



## COUNCIL MEETING AGENDA

July 6, 2020

7:00 p.m.

### Public Hearing Charter Resolution 288 Annexation for 1531 Pulaski Highway

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, TITLE 4 OF THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE, SECTIONS 3, 33 AND 34 OF THE CITY CHARTER, AND SECTION 20 OF THE CITY CODE AUTHORIZING THE CITY COUNCIL, AS THE LEGISLATIVE BODY OF A MUNICIPALITY, TO ANNEX PROPERTY EXTENDING THE BOUNDARIES OF THE MUNICIPALITY AND AMENDING THE CITY CHARTER, SPECIFICALLY APPENDIX A BY ADDING "SUBSECTION A.34 THE FIRST 2020 ADDITION TO THE CITY BOUNDARIES" ALONG WITH THE LEGAL DESCRIPTION OF THE ACRES OF LAND WHICH WILL ENLARGE THE BOUNDARIES OF THE CITY OF HAVRE DE GRACE TO INCLUDE THE LANDS OF PULASKI PARCEL LLC LOCATED AT 1531 PULASKI HIGHWAY NEAR THE NORTHWEST INTERSECTION OF PULASKI HIGHWAY AND OLD POST ROAD/STATE ROUTE 7, CONSISTING OF THREE PROPERTIES IN THE SIXTH ELECTION DISTRICT TOGETHER WITH A DRAINAGE AND UTILITY EASEMENT AND PART OF THE ADJOINING CSX RAILROAD RIGHT OF WAY CONSISTING OF A TOTAL OF 3.613 ACRES MORE OR LESS.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Pastor Norman Obenshain of Havre de Grace United Methodist Church
5. Approval of the Minutes:
  - A. City Council Minutes – June 15, 2020
  - B. Budget Work Session Minutes – May 18, 2020
  - C. Budget Public Hearing Minutes – June 8, 2020
6. Comments from Citizens on Agenda Items
7. Appointments:
  - A. Arts Commission (CM Zinner)
    - i. Tammy Lynn Jamerson – New Appointment
    - ii. Patricia Fair – Re-Appointment
    - iii. Carolyn Foley – Re-Appointment
    - iv. Christine Berry – Re-Appointment
    - v. Patricia Donovan – Re-Appointment
    - vi. Dena Cardwell – Re-Appointment
    - vii. Wendi Hurst – Re-Appointment
    - viii. Christy Silverstein – Re-Appointment
    - ix. Amy Steelman – Re-Appointment
    - x. Wynona Hilton-Stanley – Re-Appointment

8. Recognitions: None
9. Proclamations: None
10. Presentation:
  - A. Official Election Results: Election Board Chair, Mr. George Deibel
11. Resolutions: None
12. Ordinances:
  - A. An Ordinance concerning Sustainable Landscaping: First Reading: (CM Ringsaker)  
**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34, BY CREATING CHAPTER 102, SUSTAINABLE LANDSCAPING REGULATIONS, IN ORDER TO ESTABLISH LANDSCAPING STANDARDS FOR NEW DEVELOPMENT AND REDEVELOPMENT IN THE CITY.**
  - B. An Ordinance concerning Forest Conservation: First Reading: (CM Ringsaker)  
**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE CHAPTER 81: FOREST CONSERVATION, ARTICLE X, PAYMENT INSTEAD OF AFFORESTATION AND REFORESTATION, AND ARTICLE XVI, ANNUAL REPORT.**
13. Old Business: None
14. Motion to Adjourn Sine Die
15. Oath of Office (Administered by Mayor Martin)
  - A. Casi Boyer
  - B. David Glenn
  - C. Jim Ringsaker
16. Call to Order
17. Roll Call
18. Motion to move into Closed Session
  - A. Selection of Council President
  - B. Attorney Status Update on Pending Litigation
  - C. Personnel Action
19. Reconvene
20. Roll Call
21. Motion for the Selection of Council President

22. New Business:

A. Special Events:

- i. Susquehanna Hose Company Members' Crab Feast – September 26, 2020
- ii. Life at the Lock House: Celebrating 50 Years! – October 17, 2020

23. Directors Report:

- A. Mr. Patrick Sypolt – Director of Administration
- B. Mr. Shane Grimm – 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

24. Business from Mayor Martin

25. Business from Council:

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

26. Business from Council President Elect

27. Comments from Citizens

28. Adjournment

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ANNEXATION RESOLUTION NO. 288

Introduced by \_\_\_\_\_ Council Member Ringsaker

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, TITLE 4 OF THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE, SECTIONS 3, 33 AND 34 OF THE CITY CHARTER, AND SECTION 20 OF THE CITY CODE AUTHORIZING THE CITY COUNCIL, AS THE LEGISLATIVE BODY OF A MUNICIPALITY, TO ANNEX PROPERTY EXTENDING THE BOUNDARIES OF THE MUNICIPALITY AND AMENDING THE CITY CHARTER, SPECIFICALLY APPENDIX A BY ADDING "SUBSECTION A.34 THE FIRST 2020 ADDITION TO THE CITY BOUNDARIES" ALONG WITH THE LEGAL DESCRIPTION OF THE ACRES OF LAND WHICH WILL ENLARGE THE BOUNDARIES OF THE CITY OF HAVRE DE GRACE TO INCLUDE THE LANDS OF PULASKI PARCEL LLC LOCATED AT 1531 PULASKI HIGHWAY NEAR THE NORTHWEST INTERSECTION OF PULASKI HIGHWAY AND OLD POST ROAD/STATE ROUTE 7, CONSISTING OF THREE PROPERTIES IN THE SIXTH ELECTION DISTRICT TOGETHER WITH A DRAINAGE AND UTILITY EASEMENT AND PART OF THE ADJOINING CSX RAILROAD RIGHT OF WAY CONSISTING OF A TOTAL OF 3.613 ACRES MORE OR LESS.**

**WHEREAS**, the land subject to this annexation resolution is eligible for annexation since the land is contiguous and adjoining the existing corporate boundaries of the City, and the annexation will not create an unincorporated area bounded on all sides by: (i) property presently within the corporate limits of the City; (ii) real property proposed to be within the corporate limits of the City as a result of the proposed annexation; or (iii) any combination of such properties; and

**WHEREAS**, the owners of not less than twenty-five percent (25%) of the assessed value of the real property to be annexed consent to the annexation, and there are no resident voters on the land being annexed and therefore the annexation meets the requirements of Section 4-404 of the Local Government Article of the Annotated Code of Maryland; and

42       **WHEREAS**, The Mayor and City Council of Havre de Grace, Maryland have previously  
 43       adopted an Annexation Plan for the Property subject to this Annexation Resolution pursuant to  
 44       City of Havre de Grace Resolution No. 2020-06; and

45  
 46       **WHEREAS**, The Mayor and City Council of Havre de Grace, Maryland have determined  
 47       that the annexation of the 3.613 acres of land more or less consisting of five parcels, located at  
 48       1531 Pulaski Highway as more specifically defined herein ("Property") is in the best interest of  
 49       the health and welfare of the citizens of Havre de Grace.

50  
 51       **NOW THEREFORE BE IT RESOLVED, ORDAINED, AND ENACTED BY THE**  
 52       **MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND AS FOLLOWS:**

53  
 54       SECTION 1. The Appendix to the Charter of the Mayor and City Council of Havre de  
 55       Grace, Maryland is hereby amended to add a new Subsection A.34 The First 2020 Addition to  
 56       the City Boundaries to read as set forth in the legal description attached hereto as Exhibit A and  
 57       incorporated by reference herein. ("Property").

58  
 59       SECTION 2. The Mayor and City Council of Havre de Grace, Maryland and the requisite  
 60       owners of the properties hereby annexed agree that the conditions and circumstances applicable to  
 61       the change in the boundaries of the City of Havre de Grace caused by this annexation and to the  
 62       property within the area hereby annexed are as provided in the applicable Charter provisions, laws  
 63       and ordinances of the State of Maryland and the City of Havre de Grace, except as follows:

- 64  
 65       (a)     The Property is currently given a County zoning designation of Commercial  
 66               Industrial (CI) on the official zoning maps of Harford County. The zoning  
 67               designation in the City that the Mayor and City Council shall assign to the Property  
 68               is Commercial (C) as defined in the Havre de Grace Zoning Ordinance.  
 69  
 70       (b)     City water and sewer service shall be provided to the Property hereby annexed at  
 71               generally applicable rates and pursuant to conditions generally applicable to other  
 72               City-owned properties within the corporate boundaries of the City of Havre de  
 73               Grace at such time the Mayor and City Council of Havre de Grace approve  
 74               development of the Property. The cost to construct any facilities necessary to  
 75               provide water and sewer service to the Property shall be paid according to the laws,  
 76               rules, regulations and policies, specifications, standards and approvals (including  
 77               state and county, if any), existing or required at the time of construction, including  
 78               any applicable recoupment agreements authorized under the Annexation  
 79               Resolution, and in accordance with the Annexation Plan Resolution 2020-06  
 80               attached hereto and marked Exhibit B.  
 81  
 82       (c)     The Mayor and City Council of Havre de Grace, Maryland acknowledge that a  
 83               legal description of the Property has been prepared by a professional engineer  
 84               retained by the City.  
 85  
 86       (d)     The terms and conditions of this Resolution are consistent with the Annexation  
 87               Policy of the Mayor and City Council of Havre de Grace, Maryland established by

City Code Section 20 ("Annexation Policy"), a copy of which is attached hereto as Exhibit C.

SECTION 3. AND BE IT FURTHER RESOLVED that, promptly after the introduction and first reading of this Resolution by the Mayor and City Council of Havre de Grace, Maryland, the Director of Administration shall create a public notice, briefly and accurately describing the proposed change and the conditions and circumstances applicable. The aforesaid notice shall be published two (2) times at not less than weekly intervals in a newspaper or newspapers of general circulation in the City of Havre de Grace and the area to be annexed, as the area to be annexed is less than 25 acres. The aforesaid public notice shall state a time, not less than fifteen (15) days after the second (4th) publication thereof and not less than 30 days after the Annexation Plan Resolution 2020-06 is approved, provided to the regional and national planning agencies, and the place within the City of Havre de Grace at which a public hearing shall be held to consider public comment to consider this Resolution. The public hearing may be continued or rescheduled in accordance with the requirements set forth in Local Government Article of the Annotated Code of Maryland. Immediately upon the first publication of the specified public notice, a copy of the public notice and other relevant documents shall be provided to the Harford County Council, the Harford County Executive, the Director of the Harford County Department of Planning and Zoning, the Planning Commission of the City of Havre de Grace, and to any other regional or state planning agency having jurisdiction over the property, including the Executive Director of the Baltimore Metropolitan Council.

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

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

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

SECTION 7. AND BE IT FURTHER RESOLVED, by the City Council of Havre de Grace, Maryland that the Mayor is authorized to enter into an Annexation Agreement with the

recommendation of the Director of Planning, the Director of the Department of Public Works, and the City Attorney to implement the purposes of this Annexation Resolution.

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

Adopted by the City Council of Havre de Grace, Maryland this \_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

THE MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE, MARYLAND

\_\_\_\_\_  
Patrick D. Sypolt  
Director of Administration

\_\_\_\_\_  
William T. Martin  
Mayor

Introduced: 06/01/2020  
Public Hearing: 07/06/2020  
Enacted: 07/06/2020  
Adopted/Effective Date: [08/20/2020]

## EXHIBIT A

May 29, 2020  
BSLS #15024

### CITY OF HAVRE DE GRACE, MARYLAND ANNEXATION CONSOLIDATION DESCRIPTION

Harford County Tax Map #52, Parcel #275  
Harford County Tax Map #52, Parcel #323, Lot 1  
Harford County Tax Map #52, Parcel #323, Lots 2 & 3  
Harford County Tax Map #44, Parcel #707

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**ZONING DESCRIPTION** – 3.578 acres of land more or less, lying on the Northerly side of U.S. Route #40-Pulaski Highway, Sixth Election District, Harford County, Maryland, being more particularly described as follows:

**BEGINNING** for the same at a point on the northernmost right-of-way line of U.S. Route #40, said point being the southeasternmost lot corner of Lot 3 as depicted on a plat titled, "Gerard & Habermann Subdivision" and was recorded among the Plat Records of Harford County, Maryland in Liber G.C.B. 04, folio 20; thence binding on the northernmost right-of-way line of U.S. Route #40, the following course and distance now surveyed:

1. By a curve to the right with a radius of 5654.58 feet for an arc length of 429.85 feet; said curve being subtended by a chord bearing South 43 degrees 47 minutes 14 seconds West 429.75 feet to a point; thence leaving said right-of-way for the following course and distance:
2. North 78°43'51" West 66.44 feet to the point, thence;
3. North 22 degrees 53 minutes 31 seconds West 319.86 feet to a point in the southeasternmost corner of Parcel "A" Open Space as depicted on a plat titled, "Revised Final Plat One - Phase 1 Greenway Farm and was recorded among the Plat Records of Harford County, Maryland in Liber J.J.R. 126, folio 18; said Open Space being within the Limits of the City of Havre de Grace, Maryland; thence binding on the two easternmost lines of said Open Space and said City Limits, the two following courses and distances:
4. North 45 degrees 39 minutes 32 seconds East 25.01 feet to the point;



5. North 45 degrees 13 minutes 17 seconds West 104.57 feet to a point of the southernmost right-of-way line of the CSX Transportation Inc.; thence leaving the City Limits of Havre de Grace, Maryland and binding on the said CSX right-of-way, the following course and distance:
6. By a curve to the left with a radius of 8632.42 feet for an arc length of 20.00 feet; said curve being subtended by a chord bearing North 45 degrees 07 minutes 55 seconds East 20.00 feet to a point; thence still binding on said CSX right-of-way and also binding on a right-of-way of the American Telephone & Telegraph for the following course and distance:
7. South 45 degrees 13 minutes 24 seconds East 60.06 feet to a point on the southernmost right-of-way line of said the American Telephone & Telegraph and still binding on said right-of-way for the following course and distance:
8. By a curve to the left with a radius of 8692.48 feet for an arc length of 279.00 feet; said curve being subtended by a chord bearing North 44 degrees 08 minutes 38 seconds East 278.99 feet to a point; thence leaving said right-of-way the following course and distance:
9. South 48 degrees 16 minutes 34 seconds East 391.48 feet to the Place of Beginning;

**CONTAINING 3.578 ACRES OF LAND, MORE OR LESS.**

**SURVEY DATUM ABOVE IS BASED ON NORTH AMERICAN DATUM (N.A.D.) 83/2011.**

## EXHIBIT B

### RESOLUTION NO. 2020-06

THE ANNEXATION PLAN FOR THE LANDS OF PULASKI PARCEL LLC LOCATED AT 1531 PULASKI HIGHWAY NEAR THE NORTHWEST INTERSECTION OF PULASKI HIGHWAY AND OLD POST ROAD/STATE ROUTE 7, CONSISTING OF THREE PROPERTIES IN THE SIXTH ELECTION DISTRICT TOGETHER WITH A DRAINAGE AND UTILITY EASEMENT AND PART OF THE ADJOINING CSX RAILROAD RIGHT OF WAY CONSISTING OF A TOTAL OF 3.613 ACRES MORE OR LESS.

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

**WHEREAS**, the Mayor and City Council of Havre de Grace seek to annex certain properties along Pulaski Highway/Route 40 pursuant to the introduction of a Charter Resolution for Annexation; and

**WHEREAS**, the properties consist of five separate properties consisting of three properties owned by Pulaski Parcel LLC, a drainage and utility easement purportedly owned by MTBR Ventures LLC, and a portion of a railroad right of way owned by CSX Railroad, which properties, are contiguous and are located at the northwest intersection of Pulaski Highway and Old Post Road/State Route 7, and are situate and lying in the Sixth Election District of Harford County, Maryland as set forth more fully below (collectively, the annexed areas are referred here as the "Properties"); and.

**WHEREAS**, the Properties are reflected on the attached plat marked Exhibit A and said properties sit on the west side of Pulaski Highway, Route 40, adjacent to the Bulle Rock and Greenway Farms residential developments, which are within the municipal limits of the City of Havre de Grace ("City"); and

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

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

1. THE ANNEXATION PLAN FOR THE LANDS OF PULASKI PARCEL LLC LOCATED AT THE NORTHWEST CORNER OF THE INTERSECTION OF PULASKI HIGHWAY AND OLD POST ROAD/STATE ROUTE 7, CONSISTING OF THREE PROPERTIES IN THE SIXTH ELECTION DISTRICT WITH TAX ID NUMBERS 06-008461 (1531 PULASKI HIGHWAY), 06-008488 (LOT 1 – GERARD AND HABERMAN P4/20); AND 06-001254 (LOTS 2 AND 3 – GERARD AND HABERMAN P4/20) TOGETHER WITH A DRAINAGE AND UTILITY EASEMENT AND PART OF THE CSX RAILROAD RIGHT OF WAY ADJOINING THE PARCELS, CONSISTING OF A TOTAL OF 3.613 ACRES MORE OR LESS.
2. Introduction. The Properties proposed to be annexed in this Plan are situated along Pulaski Highway (Route 40) at the northwestern corner of the intersection with Old Post Road/State Route 7, adjacent to the southeasternmost edge of the Bulle Rock development and the northeastern most edge of the Greenway Farms development. For identification purposes, the Properties being annexed consists of two separate parcels, and a portion of two additional portions of land consisting of a drainage and utility easement and right of way and described in the deeds set forth above, with the total acreage being 3.613 acres, more or less. The entire area to be annexed is reflected on Exhibit A. and , acquired by the owners by virtue of and more particularly described in, the following:

PROPERTY A: 1531 Pulaski Highway, Tax Map 52, Parcel #275, Account ID No. 06-008461, and described as Parcel No. 2 in a Deed dated July 7, 2015 recorded among the land records of Harford County, Maryland, in Liber 11385, folio 255, from 1531Pulaski Highway LLC to Pulaski Parcel LLC, consisting of 0.747 acres more or less.

PROPERTY B: Designated as Lot 1 on a plat of the Gerard and Haberman Subdivision, recorded among the Plat Records of Harford County in Plat Book G.R.G. No. 4, folio 20, and described as Parcel No. 1 in a Deed dated July 7, 2015 recorded among the land records of Harford County, Maryland, in Liber 11385, folio 255, from 1531Pulaski Highway LLC to Pulaski Parcel LLC, consisting of 0.877 acres more or less.

PROPERTY C: Designated as Lots 2 and 3 on a plat of the Gerard and Haberman Subdivision, recorded among the Plat Records of Harford County in Plat Book G.R.G. No. 4, folio 20, and in a Deed from Allen J. Fair and Anthony Meoli, trading as A&T Properties to Pulaski Parcel, LLC, dated August 23, 2005, recorded among the land records of Harford County, Maryland, in Liber 6317, folio 508, each of said lots fronting 100 feet on the northwest side of the Pulaski Highway, consisting of 1.744 acres more or less.

PROPERTY D: A Drainage and Utility Easement, shown on an exhibit to the Deed recorded among the Land Records of Harford County, in Liber 11385, folio

255, as a 20 foot wide “abandoned private road” between Property A and Property B identified above, and as shown in the Deed of Easement dated January 13, 2020 and recorded among the Land Records of Harford County in Liber 8505, folio 444 at Exhibit A page 3 of 3, as referenced in the Deed of Easement (Route 40/06-003001) recorded among the Land Records of Harford County in Liber 5676, folio 23, and which land is purportedly part of the lands identified in a Deed dated February 28, 2001 and recorded among the Land Record of Harford County in Liber 3452, folio 0221, as land belonging to MTBR Ventures LLC, (formerly known as Able Ventures, LLC), identified on Tax Map 44, Parcel No. 707, consisting of approximately 0.210 acres, more or less.

PROPERTY E: A portion of the property of The Chesapeake and Ohio Railway Company (“CSX”), Tax Map 600, Parcel 1218, as confirmed by Corrected Certificate of Conveyance referencing “PCL # 9689 /R/W land 25.789 ac. in Havre de Grace” and dated April 20, 1987, and recorded among the Land Records of Harford County in Liber 1519, folio 387, which portion of property adjoins Property B and Property D, identified above, which will complete the contiguous boundaries of the City of Havre de Grace with the southeasternmost portion of Bulle Rock. The portion of the CSX property being annexed consists of 0.035 acres more or less.

3. Current Conditions. Currently there are no homes located on the Properties and no resident voters. The Property is not currently serviced with City water or sewer.
4. Current Zoning. The Property is currently zoned CI/Commercial Industrial district on the official zoning maps of Harford County.
5. Future Proposed Use. Major change is proposed for the Property 1 only. A developer has indicated an interest in constructing a retail establishment. The specific proposed use may change and is not finalized.
6. Proposed Zoning. Proposed zoning for the Properties will be C/Commercial. Amendment to the City’s zoning code will not be required for the proposed use. The proposed zoning is also consistent with the Comprehensive Plan for the City of Havre de Grace.
7. Public Facilities. There is currently no requirement that the land subject to this Annexation Plan be set aside for a school site, water or sewer treatment facilities, libraries, recreation, or fire, EMS or police departments, except for a construction of a water main line from the City’s water line to the subject property that will serve the proposed development project. The current annexation shall be reviewed for anticipated infrastructure needs. As for water and sewer capacity, the City estimates that it currently has the water and sewer capacity for the property. However,

infrastructure improvements for water pressure and volume of delivery may be required. Until the site plan is approved, water and sewer capacity remain uncommitted and not guaranteed. Sewer lines must be extended to the property, and any recorded recoupments will need to be collected. If there are any required infrastructure improvements, including but not limited to water and sewer capacity or distribution, they shall all be paid for by the owner/developers of the property along with required bonding for performance and maintenance. The owners/developers of the Property shall be charged the standard capital cost recovery charges, user benefit fees and all other fees and charges associated with connection to the City's water and sewer systems. Water and Sewer service rates shall be charged at the generally applicable rates and pursuant to the conditions generally applied by the City. The Properties may be subject to recoupment agreements for water and sewer as may be authorized by the Annexation Resolution, Annexation Agreement, or Public Works Agreement, or separate agreements for capital cost recoupment that are recorded among the Land Record for Harford County.

8. Trash Removal. The Properties will be serviced by a private trash removal provider.
9. Fire Protection. Fire protection shall continue to be provided to the Properties by the Susquehanna Hose Company, Inc. pursuant to conditions applicable to the other properties within the corporate boundaries of the City.
10. Schools – Library – Recreation. The scope of the development on the Properties is limited in size and will not include a residential component. As such, no recreation element is required, and no additional school or library expansions will be needed as a result of the proposed development.
11. Real Property Taxes. The Properties shall be taxed by the City at generally applicable rates. If the land is potentially subject to an abatement request due to an enterprise zone designation and/or extensive recoupment fees, and if a request for an abatement is made, the City acknowledges that it would consider such a request in accordance with applicable law so long as the terms of this Annexation Plan have otherwise been complied with by the owners and developers.
12. EMS. EMS protection shall be provided to the Properties by the Havre de Grace Ambulance Corps, Inc. pursuant to the conditions applicable to other properties within the corporate boundaries of the City of Havre de Grace.
13. Police. Police protection shall be provided to the Properties by the Havre de Grace Police Department pursuant to the conditions to other properties within the corporate boundaries of the City of Havre de Grace.

14. Timing of Municipal Services. Municipal services shall be provided at the time of construction/development of the Properties and prior to the issuance of any new use and occupancy permit.
15. Annexation Agreement. The City and the owners/developers of the Properties agree to enter into an Annexation Agreement and/or Public Works Agreements detailing the terms of this Annexation Plan and any other appropriate conditions, if required by the City. The provisions of this Annexation Plan are to be considered minimum requirements and additional requirements or more stringent requirements may be added and addressed in an Annexation Agreement and/or Public Works Agreements.

ENACTED this 20<sup>th</sup> day of April, 2020.

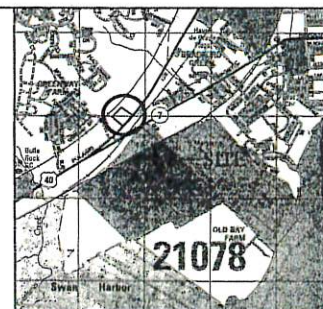
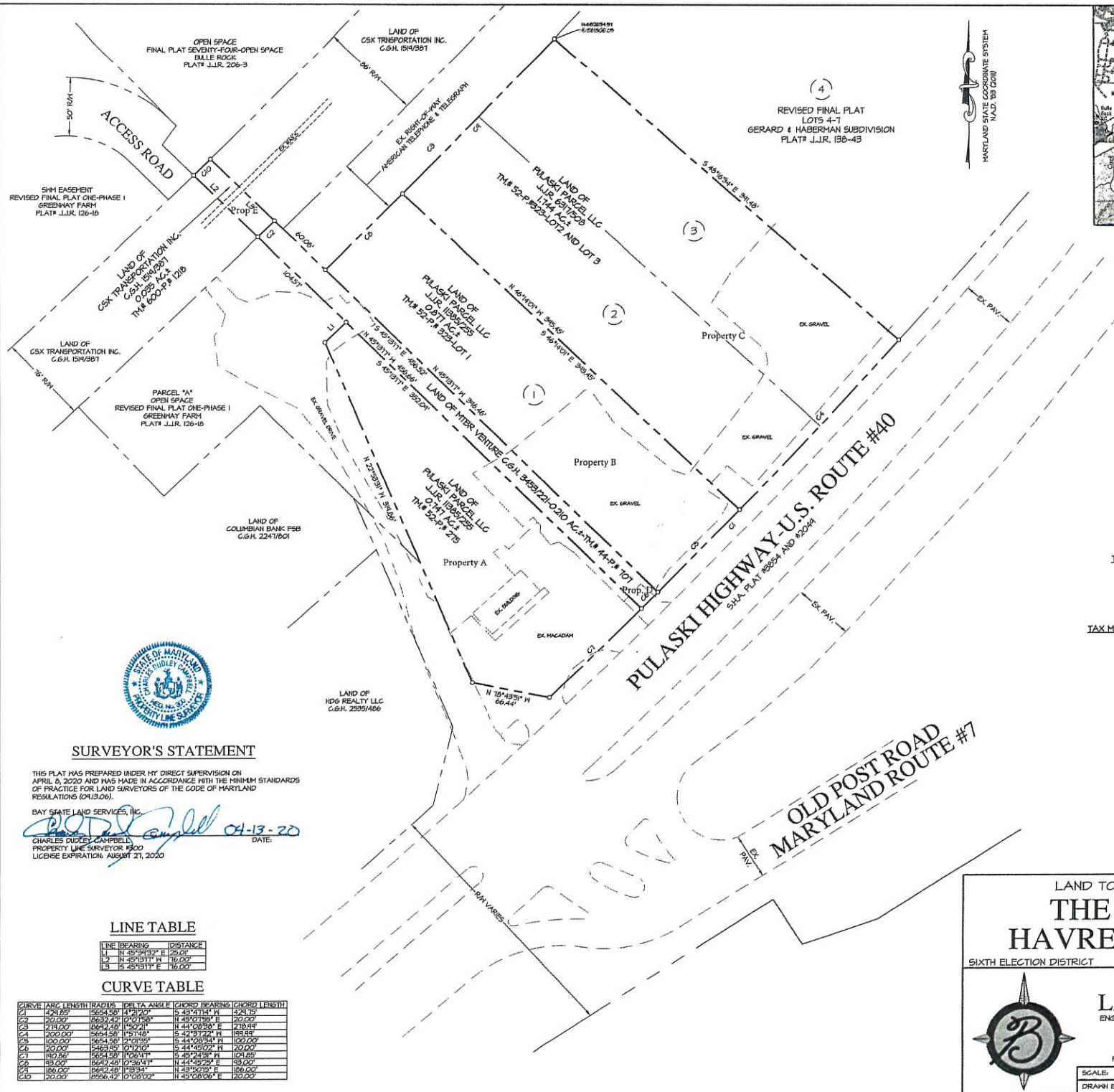
ATTEST:

THE MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

  
Patrick D. Sypolt  
Director of Administration

  
William T. Martin, Mayor

Introduced: April 20, 2020  
Adopted: April 20, 2020  
Effective Date: April 20, 2020



LOCATION MAP  
1" = 2000'

**SITE DATA**

**TAX MAP #52-PARCEL #275**  
OWNER: PULASKI PARCEL LLC  
601 WHITAKER MILL ROAD  
JOPPA, MARYLAND 21085  
DEED REF.: J.J.R. 11385/255  
0.741 AC.±

**TAX MAP #44-PARCEL #107**  
OWNER: HYPER VENTURES LLC  
650 S. EXETER STREET  
SUITE 200  
BALTIMORE, MARYLAND 21202  
DEED REF.: C.G.H. 3453/221  
0.210 AC.±

**TAX MAP #52-PARCEL #323-LOT 1**  
OWNER: PULASKI PARCEL LLC  
601 WHITAKER MILL ROAD  
JOPPA, MARYLAND 21085  
DEED REF.: J.J.R. 11385/255  
0.871 AC.±

**TAX MAP #52-PARCEL #323-LOT 2 AND LOT 3**  
OWNER: PULASKI PARCEL LLC  
601 WHITAKER MILL ROAD  
JOPPA, MARYLAND 21085  
DEED REF.: J.J.R. 6317/508  
1.744 AC.±

**TAX MAP #600-PARCEL #218**  
CSX TRANSPORTATION INC.  
500 WATER STREET-J-410  
JACKSONVILLE, FLORIDA 32202  
DEED REF.: C.G.H. 1514/381  
0.035 AC.±



**SURVEYOR'S STATEMENT**

THIS PLAT WAS PREPARED UNDER MY DIRECT SUPERVISION ON APRIL 8, 2020 AND WAS MADE IN ACCORDANCE WITH THE MINIMUM STANDARDS OF PRACTICE FOR LAND SURVEYORS OF THE CODE OF MARYLAND REGULATIONS (04.13.06).

BAY STATE LAND SERVICES, INC.  
*Charles Dudley Campbell* 04-13-20  
CHARLES DUDLEY CAMPBELL  
PROPERTY LINE SURVEYOR #500  
LICENSE EXPIRATION: AUGUST 21, 2020

**LINE TABLE**

LINE BEARING	DISTANCE
1. N 25°34'32" E	16.00'
2. N 45°13'11" E	16.00'
3. S 45°13'11" E	16.00'

**CURVE TABLE**

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	424.85'	2654.50'	124.20°	S 45°13'11" E	424.85'
C2	710.00'	2654.50'	124.20°	N 45°13'11" E	710.00'
C3	218.00'	2654.50'	124.20°	N 45°13'11" E	218.00'
C4	200.00'	2654.50'	124.20°	S 45°13'11" E	200.00'
C5	100.00'	2654.50'	124.20°	S 45°13'11" E	100.00'
C6	20.00'	2654.50'	124.20°	S 45°13'11" E	20.00'
C7	10.00'	2654.50'	124.20°	S 45°13'11" E	10.00'
C8	10.00'	2654.50'	124.20°	S 45°13'11" E	10.00'
C9	10.00'	2654.50'	124.20°	S 45°13'11" E	10.00'
C10	10.00'	2654.50'	124.20°	S 45°13'11" E	10.00'

LAND TO BE ANNEXED BY  
**THE CITY OF HAVRE DE GRACE**  
SIXTH ELECTION DISTRICT HARFORD COUNTY, MARYLAND

**BAY STATE LAND SERVICES**  
ENGINEERS • SURVEYORS • LAND PLANNERS  
ENVIRONMENTAL CONSULTANTS

P.O. BOX 858  
BEL AIR, MARYLAND 21014-0858  
PHONE: 410-871-4141 FAX: 410-420-3444

SCALE: 1"=50' DATE: 4-8-20 SHEET 1 of 1  
DRAWN BY: JSC CHK. BY: CDC JOB NO. 15024

## EXHIBIT C

*City of Havre de Grace, MD  
Monday, March 16, 2020*

### Chapter 20. Annexation Policy and Procedure

#### § 20-1. Policy.

The following principles shall govern annexation:

- A. The City Council may consider and act upon a petition for the annexation of land contiguous and adjacent to the corporate limits of the City in order to promote the health, safety, welfare, and economic development of the City.
- B. The annexation may be appropriate when it promotes coordinated planning for the area surrounding the land proposed for annexation, and where it is consistent with the plans for the present and future development of the City, and where it will not result in isolated development inconsistent with surrounding land uses.
- C. The annexation must contribute to the realization and/or furtherance of the goals and objectives of the Comprehensive Plan and any other corridor or small area plan.
- D. The location relative to existing public facilities and a review of the City's ability to provide public facilities to serve the annexation area.
- E. The development of relevant conditions for the protection and benefit of the residents of the City.
- F. The annexation will not result in an adverse fiscal impact upon the City.
- G. 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.





**June 15, 2020**  
**Council Meeting Proceedings**

**Public Hearing on Ordinance 1036 Concerning Infrastructure Bonds** was called to order at 7:00 pm on June 15<sup>th</sup>, 2020 with Mayor Martin presiding.

**Council Members present:** CP Glenn, CM Zinner, CM Martin CM Robertson, CM Ringsaker and CM Boyer. With no comments from Citizens, Council President made a motion to move the vote up to this evening for second reading. This motion was seconded by CM Robinson. Motion approved 6-0 with no further comments from Council the meeting was closed at 7:05 pm

The regular meeting of the Mayor and City Council was called to order on June 15, 2020 at 7:06 pm with Mayor Martin presiding.

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

The Pledge of Allegiance was recited, and opening prayer was given by CP Glenn in proxy for Pastor Mary Whitehead of The Healing House.

**Approval of Minutes:**

CM Ringsaker moved to approve the Council Meeting minutes of June 1, 2020. Seconded by CM Zinner. Motion carries 5-0 CM Martin Abstained.

**Comments from Mayor Martin:** Mayor Martin remarked on the evening's meeting and how it will work in its modified fashion to comply with the Governor's directive.

**Comments from Citizens on Agenda items:** None

CP Glenn made a friendly amendment to remove item 8 Appointments from the June 15<sup>th</sup> Agenda for this evenings meeting.

**Ordinance: 1035 Concerning FY 2021 City Budget**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF ESTABLISHING THE CITY BUDGET FOR FISCAL YEAR 2021, BY DESIGNATING THE ANNUAL PROJECTION OF ANTICIPATED REVENUES AND PROPOSED AUTHORIZED EXPENSES FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2021

A motion to introduce on first reading was made by CM Robertson with a second by CP Glenn. Motion carries 6-0.

A motion to adopt on first reading was made by CM Robertson with a second by CM Ringsaker. Motion carries 6-0.

**Ordinance: 1036**

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND (THE "ISSUER") ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE CHARTER OF THE ISSUER, PROVIDING FOR THE ISSUANCE AND SALE OF AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED FIFTEEN MILLION DOLLARS (\$15,000,000.00) OF BONDS OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, TO BE KNOWN AS "MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, INFRASTRUCTURE BONDS, 20\_\_ SERIES \_\_\_\_" (AS SUCH DESIGNATION MAY BE MODIFIED BY THE ADMINISTRATION TO REFLECT THE APPROPRIATE YEAR AND SERIES DESIGNATION AS PROVIDED FOR HEREIN) (THE "BONDS"), TO BE ISSUED AND SOLD PURSUANT TO THE AUTHORITY OF SECTIONS 4-101 THROUGH 4-255 OF THE HOUSING AND COMMUNITY DEVELOPMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED, AND SECTION 39 OF THE CHARTER OF THE ISSUER, WHICH SUCH BONDS MAY BE ISSUED IN ONE OR MORE SERIES AND THROUGH ONE OR MORE ISSUES OVER EACH OF THE NEXT FIVE YEARS, FOR THE PURPOSE OF (I) PROVIDING ALL OR A PORTION OF THE FUNDS NECESSARY FOR FINANCING AND/OR REFINANCING CERTAIN CAPITAL PROJECTS, AS MORE SPECIFICALLY PROVIDED HEREIN; (II) FUNDING A PORTION OF A CAPITAL RESERVE FUND AND (III) PAYING ISSUANCE AND OTHER COSTS RELATED TO THE BONDS; PROVIDING THAT THE BONDS SHALL BE ISSUED UPON THE FULL FAITH AND CREDIT OF THE ISSUER; PROVIDING FOR THE DISBURSEMENT OF THE PROCEEDS OF THE SALE OF THE BONDS AND FOR THE LEVY OF ANNUAL TAXES UPON ALL ASSESSABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE ISSUER FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE BONDS AS THEY SHALL RESPECTIVELY MATURE; PROVIDING FOR THE FORM, TENOR, DENOMINATION, MATURITY DATE OR DATES AND OTHER PROVISIONS OF THE BONDS; PROVIDING FOR THE SALE OF THE BONDS; AND PROVIDING FOR RELATED PURPOSES, INCLUDING (WITHOUT LIMITATION) THE METHOD OF FIXING THE INTEREST RATE OR RATES TO BE BORNE BY THE BONDS, THE APPROVAL, EXECUTION AND DELIVERY OF DOCUMENTS, AGREEMENTS, CERTIFICATES AND INSTRUMENTS AND THE MAKING OF OR PROVIDING FOR THE MAKING OF REPRESENTATIONS AND COVENANTS CONCERNING THE TAX STATUS OF INTEREST ON THE BONDS.

A motion to introduce on second reading was made by CM Robinson with a second by CM Martin. Motion carries 6-0.

A motion to adopt on second reading was made by CM Martin with a second by CM Robertson. Motion carries 6-0.

**Old Business:** None

**New Business:**

**License Agreement for Fence in the Right-of-Way located at 322 S. Union Ave.**

Motion: Ringsaker Second: Zinner. Motion Carries 5-1. CP Glenn voted against.

**Memorandum of Agreement between Aberdeen and Havre de Grace for Water Purchase.**

Motion: CM Martin Second: CM Boyer Motion Carries: 6-0

**Directors Report:**

**Patrick Sypolt, Director of Administration:** Thanked Council for their approval of the Water Purchase Agreement and the Bond Legislation. Both are key components in moving our City forward. Mr. Sypolt spoke about the upcoming City Election which will be held on Tuesday, June 23<sup>rd</sup>, at City Hall, located at 711 Pennington Avenue. Polls open at 7:00 a.m. and close at 8:00 p.m. Absentee ballots can be obtained from the Harford County Board of Elections located at 133 Industry Lane, Forest Hill, MD. For additional information please contact them at: 410-638-3565. Absentee ballots must be received at City Hall by 5:00 p.m. on Tuesday, June 23<sup>rd</sup>.

Mr. Sypolt also informed all that City Hall will be closed on Friday July 3<sup>rd</sup> in observance of Independence Day. City Hall will reopen on Monday, July 6<sup>th</sup> at 8:00 a.m.

**Shane Grimm, Director of Planning:** Mr. Grimm provided information for commenting on MDOT Maryland Department of Transportation's Regional Transportation Plan. The comment period closes on the 18<sup>th</sup> of June.

Mr. Grimm provided the Council with information on Harford Transit's proposal to provide bus shelters at several locations in the City.

**Erika Quesenbery-Sturgill, Director of Economic Development:** The Havre de Grace Economic Development Advisory Board will meet via Google Go to Meeting on Wednesday, June 17, 2020 from 4 to 5 pm. The meeting itself will be live streamed.

Havre de Grace welcomed a brand new business this past Friday, A Taste of the Teal Antler, a women and children's clothing and accessories boutique. Located at 119 North Washington Street.

Mrs. Quesenbery-Sturgill also shared that restaurants are allowed to be at 50% indoor capacity and on Friday, June 19 at 5 p.m. gyms and fitness studios can open at the same capacity rate.

**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.

**Tim Whittie, Director of Public Works:** An update on all City projects was presented by Mr. Whittie.

**Chief Teresa Walter, Havre de Grace Police Department:** Chief Walter wished to make citizens aware that hurricane season has begun and would like citizens to consider putting a plan together to be prepared if a hurricane should arrive. Chief Walter suggested to all that they make themselves aware of evacuation routes. Also you should have an internal contact plan with your family. Plan to have mask, disinfectant and all items you will need.

**Business from Mayor Martin:** Mayor Martin shared the 57th Annual Havre de Grace Art Show poster featuring a photograph of long time exhibitor, Sean Simmons from Bel Air, Maryland. He said the Art Show will be rescheduled for August 2021 but for this year planning a virtual event in the near future featuring exhibitors, food, and children's activities. Stay tuned.

The posters are presently available to purchase online with delivery at the Havre de Grace Art Show Facebook page or website or you can pick up in-person at Moon & Sea Creations at 467 Franklin Street, Havre de Grace.

Mayor Martin wished to let citizens know that the Promenade is now open in both directions and all City Parks are also open. He asked that citizens be safe and be responsible.

City Hall is now open to the public.

Mayor Martin spoke on the June 23<sup>rd</sup> City Election and he asked for citizen's support on the three year term.

## **Business from Council:**

**Council Member Robertson:** CM Robertson thanked the County Council President and various County Council Members who made a visit to the American Legion to see the work on the Marina project. CM Robertson shared how impressed he is with the local restaurants and how they are maintaining during this pandemic. He felt staff at the restaurants were doing a great job. CM Robertson shared Philippians Chapter 4 Verse 8, “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things”.

**Council Member Martin:** CM Martin thanked City staff for their work on the City Budget for FY21.

**Council Member Ringsaker:** CM Ringsaker was happy to see CM Martin back. CM Ringsaker encouraged all to vote for the three year term for mayor.

**Council Member Boyer:** CM Boyer thanked the Jaffe’s for the successful Candidates Forum they put on. CM Boyer wants to encourage everyone to take part in the new City composting. CM Boyer made a motion for Council to approve the removal of the do not enter signs at the 700 block of Congress Ave. Seconded by CM Ringsaker. Motion carries 6-0.

**Council Member Zinner:** CM Zinner welcomed back CM Martin. She also shared the process to obtain the Application for the Absentee Ballot.

**Council President Glenn:** CP Glenn spoke on this year’s ballot and the proposal to change the term of the office of the Mayor from two years to three years. He has long been a supporter of two year terms for City Council Members. He said because it is up to us to prove through our efforts that we deserve to sit on City Council. However, a three year term for the Mayor makes sense for two main reasons in which he shared as follows.

1. It falls hand in hand with the three year contracts of the Mayor’s Directors. So in those cases if the Mayor for some reason does change, the new Mayor could bring in his own team if he so desired.
2. In addition, it promotes fairness.

For those reasons, he will be voting yes for the ballot question supporting a three year term for the Mayor and the timing is right because the Mayor is not up for election this year. Also keep in mind that you have the opportunity to vote on this proposed change. Other municipalities make the decision without input from the residents. Not Havre de Grace. I am extremely proud of this administration who felt it was important enough to put it on the ballot. You decide who you want to serve so you should also decide the length of the respective terms. And my vote counts no more than yours and that is the way it SHOULD BE. Hope to see you at the polls.

**CP Glenn made a motion to adjourn at 8:58 with a second by CM Martin Motion carries 6-0.**

**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

410- 939-1800

[WWW.HAVREDEGRACEMD.COM](http://WWW.HAVREDEGRACEMD.COM)

## Public Work Session

May 18, 2020

6:00 p.m. Council Chambers, City Hall

711 Pennington Avenue, Havre de Grace, MD 21078

Purpose: To allow for interaction between the Council and Administration to review the proposed budget for fiscal year beginning July 1, 2020 through June 30, 2021.

Mayor, City Council and City Staff Present: Mayor William T. Martin; Council President Glenn, CM Boyer, CM Ringsaker, CM Robertson, CM Zinner, George DeHority, Director of Finance, and Patrick Sypolt, Director of Administration.

Mayor Martin opened the meeting and handed the meeting off to CP Glenn and the Council Members. Mayor Martin stayed in attendance.

CP Glenn thanked George DeHority for working with the Council and being very responsive in giving answers. He gave instructions that they would go through each page of the budget for any additional questions the Council may have.

### General Fund Operating Revenues

CP Glenn asked: Is the Admissions & Amusements tax primarily from Bulle Rock Golf Course?

Mr. DeHority responded: Yes, almost entirely except for about \$5,000 or \$6,000. Before Bulle Rock the revenue was \$7,000-\$10,000 a year and is now at its projected \$80,000.

CP Glenn commented: The Highway User revenue is increasing in large part to the Maryland Municipal League (MNL) efforts, in which CM Martin paid an active role.

CM Zinner commented: The grant revenue is significantly higher and time will tell if we get all the grants based on funds available from the county and state.

Mr. DeHority responded: All the new grants are tied to capital projects, which we can control as we won't start the project until we are awarded the grant so we aren't at any risk.

CP Glenn commented: The large jump in Contributions & Donations is due in large part to the \$235,000 contribution from the Scenic Manor developer for the Chapel Road bridge widening.

Mr. DeHority responded: That is correct. We've had that money for several years, but it's been reserved for the project so now that we are going to do the project it shows up as contributions.

### City Council

CP Glenn commented: Dues & Subscriptions reflect an increase in MNL dues for this year and the Public Relations budget line item is the televising of the Council meetings.

### Administration Offices

CP Glenn commented: The Seasonal Salaries is primarily for the trolley drivers and we are trying to make that happen.

Mr. DeHority responded: That is correct.

CM Robertson asked: I assume Independence Day is being cut because it moved from the Commission to community projects?

Mr. DeHority responded: Yes.

CM Robertson asked: Please speak to the increase in Public Relations.

Mr. Sypolt responded: A large percentage is due to the fireworks expenditure that is done for the Independence Day celebration – in the past, we would make that contribution directly to the Independence Day Commission and now we are paying it directly ourselves to the fireworks contractor.

### Tourism

CM Zinner asked: We are seeing increases across the board except on Hospitalization. Is this due to part-time workers not having that benefit?

Mr. DeHority responded: It does have an impact, but it is very difficult to look at a trend analysis because things can change as people go from husband and wife to family care or vice-a-versa, but hospitalization has been checked against the current holders and their current status with the planned anticipated increase in the premiums. Since part-time aren't eligible for the hospitalization that will greatly impact the reduction.

CP Glenn commented: Printing costs were a little higher in 2020, but that was from printing the destination guide for Tourism.

Mr. DeHority responded: Yes, they come out every couple years. They buy a big enough volume so they can hand them out over a couple years and get them reprinted every few years.

### Information Technology

CM Robertson asked: Is there money budgeted to put the resolutions and ordinances on the City website? He wants to make sure the project is in this year's budget.

Mr. Sypolt responded: A final determination has not been completed with IT as it relates to firewall protections. If and when that comes through it will come out of the Communications line item. The cost for this service would be a lease to the program.

Mr. DeHority responded: It would come under Administration - Public Relations.

### Economic Development

CM Zinner asked: Mr. DeHority, can you talk about changes to retirement?

Mr. DeHority responded: About 3-4 years ago there were some major exoduses from the police department and at that time we shifted our strategy from funding the pension retirement to take some of the money that normally would have gone to the civilian employee plan and take it to the police plan because it's funded at a lower percentage. The employee plan was up in the 90's and the police department were still in the 70's. After about 2-3 years of doing that we are reverting back to the more traditional approach; this was under the recommendation of our actuaries as they felt comfortable enough that the sworn officer plan was adequately funded to protect against any unanticipated risks so we went back to the more traditional. The overall increase was only a few percentage points. Everyone but sworn officers was a sizeable increase with a sizeable decrease in sworn officers.

CP Glenn asked: Does the Professional Services line item include contract related support?

Mr. DeHority: Yes, the primary contractor.

CM Boyer asked: Can you give clarification on Employee Development under Non-Employee Related Expenses?

Mr. DeHority & Mr. Sypolt responded: This is participation in economic seminars, training, and certification programs for personnel and contracted personnel.

#### Planning and Code Enforcement

CP Glenn commented: The staffing shows the right sizing efforts by the Mayor and City staff because we have reduction of one employee. This shows we're constantly looking at staff options and doing the right thing for the right reason.

Mr. DeHority responded: Every year we look at staffing to make sure what we're trying to accomplish and that staffing roles make sense.

CM Boyer asked: What accounts for decrease in county inspections?

Mr. DeHority responded: Reduced volume in new building. We don't anticipate major increase in new development.

#### Police Administration

CP Glenn asked: Under Range Maintenance, there are no capital projects for the range, this is for routine maintenance?

Mr. DeHority responded: That is correct.

CP Glenn asked: Is Communication Cost for upgrading the mobile terminals?

Mr. DeHority responded: Yes, one of the grants is \$30,000 to upgrade mobile terminals.

#### Police Patrol and Investigation

CP Glenn asked: Is the reduction in overtime due to the fact that we have an auxiliary workforce that helps?

Mr. DeHority responded: Yes, that is part of the plan.

#### Public Works

CM Boyer asked: Are there any large capital investments to purchase any large equipment?

Mr. DeHority responded: Capital projects are further in the budget. We will be replacing our fleet with a new rental program with Enterprise and will try this approach; this program has been successful with other municipalities. We are looking at a 4-5 year complete replacement of our fleet, including police vehicles.

CP Glenn commented: He struggles with Snow and Ice Removal under Other Supplies and Materials. When we get further in the year we may want to keep an eye on it.

Mr. DeHority responded: There was a lot of discussion on this line item. We take a reasonable guess, but we've been able to stay within our means.

CM Zinner commented: It may be that \$20,000 is a more realistic than we think based on what we've used in previous years.

Mr. DeHority responded: The plan this year is to stockpile before the end of the year because the end of the season is when you get the best price.

CP Glenn commented: The cost for 2020 for Recreation Support included upgrading trash cans in City parks, which is why costs went down since it won't be repeated this year.

Mr. DeHority responded: That is correct.

### Highways and Streets

CP Glenn commented: The equipment costs for 2020 included some repairs to street sweeper and the two-ton dump truck.

### Volunteer Organizations

CP Glenn commented: The Lower Susquehanna Heritage Greenway were projecting \$20,000 in 2021. We are getting big dividends from them relative to ongoing grants; it's been a great partnership this past year. The Colored School Museum doesn't have any costs identified with it because the Mayor reached out to them and they requested in-kind services for 2021.

Mr. DeHority responded: Yes, we are going to do grass cutting and things of that nature as that is what they requested.

### Capital Budget Worksheet

CP Glenn commented: He hopes we can capitalize on the trolley. When we get back to First Fridays, the trolley will come in handy especially for seniors who can't walk long distances.

CP Glenn asked: The City Hall Repairs are security upgrades to the main entrance. What are the details of the upgrades? Is it cameras?

Mr. DeHority: The City Hall upgrades are to protect the cashier window. There is capital for cameras for the promenade and the parks.

CP Glenn to CM Boyer: The capital project includes the Juniata Street sidewalks that CM Boyer was pushing for – it will be a big plus.

CM Boyer responded: That will be important for the new school so students don't have to walk in the street.

Mr. DeHority commented: With recent events, we have slowed down a lot of the capital projects so you will likely see one big budget adjustment to move them into next year, which will be more than normal.

CP Glenn commented: Once we get through Covid-19 and get back to some type of normalcy, it will be important for us to pull together supporting documentation that helps us identify the path forward and will require a relook of the budget in the October/November timeframe.

Mr. DeHority commented: It will probably be a very busy budget amendment year.

CM Robertson asked: Would we have an understanding by next month of those capital projects not going forward?

Mr. DeHority responded: We don't have any projects that we don't plan on going forward. Our best approach is we can look at the projects in July without a lot of guesswork.

### Water and Sewer Revenues

CP Glenn asked: Under the County Water Agreement, as of March 16 we had no actual year to date, but projected \$11,000 for 2020. Is that realistic? Do we anticipate anything for 2021?

Mr. DeHority responded: The total volume is realistic. It is a case of whether they request a special opening of the valve. The expectation is that if there is none it will just move into the line item above it. Dollar for dollar it should be in the ballpark.



### General Question

CM Robertson asked: How have City staff been affected by Covid, e.g., staff out sick?

Mr. DeHority responded: We've been very fortunate. As of now, we only know of 1 case. The hospitalization is primarily our insurance costs and would go up in 2022 if affected by Covid-19. We could see an increase even if we do well since the insurance company is nationwide, but we shop every year.

CM Robertson asked: What do we do if an employee has to go out due to Covid-19, but doesn't have the leave?

Mr. DeHority responded: We have 2 week short-term disability. We haven't heard from state or federal if there would be special consideration as we move forward, but we would participate in those if they do come forward. The City would work with the employee if they don't have the leave to take.

### Water Production

CP Glenn commended Mayor Martin for salaries going down as it shows another example of right sizing efforts for the City. It shows an honest effort is made to look at it year after year.

Mayor Martin responded: Thank you, he appreciated the comments. We have a good administrative team and every year when we go into the budget the goal is efficiency. We are never complacent.

### Water Distribution

CP Glenn asked: Is the increase in meters to replace several large industrial meters?

Mr. DeHority responded: That is the plan. When they reach a certain cycle or volume they get replaced because when they age they slow down and cost us money – broken meters work against us.

### Wastewater Treatment

CP Glenn commented: Sludge removal has almost doubled.

Mr. DeHority responded: Traditionally with sludge removal we have been dewatering and sending it to our wastewater plant and we are trying to redo that so the plant doesn't have to take on that much cleaning. It should improve the operational results.

CM Boyer asked: How is that related to what the county was putting in our lines?

Mr. Whittie, Director of DPW responded: We are working with the county. We are putting in a fan press. Updates are being made. We are disconnecting the lines to the sewer system. We are improving the process on how we remove the sediment. That is part of the price as we truck it out.

### Capital Budget Worksheet

Mr. DeHority commented: Virtually the entire list of the Fund 9 Capital Projects will be covered by the upcoming capital bond.

CM Boyer asked: Where are we on the bond?

Mr. DeHority responded: It should be going to the market the second week in July.

CM Boyer asked: Are rates right now favorable?

Mr. DeHority responded: To look at the county they are favorable. Right now they are at a volatile position, but the state hopes they will be calmer by the end of July.

CM Zinner asked: Do we have an option based on market conditions on when we pull the trigger?

Mr. DeHority responded: No, the state does that. We are taking advantage of their AAA bond rating, which is better than what we'd get on our own even with the volatility in the market.

CM Zinner asked: Will we be able to start to prioritize when they will be done and communicate that out?

Mr. DeHority responded: Yes, we've already looked at that and Mr. Whittie has a sense of prioritization of the projects.

#### Marine Facilities

CP Glenn asked: Is there any impact to the ramp fees regarding Covid-19 restrictions.

Mr. DeHority responded: Ramp fees have been slightly lower, but not as terrible as we originally feared, but it will be slightly down for ramp fees and gas sales. We have a healthy fund balance that can withstand a short term reduction in those kind of business activities.

CM Ringsaker commented: He has seen an increase of people on the weekdays.

CP Glenn thanked the Council. Despite Covid-19 they have been engaged in the process and getting their questions to Mr. DeHority and Mr. DeHority has been responsive as has the whole City staff as we worked through the budget. There will be more work to be done and adjustments to be made as we get more information on Covid-19.

Mr. DeHority echoed CP Glenn's sentiments and thanked the Council.

The session adjourned at 6:54 pm.

Respectfully submitted:

Tamara Brinkman

Video recording of the Public Hearing may be viewed online through City of Havre de Grace YouTube channel.



Public Meeting Notice: The Mayor and City Council will conduct a Public Hearing in the City Council Chambers, 711 Pennington Avenue, on Monday, June 8, 2020 at 6:00 p.m. The purpose of this session is to allow for the Council to receive public comment from the citizens concerning the proposed budget for fiscal year beginning July 1, 2020 through June 30, 2021.

## **PUBLIC HEARING AGENDA**

June 8, 2020

6:00 p.m.

1. Call to Order
2. Roll Call
3. Public Hearing: Proposed budget for fiscal year beginning July 1, 2020 through June 30, 2021.
4. Adjournment



**PUBLIC HEARING  
City Budget FY21  
June 8, 2020**

1. Call to Order

The Public Hearing on the FY 21 City Budget was called to order at 6:00 p.m. on June 8, 2020 with Mayor Martin presiding.

2. Roll Call

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

3. Public Hearing

The purpose of the public hearing was to allow for the Council to receive public comment from the citizens concerning the proposed budget for fiscal year beginning July 1, 2020 through June 30, 2021.

**ORDINANCE 1035 - AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF ESTABLISHING THE CITY BUDGET FOR FISCAL YEAR 2021, BY DESIGNATING THE ANNUAL PROJECTION OF ANTICIPATED REVENUES AND PROPOSED AUTHORIZED EXPENSES FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2021**

There were no citizens in attendance to comment.

Comment via Email – One submission from Joe Kochenderfer was read into the record by CP Glenn. Mr Kochenderfer recommended the City could go ahead with the budget as proposed, but that the funding of certain items should be put on hold until the actual financial hit on projected revenue can be defined.

Comment via Phone – CP Glenn spoke with CM Martin. CM Martin feels the budget should go forward, but given the situation with Covid-19 it will need to be revisited as some funds may not come in as expected.

Comments from Council Members –

CM Robertson responded to Joe Kochenderfer's comments. He can appreciate his comments, but thinks it is difficult to cut funds to volunteer organizations in a year when they have lost revenue to visitors. Also, although some of the additional improvement projects could be cut back, he doesn't recommend taking those projects out of the budget at this time.

CP Glenn agreed with CM Robertson and stated that Joe Kochenderfer recommended to move forward with the budget as proposed, but as the City receives additional information to take a hard look at the volunteer organizations. CP Glenn commented that as we receive additional information and move forward, we will be able to make better decisions and come up with creative ways that do not adversely affect anyone.

George DeHority, Finance Director noted that the large volunteer organizations do not receive all the funds up front, but are sent quarterly.

4. Adjournment

CP Glenn made a motion to adjourn at 6:13 p.m. with a second by CM Ringsaker. Motion carried 5-0.

Video recording of the Public Hearing may be viewed online at the City of Havre de Grace YouTube channel.

Respectfully submitted by Tamara Brinkman

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. \_\_\_\_\_

Introduced by \_\_\_\_\_ Council Member 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, BY CREATING CHAPTER 102, SUSTAINABLE LANDSCAPING REGULATIONS, IN ORDER TO ESTABLISH LANDSCAPING STANDARDS FOR NEW DEVELOPMENT AND REDEVELOPMENT IN THE CITY.

By the Council 7/6/2020

Introduced, read first time, ordered posted and public hearing scheduled

on: 7/6/2020

at: 7:00 p.m.

**PUBLIC HEARING**

A public hearing will be held on July 20, 2020 at 7:00 p.m.

**EXPLANATION**

Underlining indicates matter added to existing law.

**[Bold Brackets]** indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

**WHEREAS**, the Mayor and City Council desire to enhance the built environment and the quality of life in the City of Havre de Grace; and,

**WHEREAS**, the Mayor and City Council desire to establish Sustainable Landscaping Regulations that promote sustainable landscapes and healthy soils, improve water quality and create wildlife habitat.

**NOW THEREFORE**, the Mayor and City Council of Havre de Grace create a Chapter 102 of the City Code in its entirety as follows:

**§ 102-1. Title.**

This chapter shall be known and cited as the City of Havre de Grace's Sustainable Landscape Regulations. These regulations shall include the text, graphics and regulations, and any amendments thereto.

**§ 102-2. Purpose.**

The purpose of the landscaping regulations contained in this Ordinance is to enhance health and safety, as well as the quality of life in the City of Havre de Grace ("City"). These regulations are also intended to aid in the reduction of noise, heat, and glare; minimize erosion and sedimentation; and establish a healthier natural environment.

These regulations are also designed to promote sustainable landscapes within the City, conserve and restore healthy soils, reduce the use of irrigation for landscapes, improve the quality of surface waters, reduce energy consumption, provide wildlife habitat, and protect and restore native plant communities.

**§ 102-3. Scope.**

A. A landscape plan, consistent with the provisions of this Ordinance, shall be required for preliminary subdivision plans and all site plans. The landscape plan shall be submitted in conjunction with the initial preliminary subdivision plan and/or site plan submission.

B. To the extent possible, and consistent with this Section, properties being redeveloped shall meet the landscaping requirements of this Ordinance, as approved by the Director of Planning.

**§ 102-4. Definitions.**

A. Critical Root Zone (CRZ): Portion of the root system that is the minimum necessary to maintain vitality or stability of the tree. Encroachment or damage to the critical root zone will put the tree at risk of failure. The CRZ equals twelve inches (12") of radius from the trunk for each inch of trunk diameter measured at four and one-half feet (4.5') above ground level.

- 80 B. Diameter Breast Height (DBH): The diameter of a tree trunk in inches, at four and one  
81 half feet (4.5') above ground level.  
82
- 83 C. Dripline: An area on the ground defined by the outermost circumference of tree canopy.  
84
- 85 D. Invasive Plant: A non-native plant that reproduces more rapidly, out competes, and  
86 displaces Native Plants in the landscape. Invasive Plants shall include those listed by the  
87 Maryland Department of Natural Resources.  
88
- 89 E. Landscape: The area not occupied by structures, roads or parking. It includes existing and  
90 proposed plant materials, such as trees, shrubs, and perennials; natural materials, such as  
91 rocks, earthen berms and water; and man-made materials, such as sculpture, art, walls,  
92 fences, paving materials, and outdoor furniture.  
93
- 94 F. Native Plant: For the purposes of the City, a plant species that occurred in Maryland prior  
95 to European settlement. The native status of plants may be confirmed through the  
96 www.plants.usda.gov web site, using the Native Status Maps for each specie. For purposes  
97 of this ordinance Native Plant shall include Native Shade Tree, Native Street Tree, Native  
98 Shrub, Native Groundcover, Native grass, and Native perennial.  
99
- 100 G. Rain Garden: An excavated shallow surface depression planted with specifically selected  
101 Native Plants to treat and capture runoff.  
102
- 103 H. Screening: Restriction of objectionable views to intensive use or utility elements of a site  
104 by landscape plantings, berms, walls, and fences according to Section 102-10.  
105
- 106 I. Sustainable Landscape: A landscape that balances the needs of people, the economy, and  
107 the environment. A landscape which reduces energy consumption, protects soils, improves  
108 surface water quality, reduces the need for irrigation, and protects Native Plant  
109 communities.  
110

111 **§ 102-4. Landscaping Plan Requirements.**  
112

- 113 A. The landscape plan shall contain the following information:  
114
- 115 (1) Certification, including signature, seal, and date, by a Landscape Architect registered  
116 by the State of Maryland. For minor subdivisions of up to three (3) lots, the plan is  
117 not required to be sealed by a Landscape Architect.  
118
- 119 (2) The plan shall be drawn at a scale of not less than one inch equals 100' (1" = 100'),  
120 unless a different scale is approved by the Director of Planning.  
121
- 122 (3) The location of all existing and proposed structures, fences and walls; streets;  
123 parking/loading areas; utilities; lighting; rights-of-way; and easements.  
124



- (4) The location of all existing and proposed outdoor storage and trash receptacle areas.
- (5) Adjacent land uses and zoning classifications.
- (6) The location and general type of existing vegetation. Any existing vegetation to be removed shall be noted on the plan.
- (7) A plant list or schedule, indicating scientific and common names, required and proposed quantities, spacing, native plant status, and size of all proposed landscape materials at the time of planting shall be provided.
- (8) The plant list or schedule must also include any plant symbols used on the plan drawing and the expected mature spread of each plant.
- (9) Existing soil types and proposed topography shall be shown.
- (10) Proposed protection of existing trees to remain, and details of the protection.
- (11) Location and description of other landscape improvements, such as earth berms, walkways, raised beds, sculptures, fountains, street furniture, lights, and paved areas.
- B. Crime Prevention through Environmental Design (CPTED) standards shall be considered in the development of the landscaping plan. A copy of the landscape plan shall be provided to the Havre de Grace Police Department for review and comment prior to approval of the plan.

**§ 102-5. Topsoil.**

- A. No topsoil may be removed from the site until a minimum of four inches (4") of topsoil has been redistributed over all areas to receive turf, and eight inches (8") in areas of trees and shrubs.
- B. Areas to be landscaped shall not be used for uses such as waste dumps or parking areas during construction. Any material, such as construction debris or substances toxic to plants, shall be removed prior to the placement of topsoil.
- C. At least two (2) soil tests shall be performed on the topsoil to be redistributed, including organic material percent. Results and recommendations shall be furnished to the City representative and landscape contractor before plants arrive on site, or permanent turf is seeded.
- D. Subsections A-C shall be included as a required note on the landscaping plan.

§ 102-6. Existing Tree Preservation and Protection.

- A. Mature trees over six inches (6") in caliper shall be maintained and preserved and incorporated into the overall planting design, where feasible. These trees shall be identified on the landscape plan as existing trees to be preserved. A developer may make a request in writing to the Director of Planning to remove existing trees over six inches (6") in caliper. The request must provide a justification for removal of the tree(s).
- B. An existing tree shall be considered preserved if there is no disturbance within the tree's dripline, or Critical Root Zone, whichever is greater. Disturbance includes earth disturbance, earth compaction, vehicular and foot traffic, material stockpiling, and/or the construction of any proposed improvements and utilities.
- C. The following conservation practices are mandatory and shall be noted on grading and erosion and sediment control plans, and employed in order to preserve existing trees. In addition to the other requirements specified in this Section, these conservation practices shall be undertaken during land development activities. Prior to any clearing or site disturbance, the applicant and/or site contractor shall meet with the City to further determine methods to minimize tree loss.
- (1) All trees and other vegetation to be preserved shall be protected from equipment damage by temporary snow fencing or other effective barriers approved by the City. Fencing or barriers around trees shall be placed outside the dripline. Tree protection installation must be approved by the City prior to the start of any clearing, grading, or other earth disturbance and monitored periodically. The tree protection fencing shall be maintained by the applicant while in place. It shall be removed after all earth moving and construction activities that may impact tree roots are completed, including contractor worker parking.
  - (2) When disturbance within the Critical Root Zone is unavoidable, applicants shall minimize encroachment and use the best available methods as approved by the City to minimize damage and preserve trees. These methods may include utility tunneling, use of geo-textiles, mulching, hand root pruning, and soil aeration.
- D. Should any mature viable trees on the site not scheduled to be removed and counted as required landscape plantings, be irreparably damaged during site preparation activities and, as a consequence thereof, die or decline as determined by the City, within eighteen (18) months of the conclusion of construction activities, such trees shall be replaced with nursery grown material. The replacement trees shall be three inch (3") caliper minimum.

§ 102-7. Plant Material.

Unless otherwise specified, nursery-grown plant materials shall conform to requirements listed in the "American Standard for Nursery Stock", ANSI Z60.1, current edition, published by

AmericanHort. The following guidelines are the minimum required for all nursery grown plant materials as required in this Section:

- A. Plants for landscaping shall have been grown in USDA Hardiness Zones 5, 6, or 7, and within 250 miles of the City. A nursery stock certificate and plant material invoice shall be provided to the City indicating the location of the nursery(s).
- B. All trees, shrubs, and plants shall be sound, healthy, and vigorous, and shall be free from disease, insects, insect eggs and larvae.
- C. No invasive plants shall be utilized. No plants listed by the State as "Noxious Weeds" shall be planted. Plants used to fulfill the requirements for native plants shall be per the definition of native plant.
- D. The type(s) of plantings shall be limited to species that will not create conditions hazardous to the public safety within public street rights-of-way, underground and aboveground utilities, and clear sight triangles including at all intersections of streets and/or driveways. Such hazards shall include, but are not limited to, low hanging branches, excessive shallow root mass, poisonous or toxic plants, and plants with thorns, nettles and spikes.
- E. The locations, dimensions, and spacing of required plantings shall be adequate for their proper growth and maintenance, taking into account the sizes of such plantings at maturity and their present and future environmental requirements, such as soil moisture and sunlight.
- F. For projects located within the Chesapeake Bay Critical Area, all plant material must be native plants.
- G. Shade trees for all requirements shall have a minimum caliper of two inches (2") at installation. Shade trees shall be native plants.
- H. Large street trees shall have a minimum caliper of two inches (2") at installation, and a mature height of greater than thirty feet (30'). A minimum of 75% of the large street trees shall be native plants.
- I. Small street trees shall have a minimum caliper of one and one-half inches (1.5") at installation, and a mature height of less than 30'. Multiple-trunk trees should be identified as such in the plant list. Multiple-trunk trees shall be counted as one (1) tree. A minimum of 50% of all small street trees shall be native plants.
- J. Evergreen trees shall have a minimum height of six feet (6') at installation. A minimum of 50% of evergreen trees shall be native plants.
- K. Shrubs shall be spaced according to their size, growth characteristics and intended use. Shrubs shall comply with the following requirements:

(1) Large shrubs are defined as shrubs naturally growing to a height of more than four feet (4'); and shall be a minimum size of two feet (2') in height at planting. 100% of the large shrubs shall be native plants.

(2) Small shrubs are defined as shrubs naturally growing to a height of less than four feet (4'); and shall be a minimum size of 18" in height or 18" in spread, depending on variety. A minimum of 50% of the small shrubs shall be native plants.

L. Ground Cover is defined as plantings to prevent soil erosion, and may include small shrubs, herbaceous perennials, meadows, bulbs and annuals. Plants shall be spaced appropriate to type and size at installation. Ground cover plants shall be spaced and seeding rates sufficient so that 100% of the beds are covered after three (3) years' growth.

M. A variety of plant species are encouraged to avoid monocultures, to encourage long-lived species and to promote wildlife habitat. Of the required tree plantings and of the shrub plantings, no more than 33% may be of one species.

N. To allow for design flexibility, plant material substitutions from the requirements may be permitted at the discretion of the Director of Planning. In such cases, the applicant must demonstrate to the satisfaction of the Director that the general intent of the ordinances is achieved.

O. Trees, shrubs, and perennials that produce food for human consumption, or can be harvested for medicinal properties, may be substituted for any plant material required by this Ordinance, as long as the tree, shrub, or perennial meets the screen, shade, safety, or engineering objective of the planting. No invasive plants or noxious weeds may be utilized under this section.

#### § 102-8. Street Trees.

Street trees shall be planted along all proposed streets, and in redevelopment projects.

A. Street tree standards include:

(1) Trees must meet the requirements of Section 102-7 Plant Material, for large and small street trees.

(2) Trees must be balled and burlapped with the native soil in which the tree had been growing.

(3) Trees shall have a minimum 24" rootball when planted.

- (4) Tree straightening shall be included in the bond for eighteen (18) months following installation. Staking or guying are not required, but may be used in situations of high winds or loose soil.
- (5) Large street trees shall be spaced a maximum of 50'. Small street trees shall be spaced a maximum of 30'.
- (6) Street trees shall be planted between the right-of-way line and the building setback line. Street trees shall be at least ten feet (10') from the edge of the roadway, and at least five feet (5') from sidewalks.
- (7) Use of multiple species is permitted provided that along a street the trees are similar as regards to height and spread and that similar species are planted within single or two-family, detached lots.
- (8) Trees shall be planted so as not to interfere with the installation and maintenance of sidewalks, lights and utilities. Street trees shall be setback ten feet (10') from underground utilities; tree canopies or crowns at maturity shall not interfere with overhead utilities. Small street trees may be placed beneath overhead utilities if the mature size of the tree will not interfere with the lines, and approval is granted by the utility company.
- (9) Existing trees to remain may count towards the required number of street trees if the trees are between the right-of-way line and the building setback line, are at least four inches (4") in diameter, measured 12" above the ground, and are limbed up at least six feet (6') in height.
- (10) Street trees are the property and responsibility of the lot owner. Maintenance of street trees, including watering, pruning, pest control, and removal if necessary, is the responsibility of the lot owner. If street trees die, they shall be removed and replaced by the lot owner, with the same size and species of tree indicated on the development plan, or alternate size and specie acceptable to the City.
- (11) The Department of Planning, in consultation with the Department of Public Works and Tree Commission, shall develop and maintain a list of approved tree species for large, small and shade trees.
- (12) The following tree species are prohibited: Acer platanoides (Norway Maple) all varieties, Liriodendron tulipifera (Tulip Poplar), Pyrus calleryana (Bradford Pear) and other cultivars, Populus species (Poplar) all species, Salix Species (Willow), all species.

§ 102-9. Parking Lot Landscaping.

A. All parking lots with six (6) or more spaces shall be designed and effectively landscaped with trees and shrubs to:

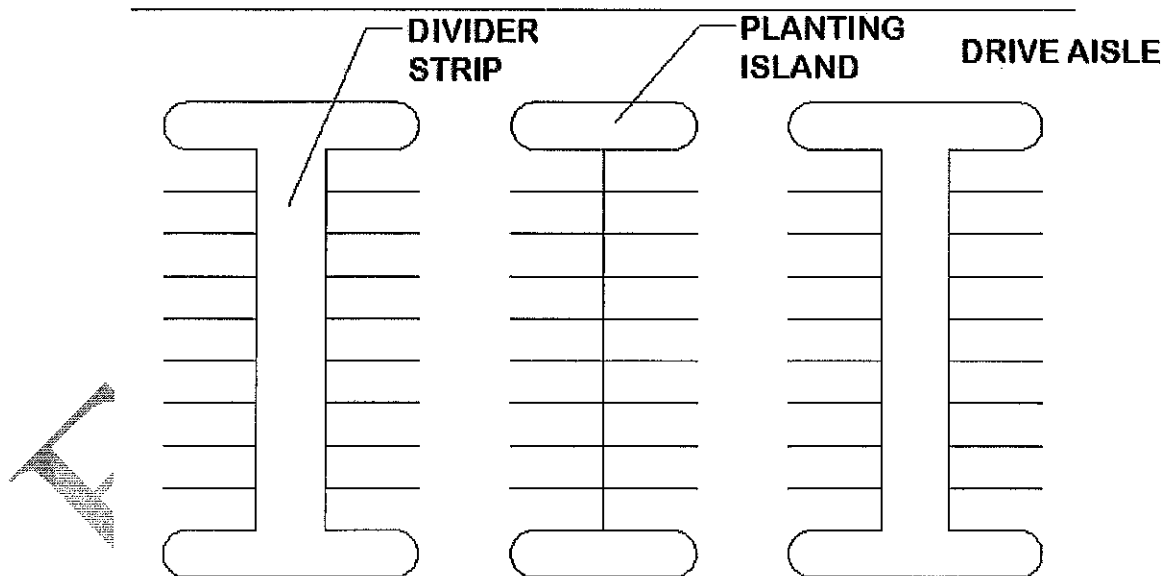
- (1) Provide shade in order to reduce the amount of reflected heat.
- (2) Reduce the visual impact of glare, headlights and parking lot lighting.
- (3) Facilitate pedestrian circulation and safety.
- (4) Facilitate vehicular circulation by delineating driving lanes and defining rows of parking.
- (5) Provide one (1) Shade Tree within the parking lot, either in islands or divider strips for every ten (10) car parking spaces in the lot, or portion thereof. (See Subsections B. and C.) These trees count toward the requirements of island and divider strip landscaping, and are not in addition to those requirements.
- (6) To accommodate turning maneuvers of large vehicles, trees may be located outside of the parking area in groups, infiltration areas, or fence rows.
- (7) Provide filtering of impervious surface runoff to one or more Stormwater Infiltration BMP's as approved by the Director of Public Works.

B. Planting islands (see diagram below) shall conform to the following standards:

- (1) Planting islands shall be distributed throughout the parking lot, so that one (1) planting island, a minimum of ten feet (10') wide by 18' long, shall be located at the each end of each parking row and at intervals of no greater than every ten (10) parking spaces. The island shall separate the last parking space from the drive aisle on each end of an interior parking row.
- (2) In a 90° double bay parking row, the islands shall be a minimum of ten feet (10') wide and 36' long. Angled parking lot islands must have a minimum average of ten feet (10') width.
- (3) Each planting island shall contain at least one (1) shade tree plus small shrubs, ground cover, and/or perennials to cover the entire area at maturity. A minimum of 50% of all trees, shrubs and perennials shall be native plants as defined in this Ordinance. Shrubs shall not exceed two feet (2') in height.
- (4) The placement of light standards shall be coordinated with the landscape plan to avoid a conflict with electric lines and provide adequate lighting.

C. Divider strips (see diagram below) shall conform to the following standards:

- (1) Divider strips shall be placed every other bay of parking running the length of the rows of parking and landscaped with plantings of shade trees, large and/or small shrubs, and ground cover to cover the entire area at maturity. A bay of parking is the width of pavement needed to accommodate either one (1) or two (2) rows of parking stalls plus one (1) access lane. The use of Stormwater Infiltration BMP's is strongly recommended in divider strips, where conditions are appropriate, and in accordance with the Chapter 169 of the City Code.
- (2) Divider strips shall be a minimum of ten feet (10') wide unless a sidewalk is proposed within the divider strip. If a sidewalk is proposed within the strip, the sidewalk must be placed to one side. The divider strip shall be increased in width by five feet (5') to accommodate the sidewalk.
- (3) A minimum of one (1) shade tree and three (3) large or small shrubs shall be required for each 30' of divider strip. The plants need not be spaced evenly apart; however, the maximum spacing shall be 50'. Shrubs near the ends of divider islands shall not exceed two feet (2') in height at maturity so as not to block visibility. This shall not preclude the use of taller shrubs elsewhere within the divider island. Plants shall be at least 50% native plants. Native ground cover, perennials or shrubs shall be installed over the remainder of the divider island to stabilize the soil and slopes. Parking Lot Illustration.



D. Parking lot perimeter landscaping shall be provided to visually screen parking lots, limit glare from headlights and enhance the community streetscape character, and shall conform to the following standards:

- (1) The landscape strip shall have a minimum width of ten feet (10') measured from the street right-of-way or property line. Parking lots set back more than 50' from the

property line shall have the perimeter landscaping width measured from the edge of the parking lot.

- (2) Within the landscape strip, the screening shall consist of a combination of trees, shrubs, ground cover or earthen berms to provide a minimum four foot (4') height screen along property lines, and a minimum three foot (3') height screen along streets.
- (3) Parking lot perimeter landscaping shall be broken only at point of vehicular or pedestrian access, and shall comply with height limitations in clear sight triangles.
- (4) The plants shall provide an immediate visual screen of 50%, and an effective visual screen of 75% within three (3) years.

E. Plantings shall be placed between car parking lots and buildings to break up long stretches of façade, shade the building, and provide a more comfortable pedestrian environment.

- (1) Plantings are required for all sides of a building facing car parking areas. Plantings are not required along the sides of buildings containing service or loading areas. If part of a side of the building faces parking, only that portion is subject to these requirements. Loading areas must be appropriately screened according to the requirements of Section 102-10.
- (2) The minimum planting requirement shall be one (1) shade tree or small street tree, and ten (10) large or small shrubs per fifty feet (50') of building façade.
- (3) At least 60% of the plantings shall be evergreen and at least 50% shall be native plants.

#### § 102-10. Screening.

Screening is required for outdoor storage, off-street loading, trash collection areas, and outdoor mechanical and fuel equipment. Screening shall provide reduction of views, light and noise.

A. Screening may include evergreen landscape plantings, berms, walls, and fences.

B. Screens shall provide a 100% visual barrier to the element at a height of four feet (4') at the time of installation. Screens shall provide a 100% visual barrier to the element at a height of six feet (6') within two (2) years. Landscape plants shall be placed in multiple staggered rows.

#### § 102-11. Guarantee and Maintenance.

The estimated, or if known, the actual cost of all landscape materials depicted on the approved landscape plan and installation costs shall be provided and be financially secured, guaranteed and maintained consistent with the following subsections.



- 466 A. All landscape improvements to be provided shall be installed and maintained by accepted  
467 practices as recognized by the American Nursery and Landscape Association (ANLA).  
468 Planting and maintenance of vegetation shall include, as appropriate, but not necessarily  
469 limited to, provisions for surface mulch, staking and guying, tree straightening, irrigation,  
470 fertilization, insect and disease control, pruning, mulching, weeding, and watering.  
471
- 472 B. The applicant shall make arrangements acceptable to the City that all landscape  
473 improvements installed in accordance with this Ordinance shall be guaranteed and  
474 maintained in a healthy and/or sound condition, or otherwise be replaced by equivalent  
475 improvements, for a period of eighteen (18) months following their installation, except as  
476 may otherwise be required by this Section.  
477
- 478 C. After installation and prior to commencement of the guarantee period required above, the  
479 City shall perform an inspection of the finished site for compliance with the approved  
480 landscape plan. Provided the finished site is found to be in compliance, the first 18 month  
481 guarantee period shall commence five (5) days from the date of inspection. All plants shall  
482 be in a vigorous and thriving condition at the end of the 18 month period as determined  
483 above. Final inspection of the site following the 18 month period will be made by the City.  
484 It is recommended that trees and shrubs be planted between September 15 and November  
485 1 or between March 1 and May 1.  
486
- 487 D. Plants found to be in poor health during the eighteen (18) month guarantee period shall be  
488 replaced with nursery-grown plants, in accordance with the approved landscape plan,  
489 within thirty (30) days of being notified by the City. If notification is made out of season,  
490 replacements shall be made during the next planting season. If the original plants declined  
491 due to poor species selection, substitute plants, determined by the City to be more suitable  
492 for the site's environmental conditions or planting scheme, shall be used, and a modified  
493 landscape plan shall be filed with the City. Replacement plants shall be inspected by the  
494 City after installation. All replacement plants shall be subject to a new 18 month guarantee  
495 period and inspections by the City as prescribed in Subsections B. and C. above.  
496
- 497 E. Where accidental damage or vandalism of plants occurs, the applicant shall replace the  
498 damaged plant material in accordance with the original or an approved modified landscape  
499 plan.  
500
- 501 F. The applicant shall be required to post financial security for the maintenance and/or  
502 replacement of the proposed vegetation, including compensatory plantings, during the 18  
503 month guarantee period. The amount of the financial security shall be equal to 110% of the  
504 amount of the cost estimate submitted with the approved landscape plan. In addition,  
505 financial security shall be required for existing trees to remain where soil disturbance is  
506 within the dripline, if the trees are counted toward any requirement of the Sustainable  
507 Landscaping Ordinance. Financial security is not required for existing preserved trees  
508 outside the construction limits or for material not being used to satisfy the minimum  
509 requirements of this Ordinance.  
510

- G. The applicant shall make arrangements acceptable to the City for the long-term landscape maintenance of common lands and facilities. The applicant shall provide the names, addresses and telephone numbers of those persons or organizations who will be assuming such responsibilities. Landscape improvements required by this Ordinance shall be the subject of suitable restrictive covenants and, if practicable, rules and regulations governing the use and maintenance of common land and facilities, which covenants, rules and regulations shall be in form and substance acceptable to the City Attorney and, in the case of covenants, recorded as encumbrances running with the land on which the improvements are installed. The covenants, rules and regulations shall, without limiting the foregoing, require the maintenance and replacement, and prohibit the destruction or removal, of all landscape materials and improvements depicted on the approved landscape plan, empower the City to enforce said obligations, and prohibit the amendment or termination of any of the mandatory terms thereof without the express joiner of the City.

#### § 102-12. Right of Entry.

Upon presentation of proper credentials, the City may enter at reasonable times upon any property within the City to inspect the condition of the landscape in regard to any aspect regulated by this Ordinance.

#### § 102-13. Enforcement.

- A. It shall be unlawful for a person to undertake any regulated activity, except as provided in an approved landscape plan.
- B. It shall be unlawful to violate any Section of this Ordinance.
- C. Inspections regarding compliance with the landscape plan and guarantee are a responsibility of the City.

#### § 102-14. Suspension and Revocation

- A. Any approval issued by the City pursuant to this Ordinance may be suspended or revoked for:
  - (1) Non-compliance with or failure to implement any provision of the approved landscape plan or agreement.
  - (2) A violation of any provision of this Ordinance or any other applicable law, ordinance, rule, or regulation relating to the regulated activity.
  - (3) The creation of any condition or the commission of any act during the regulated activity which constitutes or creates a hazard, nuisance, pollution, or endangers the life or property of others.
- B. A suspended approval shall be reinstated by the City when:

(1) The City has inspected and approved the corrections to the violations that caused the suspension.

(2) The City is satisfied that the violation has been corrected.

C. An approval that has been revoked by the City cannot be reinstated. The applicant may apply for a new approval under the provisions of this Ordinance.

D. If a violation causes no immediate danger to life, public health, or property, at its sole discretion, the City may provide a limited time period for the lot owner to correct the violation. In these cases, the City will provide the lot owner, or the lot owner's designee, with a written notice of the violation and the time period allowed for the lot owner to correct the violation. If the lot owner does not correct the violation within the allowed time period, the City may revoke or suspend any, or all, applicable approvals pertaining to any provision of this Ordinance.

#### § 102-15. Penalties.

Any person or entity found to be in violation of in this chapter shall be guilty of a misdemeanor. If any unlawful act is continuing, then each day during which such violation continues shall be considered a separate offense. In addition to any criminal penalty which may be imposed, all the provisions of this chapter may be enforced by petition for injunction filed on behalf of the Mayor and City Council of Havre de Grace.

#### § 102-16. Appeals and variances.

The Board of Appeals has the authority to grant variances from the requirements of this chapter when the literal enforcement of the requirements imposes practical difficulty or an unreasonable hardship. A property owner may seek a variance to the requirements of this chapter by filing an application with the Department of Planning in accordance with the City Code and standards established by the Department. The Board of Appeals must make the following findings in order to grant a sign variance:

A. The applicant has established that there are practical difficulties in complying with this chapter due to unusual conditions or circumstances related to the property.

B. The hardship is due to circumstances unique to the property that have not been created by the landowner.

C. The relief is the minimum necessary to accommodate the proposed development.

D. The variance is in harmony with the general purposes of this chapter and intent of the Zoning Code.

[Signatures to follow on next page.]

Signed by the Mayor and attested by the Director of Administration this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

THE MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE, MARYLAND

\_\_\_\_\_  
Patrick D. Sypolt  
Director of Administration

\_\_\_\_\_  
William T. Martin  
Mayor

Introduced/First Reading: 7/6/2020

Public Hearing: 7/20/2020

Second Reading/Adopted:

Effective Date:

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. \_\_\_\_\_

Introduced by \_\_\_\_\_ Council Member 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 81: FOREST CONSERVATION, ARTICLE X, PAYMENT INSTEAD OF AFFORESTATION AND REFORESTATION, AND ARTICLE XVI, ANNUAL REPORT.

By the Council 7/6/2020

Introduced, read first time, ordered posted and public hearing scheduled

on: 7/6/2020

at: 7:00 p.m.

**PUBLIC HEARING**

A public hearing will be held on July 20, 2020 at 7:00 p.m.

**EXPLANATION**

Underlining indicates matter added to existing law.

**[Bold Brackets]** indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

35 **WHEREAS**, on December 21, 1992 the Mayor and City Council of Havre de Grace enacted an  
36 Ordinance concerning Forest Conservation (Ordinance No. 767) to meet the then current  
37 requirements of Section 5-1601 through 5-1612 of the Natural Resources Article of the Annotated  
38 Code of Maryland and the corresponding interpretive regulations of the Code of Maryland  
39 Regulations; and

40  
41 **WHEREAS**, the provisions of Ordinance No. 767 were derived from the Model Forest  
42 Conservation Ordinance promulgated by the Maryland Department of Natural Resources as set  
43 forth in COMAR §§08.19.03.01, et seq. ("The Model Ordinance") and was subsequently amended  
44 on June 17, 2003 by Ordinance No. 840; and

45  
46 **WHEREAS**, the Mayor and City Council of Havre de Grace deems it necessary to amend by  
47 adding to Ordinance No. 840 with this Ordinance No. --- to comply with amendments to State of  
48 Maryland regulations to reflect statutory changes that were adopted during the 2019 Legislative  
49 Session as related to Forest Conservation, §08.19.03.01 Ordinance for Local Program and minor  
50 amendments for fee structure as per State Model Ordinance.

51  
52 **NOW THEREFORE, BE IT ORDAINED, AS FOLLOWS:**

- 53  
54 1. Chapter 81 shall be amended as follows, with words shown **bold underlined** to be added and  
55 those shown [bracketed with strikeout] to be deleted;

56  
57 § 81-10 Payment in lieu of afforestation and reforestation.

58  
59 A. Forest Conservation Fund.

- 60  
61 (1) There is established a forest conservation fund in the local program **that meets the**  
62 **requirements of Natural Resources Article, §5-1610(h-1), Annotated Code of**  
63 **Maryland.**

- 64  
65 (2) If a person subject to this chapter demonstrates to the satisfaction of the Department  
66 that requirements for reforestation or afforestation onsite or offsite cannot be  
67 reasonably accomplished, **and appropriate credits generated by a forest mitigation**  
68 **bank in the same City or watershed are not available,** the person shall contribute  
69 money into the City forest conservation fund:

- 70  
71 (a) For a project inside a priority funding area, as defined in Natural Resources  
72 Article, §5-1610, Annotated Code of Maryland, at a rate of [30] **30.5 cents per**  
73 **square foot of the area of required planting** [until September 30, 2014, when  
74 the amount shall be adjusted for inflation as determined by the Department  
75 annually by regulation] **with the amount adjusted by the Department based**  
76 **on the previous year's inflation rate;** and

- 77  
78 (b) For a project outside a priority funding area, at a rate of [36] **36.6 cents per**  
79 square foot of the area of required planting [until September 30, 2014, when

the amount shall be 20% higher than the rate established for a project inside a priority funding area].

§ 81-10 Payment in lieu of afforestation and reforestation.

A. Forest Conservation Fund.

(4) The City shall accomplish the reforestation or afforestation for **the equivalent number of acres for** which the money is deposited within two years or three growing seasons, whichever is a greater time period, after receipt of the money.

§ 81-16 Annual report.

C. Amount of reforestation and afforestation fees and noncompliance penalties collected and expended, **the number of acres for which the fees were collected, and the number of acres reforested, afforested, or conserved using the fees.**

Signed by the Mayor and attested by the Director of Administration this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

THE MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE, MARYLAND

Patrick D. Sypolt  
Director of Administration

William T. Martin  
Mayor

Introduced/First Reading: 7/6/2020  
Public Hearing: 7/20/2020  
Second Reading/Adopted:

Effective Date:



# City of Havre de Grace

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

410- 939-1800  
410- 575-7043

Dear Event Sponsor,

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

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

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

☒ Yes Completed and signed application

☒ Yes Certificate of insurance- city must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars

☒ Yes Complete and detailed site plan to include maps

☒ Yes Documentation of non-profit status

☒ Yes Traffic control plan

☒ Yes State Highway Permit (if applicable)

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

**Applications must be submitted 45 days prior to the event.**

Sincerely,

**Patrick Sypolt**

Director of Administration

711 Pennington Ave.

Havre de Grace, MD 21078

Questions: 410-939-1800 x 1138

Email: [patrick@havredegracemd.com](mailto:patrick@havredegracemd.com)

Applicant Initial *Jan*  
EVENTS REV. Jan. 3, 2020

Page 1 of 10

City Representative Initial *TB*





### **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:**EVENT NAME: Susquehanna Hose Co. members crab feastHost Organization: Susquehanna Hose Co. Inc.Business Address: 911 Revolution St HDG md 21078On Site Contact Person: Joseph Miller PresidentContact Information **Phone:** \_\_\_\_\_**Email:** t \_\_\_\_\_Back-Up Site Contact Person: Scott Hurst ChiefContact Information: **Phone:** \_\_\_\_\_**Email:** s. \_\_\_\_\_**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? X Yes \_\_\_\_\_ No

Is the Host Organization a 501 C3? \_\_\_\_\_ Yes \_\_\_\_\_ No

Tax ID # 33044026If the Host Organization is not a Havre de Grace Non-Profit, please provide additional details below:  
\_\_\_\_\_  
\_\_\_\_\_**Event Category:**

<u>_____</u> Athletic/Recreation	<u>_____</u> Concert/Performance	<u>X</u> Other (explain)
<u>_____</u> Festival	<u>_____</u> Carnival	<u>_____</u> SHCO member crab feast.

<u>_____</u> Parade	<u>_____</u> 5K/10K/Walk *	<u>_____</u>
<u>_____</u> Rally	<u>_____</u> Fishing Tournament	<u>_____</u>

**\* 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>September 26 2020</u>	Time: <u>AFTER</u> farmer market is done _____
Event Starts	Date: <u>September 26</u>	Time: <u>2</u> pm _____
Event Ends	Date: <u>September 26</u>	Time: <u>9</u> pm _____
Rain Date	Date: <u>none</u>	Time: _____

**Location:**

<u>_____</u> Millard E. Tydings Memorial Park	<u>_____</u> Concord Point Park
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**(No vehicles permitted in Tydings Park)**

<u>_____</u> David Craig Park	<u>_____</u> K-9 Cody Dog Park
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\_\_\_\_\_ McLhinney Park

\_\_\_\_\_X\_\_\_\_\_ Community Pavilion at Frank J. Hutchins  
Memorial Park

Other location, please explain: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_175\_\_\_\_\_

Admission Fee (if any): \_\_\_\_\_none\_\_\_\_\_

**Requested City Services:**

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

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

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

**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.

☐ This is a SHCO members and guest only event, security and underage drinking control will be done by non-drinking members.

---

**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. ☐ SHCO will have EMT members on sight.

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**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?

- Only Non-Profit Organizations may post event signs.

### When should signs be posted?

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

### What is an Approved Sign?

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

### What is not an approved sign?

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

### Approved Locations:

- 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
- 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:**

**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 Joseph Miller

Title President

Signature: Joseph A. Miller

Date 5/13/2020

Event Title: Susquehanna Hose Co. members crab feast.

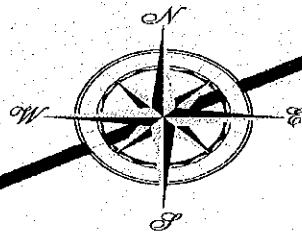
Received by Tammy Binkna  
City Official Date

Applicant Initial JM  
EVENTS REV 1 Jan. 3, 2020

The City of Havre de Grace	410-939-1800 x-1138	Patrick Sypolt, Director of Administration <a href="mailto:patrick@sypolt.com">patrick@sypolt.com</a>
Havre de Grace Dept. of Public Works	410-939-1800	Tim Whitte, Director of Public Works <a href="mailto:timw@havredegracemd.com">timw@havredegracemd.com</a>
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; <a href="mailto:laurio@havredegracemd.com">laurio@havredegracemd.com</a> <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	<a href="http://www.harfordcountymd.gov/lcb/Downloads.cfm">www.harfordcountymd.gov/lcb/Downloads.cfm</a>
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		<a href="https://www.roads.maryland.gov">https://www.roads.maryland.gov</a>
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		



# SUSQUEHANNA RIVER



THOMAS HATEM MEMORIAL BRIDGE

40

155



Public Rest Rooms



Public Parking



Main Street & Arts & Entertainment Districts

ERIE ST.

LOCUST ST.

CONESTOGA ST.

ONTARIO ST.

LINDEN ST.

7 OTSEGO ST.



WARREN ST.

WARREN ST.

FRANKLIN ST.

GREEN ST.



JEAN ROBERTS PARK

DAVID CRAIG PARK

HAVRE DE GRACE POST OFFICE

HAVRE DE GRACE CITY HALL

HAVRE DE GRACE POLICE DEPT.

HAVRE DE GRACE HIGH SCHOOL

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## **SPECIAL EVENTS WORK SHEET**

	<b>Event:</b>	Susquehanna Hose Company Members' Crab Feast	1011200002
	<b>Dates:</b>	9/26/2020	
	<b>Time of set up:</b>	12:00 PM	
	<b>Take down time:</b>	9:00 PM	
	<b>Time of actual event:</b>	2 pm - 9 pm	
	<b>Location:</b>	Hutchins Park Pavilion	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
<b>PD</b>					0	\$0.00
<b>Notes</b>	This event will be monitored by patrol units on duty.					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
<b>DPW</b>	1	2	0	\$25.75	2	\$51.50
<b>Notes</b>	Bathrooms cleaned and stocked for event. No other services requested by Event Sponsor per application.					
	1	2	0	\$25.75	2	\$51.50
<b>Grand Total</b>						
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)					

Susquehanna Hose Co. Covid- 19 Plan for September 26,2020

Install open side tents to allow tables to be spread out for social distancing.

Encourage social distancing at all times. Including when seated.

Request that face coverings be worn, except when eating.

Have hand sanitizer available thru out the tents.

Use only disposable plates and forks.

Use only single serving drink containers.

Food served by individual portions, not buffet style.



# City of Havre de Grace

1011 20 0013

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 n/a Traffic control plan

☐ Yes n/a 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 Eypolt**

Director of Administration

711 Pennington Ave.

Havre de Grace, MD 21078

Questions: 410-939-1800 x 1138

Email: [patrick@havredegracemd.com](mailto:patrick@havredegracemd.com)

Applicant Initial JA  
EVENTS REV 1 Jan 3, 2020

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### **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:**

**EVENT NAME:** Life At The Lock House : Celebrating 50 years!  
**Host Organization:** Susquehanna Museum of H&G  
**Business Address:** PO Box 253  
**On Site Contact Person:** Joanne Healey  
**Contact Information Phone:** 410-939-5780 **Email:** director@thelockhousemuseum.org  
**Back-Up Site Contact Person:** Ann Marie Serwa  
**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 #** 52-1325983

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 type="checkbox"/> Other (explain)
<input type="checkbox"/> Festival	<input type="checkbox"/> Carnival	<u>ceremony</u>
<input type="checkbox"/> Parade	<input type="checkbox"/> 5K/10K/Walk *	
<input type="checkbox"/> Rally	<input type="checkbox"/> Fishing Tournament	

\* a fee may be charged

**Date/Time:**

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

Setup	Date: <u>10/17/20</u>	Time: <u>10 am</u>
Event Starts	Date: <u>10/17</u>	Time: <u>4 pm</u>
Event Ends	Date: <u>10/17</u>	Time: <u>6:30 pm</u>
Rain Date	Date: <u>10/18</u>	Time: <u>4-6:30 pm</u>

**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: North Park / Lock House Grounds

Anticipated Attendance: < 100 Admission Fee (if any): none  
RSVP only

**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: 46
- ☒ **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: 2
- ☒ **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.

Liquor license held by caterer. They and 2 of our board members are TIPS certified so trained to card & determine if abuse is an issue to stop service.

**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 access to 911 for any emergencies.

**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?

- Only Non-Profit Organizations may post event signs.

#### When should signs be posted?

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

#### What is an Approved Sign?

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

#### What is not an approved sign?

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

#### Approved Locations:

- 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
- 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:**

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EVENTS REV 1 Jan. 3, 2020

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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 Joanne Healey

Title Exec. Director

Signature: Joanne Healey

Date May 15, 2020

Event Title: Life At the Lock House: Celebrating 50 Years!

Received by Tammy Brinkman 5-15-2020  
City Official 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.*

*Council Mtgs 1st & 3rd Mondays*

The City of Havre de Grace	410-939-1800 x-1138	Patrick Sypolt, Director of Administration <a href="mailto:patrick@havredegracemd.com">patrick@havredegracemd.com</a>
Havre de Grace Dept. of Public Works	410-939-1800	Tim Whittie, Director of Public Works <a href="mailto:timw@havredegracemd.com">timw@havredegracemd.com</a>
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing: <a href="mailto:laurio@havredegracemc.com">laurio@havredegracemc.com</a> <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 <i>4/8 ok✓</i>
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	<a href="http://www.harfordcountymd.gov/lcb/Downloads.cfm">www.harfordcountymd.gov/lcb/Downloads.cfm</a>
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		<a href="https://www.roads.maryland.gov">https://www.roads.maryland.gov</a>
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		

*Contact neighbors about event.*





## **SPECIAL EVENTS WORK SHEET**

	<b>Event:</b>	Life at the Lockhouse: Celebrating 50 Years!	<b>1011200013</b>
	<b>Dates:</b>	10/17/2020	
	<b>Time of set up:</b>	10:00 AM	
	<b>Take down time:</b>	6:30 PM	
	<b>Time of actual event:</b>	4 pm - 6:30 pm	
	<b>Location:</b>	Lock House Grounds / North Park	
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>
			<b>FULLY Loaded Wage**</b>
			<b>Estimated Hours</b>
			<b>Total Estimated Cost</b>
<b>PD</b>			
<b>Notes</b>			
	This event will be monitored by patrol units on duty.		
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>
			<b>FULLY Loaded Wage**</b>
			<b>Estimated Hours</b>
			<b>Total Estimated Cost</b>
<b>DPW</b>	1	2	0
<b>Notes</b>			
	Deliver 6 trash and 2 recycling containers, make sure bathrooms are cleaned and stocked.		
	1	2	0
<b>Grand Total</b>			
<b>REVISION 1/10/2020</b>	<b>*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits &amp; Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)</b>		



Susquehanna Museum of Havre de Grace, Inc.

*at The Lock House*

*Post Office Box 253 ~ Havre de Grace, Maryland 21078  
410-939-5780*

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June 29, 2020

Dear Mayor and Council,

Thank you for addressing our 50th Anniversary celebration event application. We appreciate the difficult position that this pandemic has put you in when making your decision. It has been very frustrating on our end in planning also, but hopefully, because of the ultimate size of our event we will have no problem having this approved. This anniversary is an important event for the museum this year and we are hopeful that it will work out. This is our plan to accommodate for the virus. If you have any concerns please do not hesitate to contact me for more information.

Saturday, October 17, 2020 from 4-6 pm. Rain date 10/18/20 same time.

Maximum guest allowance: 100

This may change the event to an invitation only event.

This has been planned to be an outdoor and tented event with tables and seating. We would require everyone to wear a mask and remain appropriately distanced from each other. Our speakers would be using a microphone so could be far enough away from the audience.

Tables and chairs would be spread apart so that people are no closer than 6'.

We will work with the caterer on the presentation of the food and drinks. Covering dishes or having servers and perhaps spacing it all out onto more tables.

Hand sanitizer stations set up for convenience.

We may open up the museum for tours and that would be treated like we are presently doing tours with only 4-5 people allowed inside at a time. We have not made a decision on that yet.

Sincerely,

Joanne Healey  
Executive Director