for annexation and take public
186 comment during its scheduled meeting.

187
188 (c) The Planning Commission shall submit its recommendation to the City Council within
189 60 days of the Planning Commission meeting.

190
191 (5) Payment for processing and review.

192
193 (a) The petitioner shall be responsible for payment for all studies required by the Director
194 of Planning and reimbursement of all staff and Attorney time necessary for review of
195 the petition and all studies.

196
197 (b) City staff shall keep an accounting of their time spent on the annexation review
198 reflecting the hourly rate of each employee established by the City.

199
200 (6) Adoption of annexation plan. Consistent with § 4-415 of the Local Government Article
201 of the Annotated Code of Maryland, the City Council shall adopt an annexation plan
202 which shall be open to public review and discussion at a public hearing.

203
204 (7) Public Hearing.

205
206 (a) When the petitioner has complied with the requirements as specified by the Director
207 of Planning following the review and the annexation has been prepared and distributed,
208 the City Council shall introduce an annexation resolution and conduct a public hearing
209 with regard to the proposed annexation at the time and place as shall be established by
210 it.

211
212 (b) The hearing shall be conducted and a record of the proceedings shall be preserved in a
213 manner as the City Council prescribes.

214
215 (c) A description of the annexation and a notice of the time and place of the hearing shall
216 be published as specified in § 4-406 of the Local Government Article of the Annotated
217 Code of Maryland.

218
219 (d) At the hearing, the recommendation of any board, commission, or agency shall be
220 considered as evidence.

221
222 (8) Conditions. In acting favorably with regard to the petition, the City Council may include
223 in its resolution such conditions and restrictions as are deemed necessary for the
224 protection of the public interest, furtherance of the health, safety, and welfare of the
225 residents of the City and to secure compliance with any relevant legal standards or
226 requirements.

227
*economic
development
see A(1)
seconded by
EG*

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(9) Annexation agreement.

- (a) The City Council may, prior to voting on the resolution, enter into an annexation agreement with persons and entities that are petitioners in the annexation petition. Only those petitioners that agree to be responsible to the City for performance of contractual or financial commitments, or that promise community benefits, are required to be a party to the agreement.
- (b) The City Council shall hold a public hearing on the proposed agreement prior to the City's final approval and execution of the agreement and before taking a vote on the annexation resolution. The copies of the proposed agreement shall be made available to the public at City Hall no later than 10 calendar days prior to the public hearing.
- (c) The effective date of the agreement shall be the date that the approval of the annexation resolution by the City Council becomes final. Upon the annexation resolution becoming final, the agreement shall be binding upon the parties thereto, their heirs, successors, grantees, and assigns.
- (d) The annexation agreement shall be recorded by the City in the land records of Harford County, Maryland, within 30 days of the date the annexation resolution becomes final.

(10) Zoning. In acting favorably with regard to the petition, the City Council shall designate the zoning classification of the annexed land as provided for in this Chapter and in other applicable laws, ordinances, regulations, and procedures related to zoning of annexed land.

(11) Approval or rejection.

- (a) No property shall be annexed except by a favorable vote of a majority of the members of the City Council.
- (b) The City Council may reject the petition for any reason. The City Council is not required to make any finding of fact in the event it rejects the petition.

(12) Other applicable law. This procedure is in addition to any other provisions of the City Charter and Code of the City of Havre de Grace and of the Annotated Code of Maryland that govern annexation and the development of land.

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ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

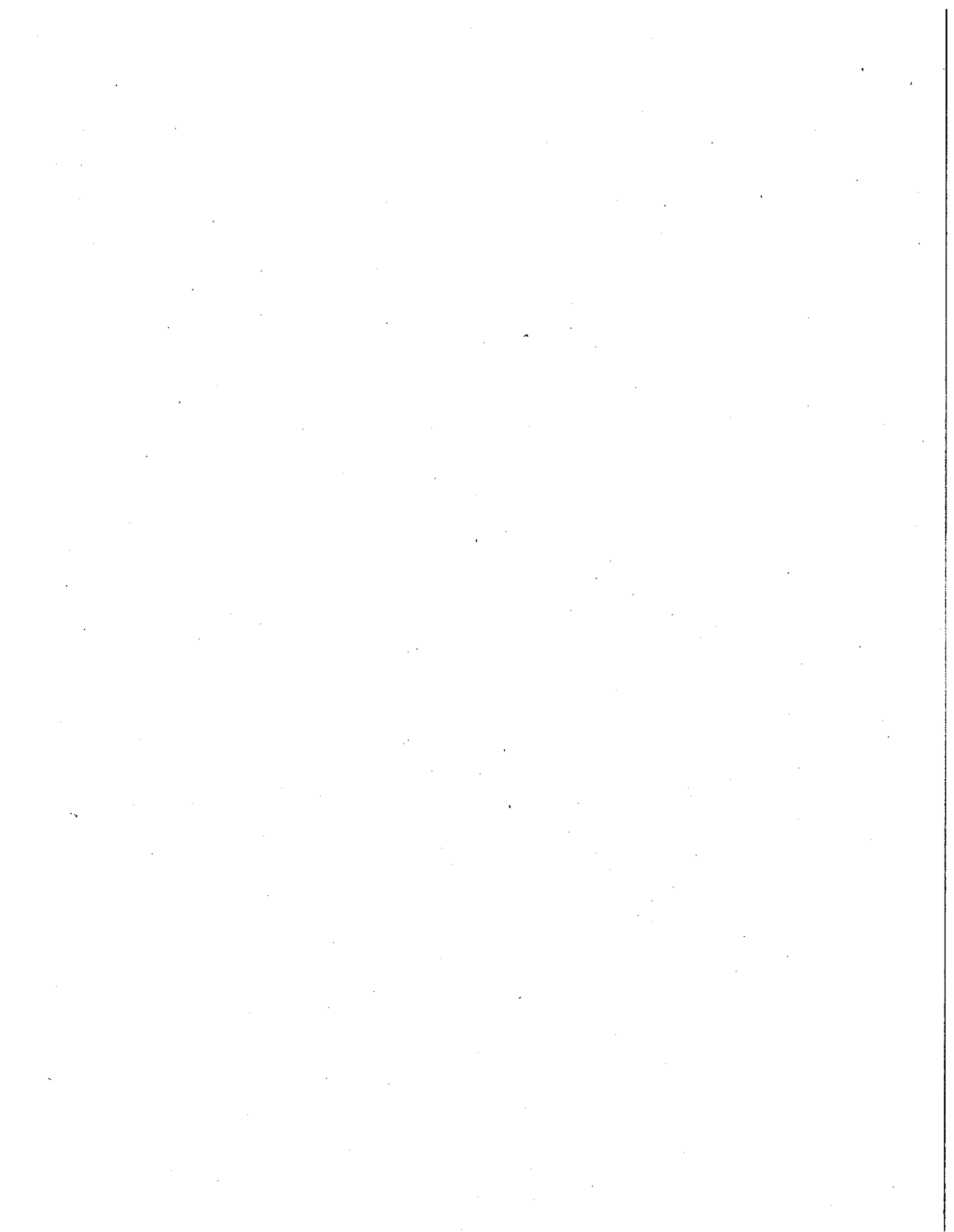
PATRICK D. SYPOLT
DIRECTOR OF ADMINISTRATION

WILLIAM T. MARTIN, MAYOR

First Reading:

Public Hearing:

Second Reading/Adoption:



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 VI RO RESIDENTIAL OFFICE DISTRICT, SECTION 205-24, ENTITLED "CONDITIONAL USES" BY REVISING THE LIST OF CONDITIONAL USES.

WHEREAS, the Mayor and City Council desire to modify the list of conditional uses to remove multifamily dwellings and rooming houses as conditional uses in the RO district.

NOW THEREFORE, BE IT ORDAINED, AS FOLLOWS:

1. Article, II Section 205-24, entitled "Conditional uses", shall be amended as follows, with words shown **bold underlined** to be added and those shown [~~bracketed with strikeout~~] to be deleted;

The Board of Appeals may permit the following conditional uses:

- A. Health care facilities.
- B. Single-family detached dwellings meeting Lot Specification D, Table I.
- C. Single-family attached dwellings.
- D. Townhouse dwellings meeting Lot Specification E, Table I, and the requirements of this chapter.
- E. Cottage dwellings meeting the requirements of this chapter.
- [F. ~~Multifamily dwellings.~~]
- [G.] **F.** Parking facilities not accessory to a principal permitted or approved conditional use.
- [H.] **G.** Churches meeting Lot Specification H, Table I.
- [I.] **H.** Schools.
- [J.] **I.** Public utility structures.

46 [~~K.~~] **J.** When located in a building that existed prior to March 15, 1982:

47

48 (1) Flower shops.

49

50 (2) Art shops or art galleries.

51

52 (3) Gift shops.

53

54 (4) Antique shops.

55

56 (5) Arts and crafts shops.

57

58 (6) Restaurants.

59

60 (7) [~~Rooming houses, bed-and-breakfasts~~] **Bed-and-breakfasts** and corporate housing.

61

62 [~~L.~~] **K.** Home occupations, provided that:

63

64 2. The remainder of "Code Chapter 205: Zoning" shall be unchanged.

65

66 In accordance with the provisions of the Maryland Ann. Code, Land Use Article, §4-203 and the
67 City Charter, and so long as this ordinance is not vetoed by the Mayor, these amendments shall
68 become effective on the date of the approval by City Council after the second reading, except that
69 if the date of the City Council approval is less than ten days after the close of the City Council's
70 public hearing on these Zoning Code amendments, the effective date of the amendment shall be
71 ten days after the close of the public hearing on the Zoning Code amendments.

72

73

74

75 ATTEST:

76

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

77

78

79

80 _____
PATRICK D. SYPOLT
81 DIRECTOR OF ADMINISTRATION

WILLIAM T. MARTIN, MAYOR

82

83 First Reading:

84 Public Hearing:

85 Second Reading/Adoption:

86

Crackery # 1011 19 0011



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 N/A
- Yes State Highway Permit (if applicable) N/A

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 Lypolt

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

Applicant Initial LF
EVENTS 10-9-19

City Representative Initial RL



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 Recreation Committee

Business Address: 351 Lewis Ln

On Site Contact Person: Lewis Fillingier

Contact Information **Phone:** 443 243 4141 **Email:** lewis.fillingier@comcast.net

Back-Up Site Contact Person: _____

Contact Information: **Phone:** _____ **Email:** _____

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 # 52-1224397

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

Event Category:

Athletic/Recreation

Concert/Performance

Other (explain)

Festival

Carnival

Easter Egg Hunt

Parade

5K/10K/Walk *

Rally

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: 4/11/20 Time 0900

Event Starts Date: 4/11/20 Time 1200

Event Ends Date: 4/11/20 Time 1245

Rain Date Date: _____ Time _____ N/A

Location:

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

Concord Point Park

David Craig Park

K-9 Cody Dog Park

McLhinney Park

Community Pavilion at Frank J. Hutchins Memorial Park

Other location, please explain: _____

Anticipated Attendance: _____

Admission Fee (if any): _____

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. None

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 McHhinney 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. At least for PA system

Staff: Event Sponsor requires City Staff to be on site. Please provide details of this request: Optional - Mayor to speak

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.

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. Call 911 if needed

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 LF
EVENTS 10-9-19

City Representative Initial RF

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 Lewis Fillingier

Title VP Havre de Grace Recreation Committee

Signature: [Handwritten Signature]

Date 2 Jun 2020

Event Title: Annual Easter Egg Hunt

Received by Bess Laird
City Official

1/14/20
Date

Notification: Internal Use Only:

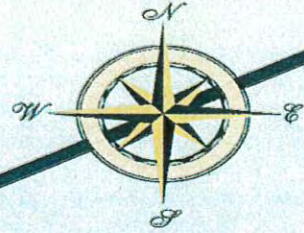
- DPW _____
- PD _____
- Ambulance Corps _____
- SHCO _____
- Impacted Museums _____

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



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

MILLARD E. TYDINGS

PROMENADE

CONCORD POINT PARK

FRANK J. HUTCHINS MEMORIAL PARK

JEAN ROBERTS PARK

DAVID CRAIG PARK

VETERANS 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

CONGRESS AVE.

PENNINGTON AVE.

GREEN ST.

FRANKLIN ST.

WARREN ST.

WARREN ST.

LINDEN ST.

ONTARIO ST.

ERIE ST.

LOCUST ST.

CONESTOGO ST.

WATER ST.

ST. JOHN ST.

MARKET ST.

ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/6/2020

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 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 HORSHAM & ASSOCIATES 15 E CHURCHVILLE RD STE 112 BEL AIR, MD 21014-3837 (800) 575-4140	CONTACT NAME: PHONE (A/C, No, Ext): (800) 575-4140 FAX (A/C, No): E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS: Havre de Grace Recreation Committee, Inc. 351 Lewis Lane Havre de Grace, MD 21078	INSURER A: United States Fire Insurance	21113
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** USP295365 **REVISION NUMBER:**

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		SRPGAPML-101-0718	06/24/2019 12:01 AM	06/24/2020 12:01 AM	GENERAL AGGREGATE \$2,000,000.00
	PRODUCTS - COMP/CP AGG \$2,000,000.00						
	PERSONAL & ADV INJURY \$1,000,000.00						
	EACH OCCURRENCE \$1,000,000.00						
	FIRE DAMAGE (Any one fire) \$300,000.00						
	MED EXP (Any one person) \$0.00						
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTOS							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 RETENTION \$							EACH OCCURRENCE \$ AGGREGATE \$
A	Sexual Abuse and Molestation	X		SRPGAPML-101-0718	06/26/2019 12:01 AM	06/24/2020 12:01 AM	EACH OCCURRENCE \$100,000.00 GENERAL AGGREGATE \$100,000.00 EACH OCCURENCE \$ GENERAL AGGREGATE \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Youth and Adult Sports/Recreational Activities; Baseball, Basketball, Cheerleadin, Dance, Drama, Get Fit, Lacrosse, RC Club, Soccer, Tackle Football (accident only), Wrestling,
 Young at Heart, Zumba, Easter Egg Hunt, Halloween Costume Contest
 The Certificate Holder is added as an additional insured but only with respect to liability arising out of the named insured during the policy period.

Scheduled Activities Exclusion Applies-Please Refer to Named Insured Member Certificate of Coverage

CERTIFICATE HOLDER City of Havre de Grace 711 Pennington Avenue 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 <p style="text-align: center;">Horsham & Associates</p>
--	---

SPECIAL EVENTS WORK SHEET

Event:	Annual Easter Egg Hunt	1011190011
Dates:	4/11/20	
Time of set up:	9:00 AM	
Take down time:		
Time of actual event:	12:00 to 12:45 pm	
Location:	Concord Point Park	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00

Notes

This event will be handled by patrol units on duty.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	1	0	\$41.75	1	\$41.75

Notes

Trash collection and bathrooms restocked and cleaned prior to and following event.

Grand Total	1	1	0	\$41.75	1	\$41.75
--------------------	---	---	---	---------	---	---------

REVISION 1/10/2020

*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)

2020 Donorhawk 5K
Tracking # 1011190017



City of Havre de Grace

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

410- 939-1800
410- 575-7043

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- 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 *in works*
- Yes Complete and detailed site plan to include maps
- Yes Documentation of non-profit status *on file*
- Yes Traffic control plan
- Yes State Highway Permit (if applicable) *in works*

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 Spolt

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

Applicant Initial *PS*
EVENTS 10-9-19



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- 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: HDE Rec Committee Jr Wrestling
Business Address: 351 Lewis Lane
On Site Contact Person: Michelle Hoffman
Contact Information Phone: 410 459 9002 Email: wvusocr@yahoo.com
Back-Up Site Contact Person: Tom Lloyd
Contact Information: Phone: 484-755-2854 Email: ccachtom@warner

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

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

Is the Host Organization a 501 C3? Yes No

Tax ID # 52-1224397

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

Event Category:

- Athletic/Recreation
- Festival
- Parade
- Rally
- Concert/Performance
- Carnival
- 5K/10K/Walk *
- Fishing Tournament
- Other (explain) _____

* 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: 4/19 Time: 6:00am
 Event Starts Date: 4/19 Time: 8:00am
 Event Ends Date: 4/19 Time: 10:00am
 Rain Date: ~~4/19~~ Time: _____

Location:

- Millard E. Tydings Memorial Park (No vehicles permitted in Tydings Park)
- David Craig Park
- McLhinney Park
- Concord Point Park
- K-9 Cody Dog Park
- Community Pavilion at Frank J. Hutchins Memorial Park

Other location, please explain: _____

Anticipated Attendance: 150-250 Admission Fee (if any): ^{\$}30

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. Road map attached. We do have volunteers on streets to guide runners along course we do need police presence on main road especially with high volume of children running.
- 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: _____

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 the HdG Ambulance Corp notified

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 Mit
EVENTS 10-9-19

City Representative Initial RJF

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 Michelle Hoffman JR Wrestling

Title Volunteer

Signature: Michelle Hoffman

Date 11/9/2019

Event Title: Tonahawk 5k Run 1 mile walk

Received by Bess Land 11/12/19
City Official Date

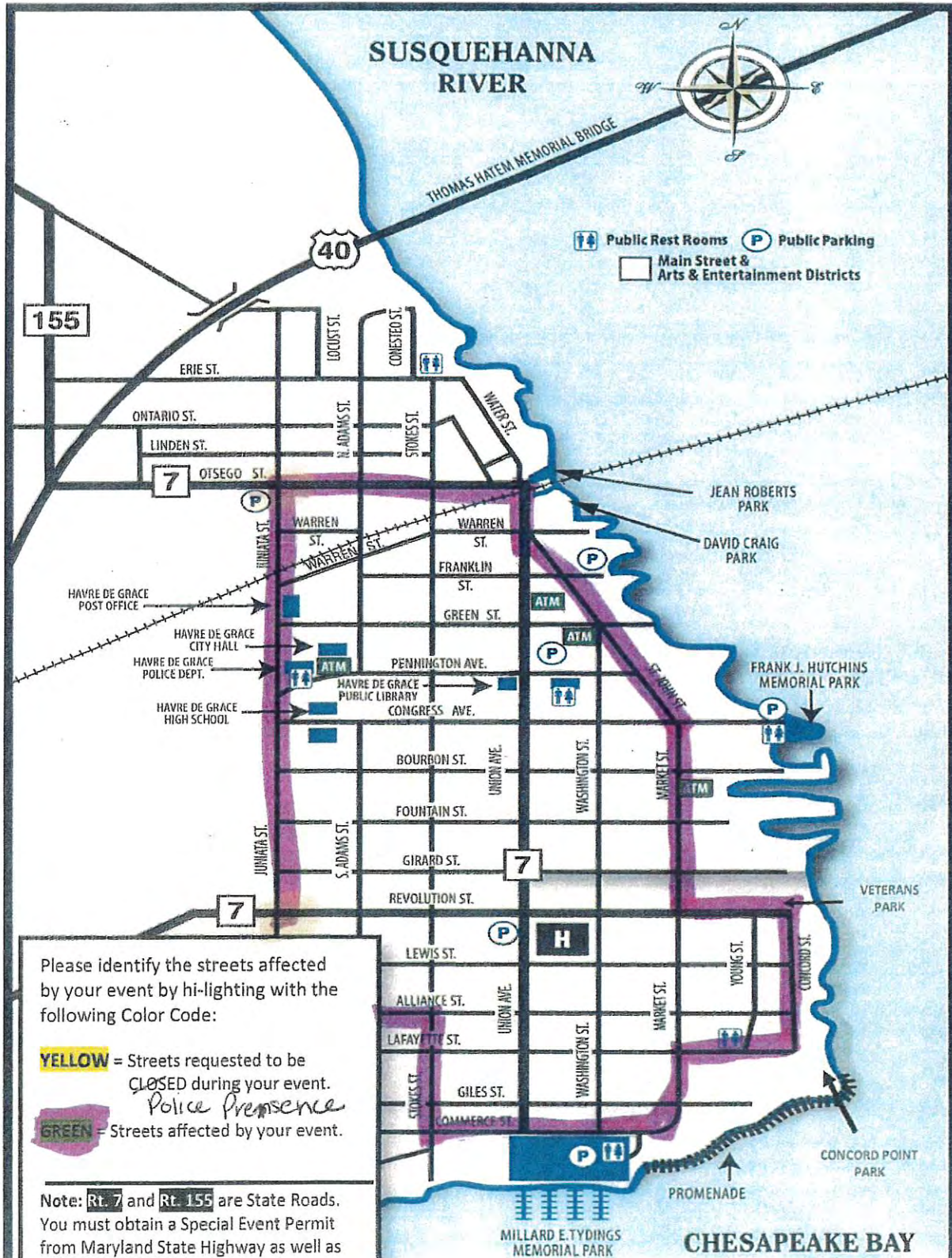
Waiver on State Hwy Permit to date

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@havredegracemd.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)		



SPECIAL EVENTS WORK SHEET

Event:	2020 Tomahawk 5K	Tracking ID:1011190017
Dates:	4/19/20	
Time of set up:	6:00 AM	
Take down time:		
Time of actual event:	8am to 10am	
Location:	Millard E. Tydings Memorial Park	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	3		9	\$113.00	9	\$1,525.50
Notes						

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2	2	2	\$41.75	4	\$208.75
Notes	Set up barricades at Start of Race and No Parking Signs for coordinators. Supplies for Bathroom and clean-up.					

83.50
 125.25

 208.75

Grand Total	5	2	11	\$154.75	13	\$1,734.25
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REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					
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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 Rypolt

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

Applicant Initial Mjo
EVENTS 10-9-19



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.

1011190028

410-939-2864

EVENT APPLICATION CHECKLIST:

Host Organization: Havre de Grace Limited, Methodist Church

Business Address: 101 S. Union Avenue, HdG, MD 21078

On Site Contact Person: Norman Obenshain

Contact Information **Phone:** 410-299-2871 **Email:** pastornormanobenshain@gmail.com

Back-Up Site Contact Person: Debbie Heydt

Contact Information: **Phone:** 410-459-8162 **Email:** debbieheydt@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 # 29023778

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>Service Worship</u> |
| <input type="checkbox"/> Parade | <input type="checkbox"/> 5K/10K/Walk * | <u>Service</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>4-12-20</u>	Time: <u>5:30 am</u>
Event Starts	Date: <u>4-12-20</u>	Time: <u>6:30 am</u>
Event Ends	Date: <u>4-12-20</u>	Time: <u>8:00 am</u>
Rain Date	Date: <u>n/a</u>	Time: _____

Location:

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

Other location, please explain: _____

Applicant Initial Njo
EVENTS 10-9-19

City Representative Initial RBF

Anticipated Attendance: 60-75

Admission Fee (if any): Free

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. *Just the electricity outlet at the gazebo*
- 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.

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. Will have First Aid Kit on hand and cell phones for calling 9-1-1 in event of serious medical emergency

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.

Applicant Initial MF
EVENTS 10-9-19

City Representative Initial RFJ

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 *NJD*
EVENTS 10-9-19

City Representative Initial *RJF*

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 Norman Obenshain

Title Pastor

Signature: Rev. Norman Obenshain

Date 1-22-2020

Event Title: Havre de Grace United Methodist Church
Sunrise Service

Received by Rosa Land
City Official

1/23/20
Date

Notification: Internal Use Only:

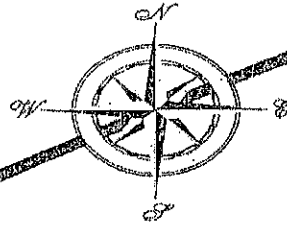
- DPW _____
- PD _____
- Ambulance Corps _____
- SHCO _____
- Impacted Museums _____

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@havredegracemd.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

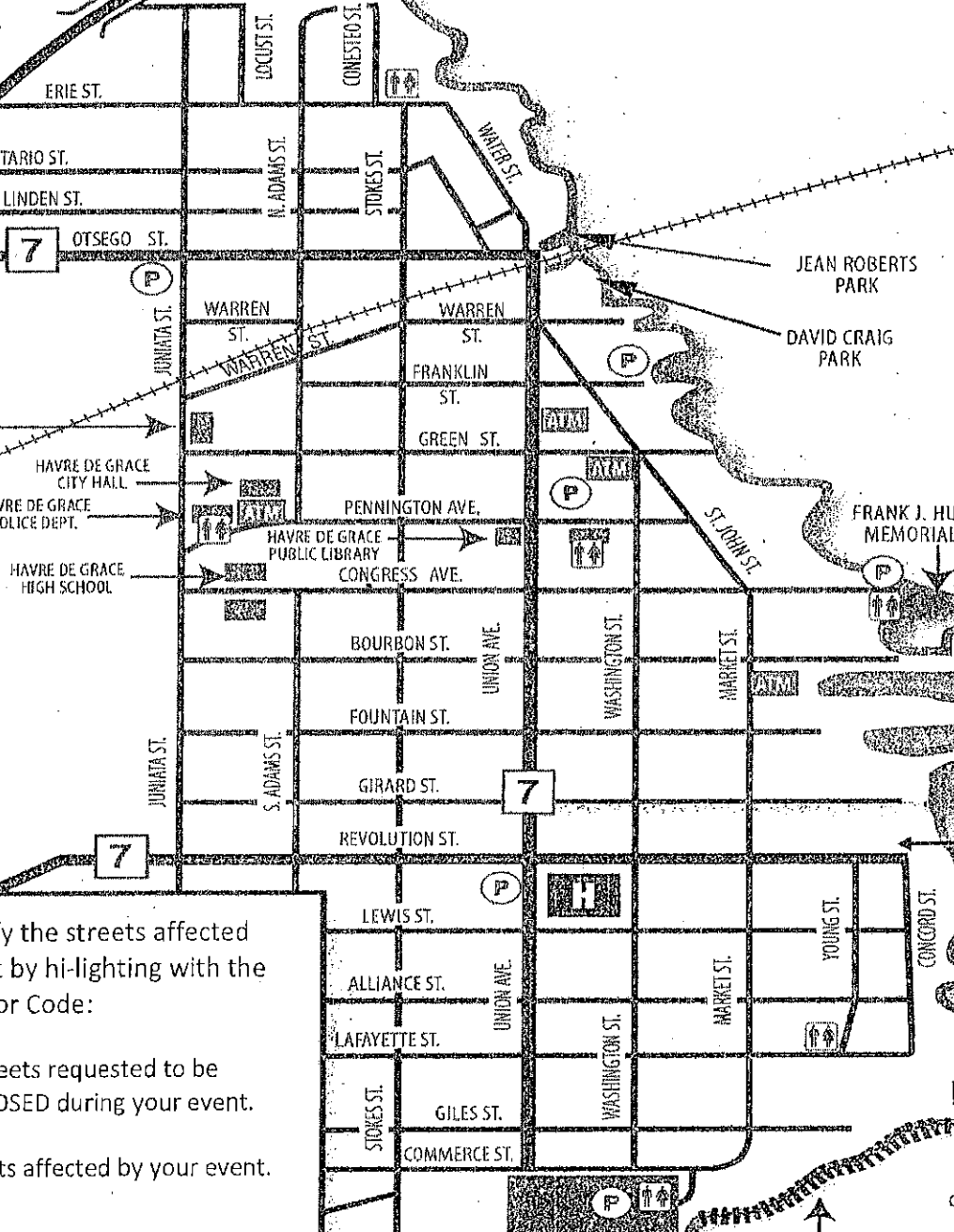


THOMAS HATEM MEMORIAL BRIDGE

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

155

40



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: **RD 7** and **RD 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

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

7

7

7

**Notice to exempt organizations holding
previously-issued exemption certificates**

The Maryland Revenue Administration Division is re-issuing sales tax exemption certificates to all organizations that continue to qualify. Your organization's new certificate is attached and is valid effective immediately. Previously issued exemption certificates become invalid on October 1, 2017. Vendors are required to charge tax on sales made on or after October 1, 2017, to any organization which does not present a new certificate at the time of sale.

If your organization deals regularly with certain vendors, we suggest that you contact them before October 1, 2017, so they can verify that your organization has been issued a new certificate.

The re-issuance of these certificates does not change current procedures for claiming resale exclusions by exempt organizations engaged in purchasing tangible personal property for sale. The sales and use tax registration numbers of licensed vendors have not been changed and the validity of blanket resale certificates bearing these numbers is unaffected.

Please note that only one certificate will be provided to organizations with more than one location.

Comptroller of Maryland
Revenue Administration Division
P.O. Box 2998-SUTEC
Annapolis, Maryland 21404-2998

The attached card is your organization's new exemption certificate which is valid upon receipt and effective until the expiration date designated on its face. Please read Tax Tip #6 at www.marylandtaxes.com and the instructions on the back of the card for the proper use of the exemption certificate. If you have any questions regarding the use of this card, please call the Taxpayer Service Section at (410) 260-7980, toll free 1-800-638-2987, or e-mail at taxhelp@comp.state.md.us.

Comptroller of Maryland
Sales and Use Tax Exemption Certificate

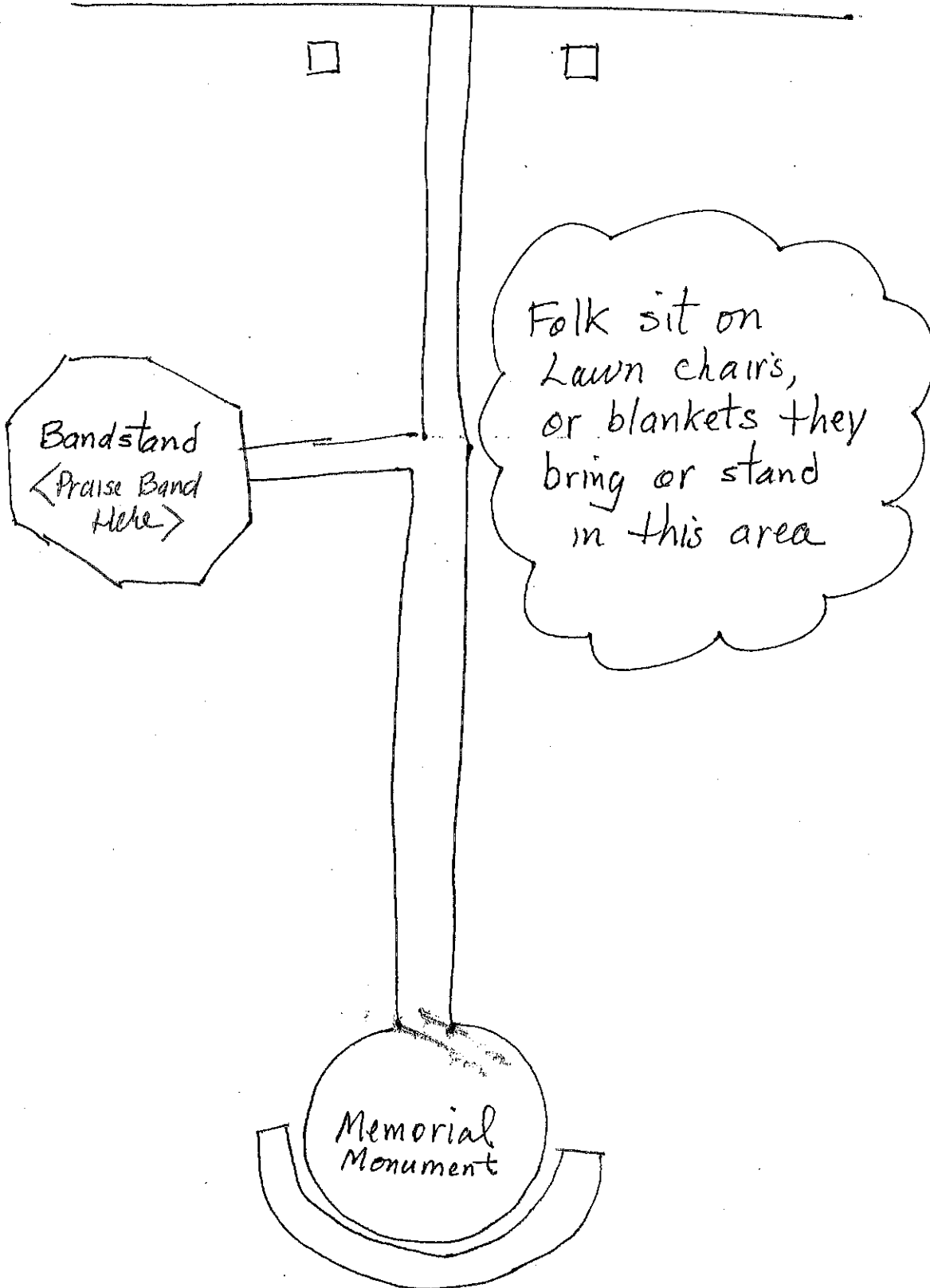
Account Number	Expiration Date
29023778	09/30/2022
Name	
HAVRE DE GRADE U M CHURCH 101 E UNION AVE HAVRE DE GRADE, MD 21078-3111	

PLEASE LAMINATE THIS CARD TO EXTEND ITS LIFE

13912

NONGOV-1 (REV 2/17)

Commerce Street



SPECIAL EVENTS WORK SHEET

Event:	HDG United Methodist Church - Sunrise Service	Tracking ID: 1011190028
Dates:	4/12/20	
Time of set up:	5:30 AM	
Take down time:		
Time of actual event:	6:30 - 8:00 am	
Location:	Millard E. Tydings Memorial Park	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00

Notes

This event will be handled by patrol units on duty.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	1	0	\$41.75	1	\$41.75

Notes

Bathroom cleaning and restocking, trash removal.

Grand Total	1	1	0	\$41.75	1	\$41.75
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REVISION 1/10/2020

*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)



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 In process, will supply
- Yes Complete and detailed site plan to include maps
- Yes Documentation of non-profit status
- Yes Traffic control plan
- N/A 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@sypolt@havredegracemd.com

Applicant Initial _____
EVENTS REV 1 Jan. 3, 2020

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.

Applicant Initial 
EVENTS REV 1 Jan. 3, 2020

Page 2 of 10

City Representative Initial 

EVENT APPLICATION CHECKLIST:

EVENT NAME: Upper Chesapeake Bay Pride Festival

Host Organization: St. John's Episcopal Church, Upper Chesapeake Bay Pride, Inc.

Business Address: UCBPride PO Box 1121, Havre De Grace, MD 21078

On Site Contact Person: DeLane Lewis

Contact Information **Phone:** 410-804-3607

Email: info@ucbpride.com

Back-Up Site Contact Person: Yvonne Matthews

Contact Information: **Phone:** 443-527-4563

Email: ylmfelines@hotmail.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 # 52-0591545

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

Event Category:

Athletic/Recreation

Concert/Performance

Other (explain)

Festival

Carnival

Parade

5K/10K/Walk *

Rally

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: 6/27/2020 Time 7:00 am

Event Starts Date: _____ Time 2:00 pm

Event Ends Date: _____ Time 6:00pm

Rain Date Date: N/A 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: _____

Applicant Initial DL
EVENTS REV 1 Jan. 3, 2020

Anticipated Attendance: 3,000-5,000

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. We request that the road in front of Concord Park, Concord Street, be closed at the closest intersections, Alliance Street and Young Street.

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: 4-5

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: Can we have one next to each trashcan?

Trash Collection and trash disposal is the responsibility of the Event Sponsor. (roll off dumpster is the responsibility of the event organizer) yes we discussed the possibility of the city assisting with trash and recycling disposal

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. we will just need access to the electrical outlet already on site in the panel

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.

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. medical service will be available at a designated area with volunteer medical personnel available and we hope to have local ambulance corp as volunteers again. We will have walkie talkies for communication

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.

Applicant Initial DS
EVENTS REV 1 Jan. 3, 2020

City Representative Initial RB

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 
EVENTS REV 1 Jan. 3, 2020

City Representative Initial 

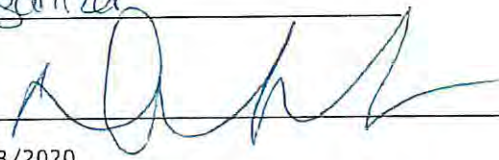
Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

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 DeLane Lewis

Title Organizer

Signature: 

Date 1/13/2020

Event Title: UPPER CHESAPEAKE BAY PRIDE FESTIVAL

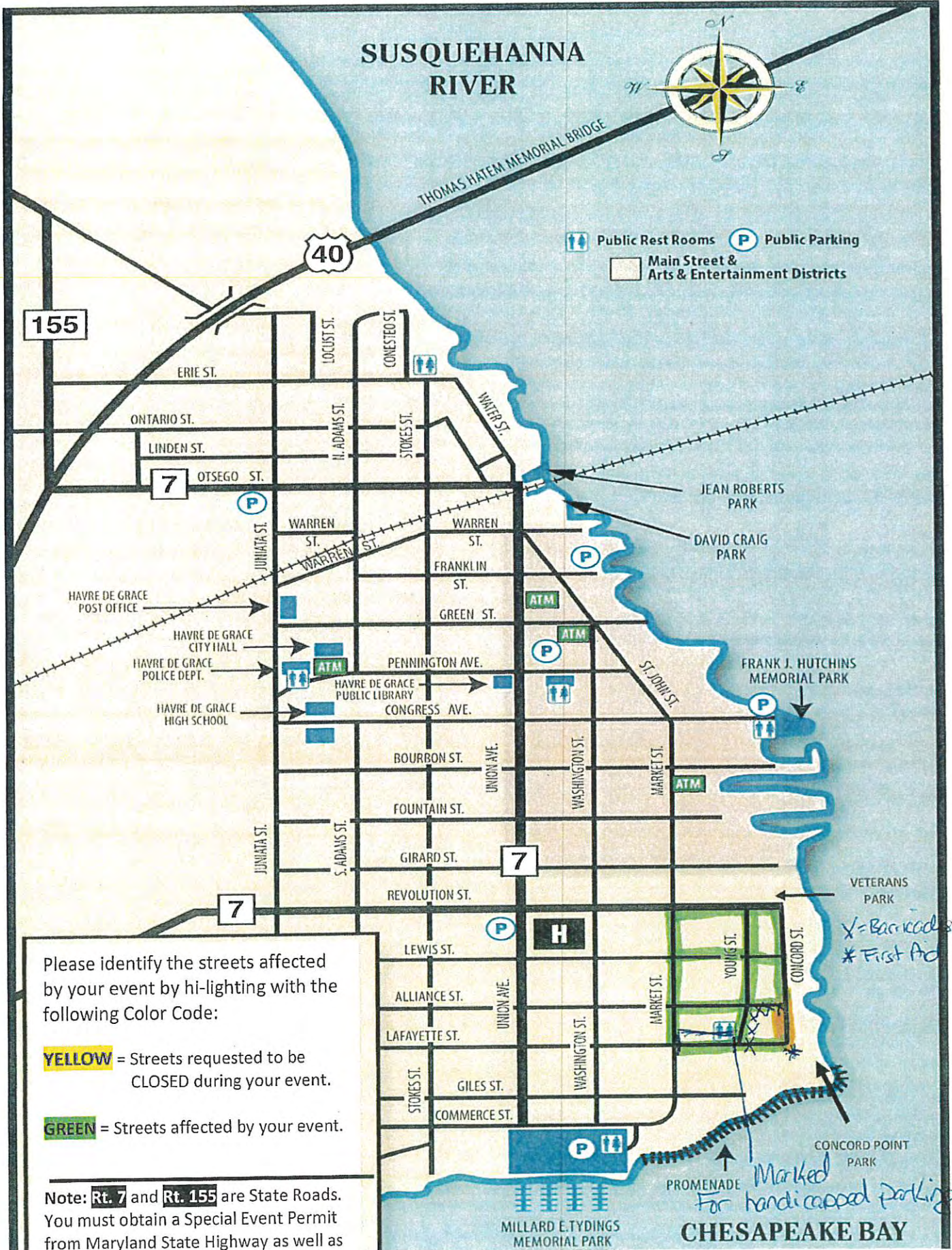
Received by  1/17/20
City Official Date

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)		



Google Maps

Site Plan




Map data ©2020 Google 100 ft

 Street Closed Concord & Lafayette

 handicapped parking


 Stage

 Food trucks to be parked on Concord St. (Asking for additional trash & recycling cans in this area)

 First Aid

 Barricades

Concord Point Park will be the Vendor Area

 Please note that our plans include a similar once or twice walk around the perimeter of the park which may include the use of the sidewalk around the park.

SPECIAL EVENTS WORK SHEET

Event:	Upper Chesapeake Bay Pride Festival	Tracking ID: 1011190034
Dates:	6/27/20	
Time of set up:	7:00 AM	
Take down time:		
Time of actual event:	2:00pm to 6:00pm	
Location:	Concord Point Park	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	10		60	\$113.00	60	\$10,170.00

Notes

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	5	9	12	\$41.75	21	\$1,127.25

Notes

Set up cones, barricades, trash & recycling cans. Prep and install No Parking Signs. Hours include the possibility of coordinator requesting DPW to assist with trash removal during event. Note: Large events sponsors (ex. Art Show) rent a dumpster. DPW staff assist by emptying the trash cans into the dumpster throughout the event.

Grand Total	15	9	72	\$154.75	81	\$11,297.25
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REVISION 1/10/2020

*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)