

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1102 concerning Amending City Code 70: Fees**

(Public Hearing)

Date: **4/5/2023**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

Purpose:

- FYI
 Read and Comment as Needed
 Action Required by April 17, 2023
 In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: 3/30/23 - Supplemental material lists the updates made between Ordinance No. 1091 and this ordinance. 4/5/23 - Updates made to supplemental material from first reading copy to public hearing copy (highlighted).

Supplemental Material for Fee Schedule Ordinance

On February 21, 2023, Ordinance No. 1091 approving fees was passed. Since then, updates were needed. Below is a list of the updates in the attached ordinance repealing and replacing Ordinance No. 1091; underlining indicates matter added to existing law, and **[bold brackets]** indicates matter deleted from existing law. Note: Updates were made to this supplemental material from the first reading copy to the public hearing copy - **highlighted** indicates changes made from first reading copy to public hearing copy (will be amendments at final adoption if accepted).

70-4 Definitions.

For the purposes of this chapter, the following words, terms and phrases shall, unless language or context indicates that a different meaning is intended, be given the meaning as herein set forth:

STORAGE CONTAINERS, TEMPORARY

No storage container shall be permitted in a City right-of-way nor on City property without City authorization and a permit; no storage containers shall be permitted to be placed in any portion of a front yard of a residential property other than a driveway. A permit is required for all non-residential properties and when the proposed location is on City property or City right-of-way or a public or private street (road, lane or alley) whereby that public or private street has been given final construction approval and accepted by the City of Havre de Grace whether maintained by the City or not. No storage unit shall block the use of any public sidewalk or any driveway or obstruct or otherwise affect any emergency response vehicle or personnel. Any storage container that necessitates the use of any street for its temporary location shall first obtain the approval of the City of Havre de Grace Chief of Police or designee and shall be required to obtain a permit from the Department of Planning. "Temporary" as contained in this chapter, shall mean no more than 60 days plus two thirty-day extensions granted by the Department of Planning upon written request within any one-year period, unless permitted by the Director of Planning due to extenuating circumstances.

70-5 Fee Schedule

FEE TYPE	FEE CHARGE
<u>RESIDENTIAL - Rentals</u>	
<u>Annual Application Fee</u>	<u>\$200/unit for two or fewer dwelling units in same structure (single-family, townhouses, duplexes)</u> <u>\$150/unit for three or more dwelling units in same structure (multi-family)</u> <u>\$150 for interior common area in multi-family units</u>
<u>Inspections</u>	<u>No fee for initial inspection</u> <u>\$50/unit or common area in multi-family re-inspection</u> <u>\$100 missed inspection</u>
<u>RESIDENTIAL – Other</u>	
Renovations / Alterations / Repairs	\$.10 s/f – minimum \$75 Non Structural alterations [\$75] With Structural Alterations \$100 <u>minimum</u>
Miscellaneous Structures (Gazebos, Pergolas, [or] Pavilions, Carports or Other)	\$.25 s/f – minimum \$75
Swimming Pool - above ground <u>or hot tub</u>	\$50

COMMERCIAL - Other	
<u>Community Playground</u>	<u>\$200</u>
NEW DEVELOPMENT	
<u>Lot Consolidation or Lot Line Adjustment</u>	\$50
<u>General Engineering Review (Plans, Utilities, Streets)</u>	<u>\$300 plus \$50 per hour over 4 hours</u>
MISCELLANEOUS	
<u>Temporary Storage Pod or Container</u>	\$50 per 60 calendar day period (180 days maximum)
Administrative Fee for Permit Revisions	[\$50] <u>\$75</u>
Reissue Expired Permit with Department Approval	[\$75] <u>\$50</u> or cost of original permit, whichever is less
CITY BUILDING FACILITIES	
Community Center	
<ul style="list-style-type: none"> • Harford County Sheriff's Office Officer Training/Recognition Event • Cub Scouts - Blue & Gold Dinner • Boy Scouts - Eagle Award Recognition <u>or troop fundraiser</u> • Red Cross Blood Drive • SHCO Membership Recognition Event (request only by the Fire Chief) • HDGEMS Membership Recognition Event (request only by the EMS President) 	No Charge 1 time each per year Must be during non-peak times November-April Responsible for set up and clean up
Community Pavilion at Hutchins Memorial Park	\$250 per day
<u>Reduced Rates for Community Pavilion at Hutchins Memorial Park</u>	
<ul style="list-style-type: none"> • <u>Havre de Grace Youth Sailing Program</u> 	<u>Summer Camp – no rental fee or trash disposal fee charged</u> <u>Fundraising events – no rental fee charged, responsible for the trash disposal fee</u>
STAR Centre	
Large Gym	
Housekeeping Fee	[\$350] Required: <u>\$475</u> per event <u>day</u> Additional (optional): <u>\$30 per hour to have an attendant onsite during event to service restrooms and empty trash</u>

Small Gym	
	[Required \$450 per event day]
[Housekeeping Fee]	[Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash]
Auditorium	
Weekdays (available 6 am – midnight)	[\$60] \$100 per hour (2 hour minimum) or [\$450] \$750 per day
Housekeeping Fee	[\$350] Required: \$475 per event day Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Auditorium Classrooms	
	[Required: \$450 per event day]
[Housekeeping Fee]	[Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash]
Opera House	
<u>Main Stage Theatre Rental – Events/Performances</u>	\$700 per performance day (this fee includes "tech week" for theatre company rentals)
<u>Main Stage Theater Rental – Non-Events/Performances</u> (Weekdays 6 a.m. – midnight) (Firehouse not included)	\$100 per hour (4 hour minimum)
[Custodial Services] <u>Housekeeping Fee</u>	[\$100 one-day event] [\$200 weekend event] Required: \$175 per event day [Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash]
Film Production	
<u>Use of City Property</u> (not listed in the Fee Schedule)	\$500 per day

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1102

Introduced by _____ Council President Ringsaker _____

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, 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 HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 70: "FEES" BY REPEALING AND REPLACING ORDINANCE NO. 1091 TO UPDATE THE DEFINITIONS AND GENERAL SCHEDULE OF FEES CHARGED BY THE CITY FOR VARIOUS PERMITS, LICENSES, AND OTHER SERVICES THEREUNDER

On: April 3, 2023
at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

PUBLIC HEARING

A Public Hearing is scheduled for April 17, 2023 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.

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34 **WHEREAS**, the Mayor and City Council of Havre de Grace declared with the passage of
35 Ordinance No. 850, on March 1, 2004, that it was desirable, and in the public interest to pass a
36 single ordinance for the purpose of establishing and setting forth a general schedule of the most
37 common fees charged by the City of Havre de Grace for various permits, licenses and other
38 services; and

39
40 **WHEREAS**, with the passage of Ordinance No. 856, on March 17, 2004, the City Council
41 amended and clarified the general schedule of the fees charged by the City of Havre de Grace for
42 various permits, licenses, water and sewer capital costs, and other services; and

43
44 **WHEREAS**, with the passage of Ordinance No. 884, on April 16, 2007, the City Council adopted
45 several updates to City Code 70 to include additional language referencing “fees not listed”,
46 enacting a new section that included definitions, and updating several fees; and

47
48 **WHEREAS**, with the passage of Ordinance No. 986 on January 17, 2017, the City Council
49 established Race Event fees in the City of Havre de Grace; and

50
51 **WHEREAS**, the last such update to Chapter 70 was introduced and passed by the Mayor and City
52 Council of Havre de Grace on February 21, 2023 by Ordinance No. 1091; and

53
54 **WHEREAS**, it is necessary, desirable, and in the best interest, health and general welfare of the
55 City to repeal and replace Ordinance 1091 to clarify the language, and further update the schedule
56 of fees charged by the City for various permits, licenses, and other services thereunder.

57
58 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED**, the Mayor and City Council of
59 Havre de Grace, in accordance with the authority vested in the Mayor and City Council of Havre
60 de Grace, by law and the Charter of the City of Havre de Grace hereby amends Chapter 70 of the
61 Code of the City of Havre de Grace by **REPEALING** in its entirety Ordinance No. 1091, adopted
62 by the Mayor and City Council on February 21, 2023, and **ADOPTING** in its place this Ordinance
63 No. 1102 as follows:

64
65 **70-1 General fee schedule established.**

66 The following is an enactment listing the specific fees collected from the various ordinances,
67 resolutions, and policies for the City as they shall be established as of the effective date of this
68 chapter.

69
70 **70-2 Professional services.**

71 The fee schedule in section 70-5 is for services provided exclusively by City Administration staff
72 personnel, unless otherwise noted. In the event services require professional services from an
73 independent organization as determined by the Director, the applicant will be responsible to
74 reimburse the City the total cost of the outside professional plus a \$100 administrative fee. In the
75 event the City must use an outside professional, the applicant will be notified of the cost before
76 any services are rendered. The applicant may withdraw their request for the service before the
77 parties enter into a binding agreement for the services. After contracting, the applicant will be
78 responsible for all costs incurred by the City by the outside contractor, including cancellation, plus
79 a \$100 administrative fee."
80

81 **70-3 Fees not listed in this chapter.**

82 This chapter represents a general compilation schedule of the most common fees charged by the
83 City of Havre de Grace for various permits, licenses and other services. Citizens are urged to
84 consult the specific ordinance, resolution, or policy for fees charged associated with permits,
85 licenses, and other services not listed in this chapter. Additional State and County Codes may be
86 applicable (Plumbing, Mechanical & Electric), as well as other City Ordinances or Codes (listed
87 at the end of this section) that may include additional costs. The Director of Planning or designee
88 may determine the applicability for a building permit and associated fee if not specifically covered
89 by this fee schedule or other City ordinances.

- 90 1. Chapter 1 – General Provisions; Civil Sanctions
- 91 2. Chapter 38 – Cable Communications
- 92 3. Chapter 49 – Critical Areas
- 93 4. Chapter 61 – Elections
- 94 5. Chapter 81 – Forest Conservation
- 95 6. Chapter 112 – Open Air Markets
- 96 7. Chapter 120 – Nuisances
- 97 8. Chapter 127 – Peddling & Solicitation
- 98 9. Chapter 162 – Solid Waste
- 99 10. Chapter 166 – Special Assessments
- 100 11. Chapter 174 – Swimming, Fishing and Camping
- 101 12. Chapter 177 – Taxation
- 102 13. Chapter 180 – Taxicabs
- 103 14. Chapter 186 – Trees
- 104 15. Chapter 190 – Vehicles and Traffic
- 105 16. Chapter 196 – Water and Sewer Rates
- 106 17. Chapter 205 – Zoning

107
108 **70-4 Definitions.**

109 For the purposes of this chapter, the following words, terms and phrases shall, unless language or
110 context indicates that a different meaning is intended, be given the meaning as herein set forth:

111
112 **BUILDINGS BUILT FOR HUMAN OCCUPANCY**

113 Shall include but not be limited to the following uses: all residential buildings, church, school,
114 theater, lecture hall, restaurant, museum, nightclub, library, exhibition hall, terminal, recreation
115 center, community center, gymnasium, physical fitness center, retail and/or sales, office, service
116 and/or repair, personal care, animal care and boarding, manufacturing, industrial, hospital, health
117 care, nursing home, medical, dental, public utility structure, day care, hotel, motel, conference
118 center, club, telecommunications, research and development, bank, and funeral care.

119
120 **CARPORTS**

121 Shall be designed such that there are a minimum of two open sides and shall be fire rated for a
122 minimum of one-hour fire protection from the interior side of the structure when attached to an
123 occupied structure. Subsequent storm water runoff from the structure shall not discharge within 10
124 feet of any adjoining property line.

125 **CONSTRUCTION DUMPSTER PERMITS**

126 Not required when dumpsters are located on property under development where the City of Havre
127 de Grace has not taken possession of the streets or rights-of-way on which a dumpster may be
128 located. A permit is required for any construction dumpster proposed to be located on City property

129 or City right-of-way or a public or private street (road, lane or alley) whereby that public or private
130 street has been given final construction approval and accepted by the City of Havre de Grace
131 whether maintained by the City or not. No dumpster shall block the use of any public sidewalk or
132 any driveway or obstruct or otherwise affect any emergency response vehicle or personnel. Any
133 dumpster proposed or necessitated to use any street for its temporary location shall first obtain the
134 approval of the City of Havre de Grace Chief of Police or designee and shall be required to obtain
135 a permit from the Department of Planning. "Temporary" as contained in this chapter, shall mean
136 no more than 60 days plus two thirty-day extensions granted by the Department of Planning upon
137 written request within any one-year period, unless permitted by the Director of Planning due to
138 extenuating circumstances.

139

DECKS

141 An attached or detached non-enclosed exterior structure for social use as a deck/porch/patio. Shall
142 include any approved material (including masonry/brick/stone or other approved exterior finish
143 material, elevated more than 24 inches above the immediate finished grade). May have a roof.
144 Requires a permit at the deck rate.

145

DEMOLITION, FULL

147 The complete razing of a structure but may preclude the removal of the existing supporting
148 foundation. At the discretion of the Code Official, a demolition permit may not be required for the
149 removal of accessory buildings typically used for storage and which do not contain water or sewer
150 connections made directly to City water and sewer distribution lines or composed of or containing
151 hazardous material. Contact the City Code Official for determination on specific buildings.

152

DEMOLITION, PARTIAL

154 The removal of a specific section or portion of a structure which includes structural components
155 with or without replacement.

156

FOOD TRUCK OPERATOR/HAWKER/VENDOR/PEDDLER/SOLICITOR (PEDDLING & SOLICITING)

159 Food Truck Operator: Any vendor that sells any sort of food product for consumption in the City
160 limits from a truck, trailer, mobile smoker/grill or pull-behind cart such as a hot dog cart. Hawker:
161 A peddler who sells his/her wares by outcry in the streets and public places. Itinerant Vendor or
162 Transient Merchant: A person who is established in business in the City with the intention and
163 determination to remain for a short period of one or more weeks or months, or until a particular
164 stock of merchandise is disposed of or until the local market for the commodity handled by the
165 dealer has been exhausted, and who, for such limited period, engages or occupies a lot of ground
166 or the improvements thereon or a part thereof for the exhibition and sale of his goods or wares.
167 Peddler: A person who goes from place to place and/or from house to house carrying for sale
168 and/or exposing for sale goods, wares and merchandise which he/she carries; or a vendor of goods
169 who sells and delivers to customers the identical goods which he/she carries. Solicitor: A person
170 who, going from person to person, house to house, or place to place, seeks orders, subscriptions,
171 contributions or any other kind of support, or who, without necessarily having the intention of
172 making a direct sale, distributes literature, pamphlets, handbills, samples and the like for
173 commercial purposes.

174 FOR PROFIT

175 A business or other organization based on IRS determination whose primary goal is making money
176 (a profit), and is concerned with money only as much as necessary to keep the organization
177 operating.

178

179 NEW WINDOW OR DOOR

180 Shall apply to newly cut openings or expanded openings into a structural or nonstructural exterior
181 wall of an occupied structure. No permit is required for replacement windows or doors installed
182 within an existing opening.

183

184 NON-PROFIT (NPO) (also known as a "non-business entity")

185 An organization based on IRS determination the purpose of which is something other than making
186 a profit, such as charity, education, history or the arts. In economic terms, a nonprofit organization
187 uses any surplus income for the organization's purpose or mission and is not distributed to the
188 organization's shareholders (or equivalents) as profit or dividends. This is known as the non-
189 distribution constraint. The decision to adopt a nonprofit legal structure is one that will often have
190 taxation implications, particularly where the nonprofit seeks income tax exemption, charitable
191 status and so on or to obtain funds from others and provide an income deduction.

192

193 PERMIT REISSUANCE FEE

194 Any building permit that is deemed to have been abandoned for any period of six months or longer,
195 shall be deemed expired. The Code Official may grant one extension (upon a written request for
196 an extension by the permit applicant received by the Code Official) for up to 90 days. Request for
197 extension must be requested within 30 days of expiration notification. Work must be diligently
198 pursued prior to extension expiration in order to keep the permit valid. Additional extensions will
199 be reviewed on a case-by-case basis. All work must be completed and pass all final inspections
200 before a permit is deemed Closed. Incomplete expired permits may be subject to Permit Violation
201 Fees following written notice.

202

203 PERMIT VOIDED

204 Any building permit approved for any proposed work not commenced within six months of the
205 issuance of the building permit shall be voided. After a permit has been applied for, but not issued
206 due to additional documentation required, shall be voided if the required documentation has not
207 been received within six months of application date.

208

209 RETAINING WALL

210 A wall subjected to or built to sustain lateral pressure other than wind pressure. A retaining wall
211 built with an unbalanced fill exceeding three feet shall be designed and built in accordance with
212 construction plans designed and sealed by a Maryland licensed engineer with applicable
213 knowledge in such design; photocopied plans with the applicable seal are acceptable or as
214 determined by the Code Official.

215

216 SCREEN ROOMS

217 Screen rooms are for seasonal use only, enclosed with screening only. Cannot have solid walls or
218 windows which would create an addition or sunroom. No interior plumbing fixtures are permitted
219 within a screen room; electrical outlets, ceiling fans and lighting are permitted and shall be installed
220 in accordance with all applicable electric code requirements and shall require an electrical permit.

221

222 SMALL CELL WIRELESS TOWER

223 “Small cells,” which are low powered wireless base stations that function like traditional cell sites
224 in a mobile wireless network, but typically cover targeted indoor or localized outdoor areas; have
225 a “distributed antenna systems (DAS) which are numerous antennae, commonly known as nodes
226 similar in size to small cells and are connected to and controlled by a central hub” may be attached
227 to a support structure (new or an existing utility pole).

228
229 STORAGE CONTAINERS, TEMPORARY

230 No storage container shall be permitted in a City right-of-way nor on City property without City
231 authorization and a permit; no storage containers shall be permitted to be placed in any portion of
232 a front yard of a residential property other than a driveway. A permit is required for all non-
233 residential properties and when the proposed location is on City property or City right-of-way or
234 a public or private street (road, lane or alley) whereby that public or private street has been given
235 final construction approval and accepted by the City of Havre de Grace whether maintained by the
236 City or not. No storage unit shall block the use of any public sidewalk or any driveway or obstruct
237 or otherwise affect any emergency response vehicle or personnel. Any storage container that
238 necessitates the use of any street for its temporary location shall first obtain the approval of the
239 City of Havre de Grace Chief of Police or designee and shall be required to obtain a permit from
240 the Department of Planning. "Temporary" as contained in this chapter, shall mean no more than
241 60 days plus two thirty-day extensions granted by the Department of Planning upon written request
242 within any one-year period, unless permitted by the Director of Planning due to extenuating
243 circumstances.

244
245 STRUCTURES

246 (Designed and) built for human occupancy shall include those applicable classifications as listed
247 in the International Building Code and the International Residential Code for One- and Two-
248 Family Dwellings.

249
250 SUNROOMS

251 Sunrooms are fully enclosed structures with solid walls and/or windows, applied for as an addition,
252 subject to property line setbacks as shown in Attachment I / Table I under Chapter 205, Zoning.
253 No interior plumbing fixtures are permitted within a sunroom; electrical outlets, ceiling fans and
254 lighting are permitted and shall be installed in accordance with all applicable electric code
255 requirements and shall require an electrical permit.

256
257 WATER AND/OR SEWER DISCONNECTION/ABANDONMENT

258 In matters regarding structure demolitions, both water and sewer lines serving the structure to be
259 razed shall be disconnected at the utility main if the utilities are no longer required, or need to be
260 upgraded. All work performed within a City right-of-way shall be performed by City personnel,
261 unless written permission is provided by the Director of Public Works and is subject to applicable
262 disconnection fees chargeable to the property owner of the subject demolition

263

264 70-5 Fee Schedule

FEE TYPE	FEE CHARGE
RESIDENTIAL - New Construction	
1- and 2-family	\$.25 s/f - minimum \$450
Multi-family (condominiums)	Shell/Common Areas: \$.12 s/f - minimum \$200 Each Dwelling Unit: \$.25 s/f - minimum \$450
Multi-family (apartments)	\$.25 s/f entire building
RESIDENTIAL - Rentals	
Annual Application Fee	\$200/unit for two or fewer dwelling units in same structure (single-family, townhouses, duplexes) \$150/unit for three or more dwelling units in same structure (multi-family) \$150 for interior common area in multi-family units
Inspections	No fee for initial inspection \$50/unit or common area in multi-family re-inspection \$100 missed inspection
RESIDENTIAL – Other	
Additions (including sunroom)	\$.12 s/f – minimum \$350
Screen Room	\$.12 s/f – minimum \$100 \$100 if it included a new deck
Open deck (with or without roof)	\$.10 s/f – minimum \$75
Renovations / Alterations / Repairs	\$.10 s/f – minimum \$75 Non Structural alterations With Structural Alterations \$100 minimum
Masonry, Brick, or Stone Exterior Façade	\$100 Masonry fireplace \$50 Masonry, brick or stone siding
Garage (attached or detached)	\$.25 s/f – minimum \$100
Storage building – under 200 sq ft	\$50
Storage building – over 200 sq ft	\$.25 s/f – minimum \$75
Retaining Wall – over 3 ft height	\$ 1 linear ft – minimum \$100
Miscellaneous Structures (Gazebos, Pergolas, Pavilions, Carports or Other)	\$.25 s/f – minimum \$75
Impervious Patio	\$50 – over 200 sq. ft
Fencing	\$50
Driveway and/or Curb Cut	\$75
Demolition - FULL	\$500
Demolition - PARTIAL	\$100
Demolition (training exercise by Fire Department)	No Fee
Swimming Pool - above ground or hot tub	\$50
Swimming Pool - in-ground	\$100

Window or Door (new or enlarged opening)	\$75 first, \$10 each additional
COMMERCIAL - New Construction	
Hotel, Motel, Assisted Living, Rooming House, and similar type uses	Shell/Non-Sleeping Areas: \$.12 s/f - minimum \$300 Each sleeping room: \$100 up to 400 s/f (add \$.25 per s/f over 400)
Non-High Hazard Uses	\$.12 per s/f - minimum \$300
High Hazard Uses	\$.15 per s/f - minimum \$500
(Multiple occupancy buildings will require individual Use & Occupancy permits)	
Marina	\$500 plus \$20 per slip
COMMERCIAL - Other	
Use & Occupancy (no modifications)	\$100
Use & Occupancy (with modifications)	\$.12 per s/f - minimum \$200
Additions	\$.12 per s/f - minimum \$500
Storage Buildings – Commercial Use	\$50 plus \$.25 sq. ft
Signs	\$50 each - up to 24 sq ft / \$75 each - over 24 sq ft
Demolition - FULL	\$500 up to 5000 sq ft / \$750 over 5000 sq ft
Demolition - PARTIAL	\$200
Demolition (training exercise by Fire Department)	No Fee
Swimming Pool (club - public or private / above ground or in-ground)	\$200
Community Playground	\$200
Miscellaneous Structures (Gazebos, Pergolas or Pavilions)	\$50, plus \$.25 s/f
Fencing	\$75 plus \$.05 per lin. Ft. over 250
Retaining Wall (any height)	\$1 linear ft - minimum \$100
Window or Door (new or enlarged opening)	\$75 first - \$10 each additional
Tank - above ground or below ground (requires MDE approval)	\$250
Driveway and/or Curb Cut	\$100
UTILITIES	
Small Cell Wireless Facilities	\$500 Application Fee (up to 5 devices) \$100 per device after first 5 \$270 Annual Fee
Utility or Communication Tower (new)	\$500
Utility or Communication Tower (replacement or addition of equipment on existing tower)	\$200
NEW DEVELOPMENT	
Concept Plan	\$200 plus \$10 per acre up to 100 Acres

	Over 100 acres - \$1,000 plus \$20 per acre
Site Plan Review - Residential	\$250 plus \$50 per dwelling lot
Site Plan Review - Commercial	\$400 plus \$50 per acre
Site Plan Revisions (Residential or Commercial)	\$150 plus \$10 per lot/unit/acre affected
Subdivision	\$250 plus \$50 per lot
Lot Consolidation or Lot Line Adjustment	\$50
Stormwater Management Review (In-house)	\$300 plus \$50 per hour over 4 hours
Stormwater Management Review (3 rd party)	Third party reviewer invoice at market rate plus \$100 City administrative fee
Forest Stand Delineation (FSD)	Included under FCP permit
Forest Conservation Plan (FCP) (In-house)	\$300 plus \$10 per acre of conservation area
FSD and FCP (3 rd Party)	Third party reviewer invoice at market rate plus \$100 City administrative fee
Grading Permit	\$100
Landscape / Lighting Plans	\$200
CAPITAL COST RECOUPMENT FEES –	
Bulle Rock – Water	\$577 per unit
Bulle Rock Rt. 40 – Sewer	\$1,552 per unit
Bulle Rock Rt. 40 – Forced Sewer Main Non-Residential	\$27,625 per acre
Bulle Rock Rt. 40 – Forced Sewer Main, Residential	\$6,222 per unit
Greenway Farms – Water Main	\$1,210
MISCELLANEOUS	
Board of Appeals – hearing fee	\$450 includes video costs
Board of Appeals – minimum transcript fee	\$100 (balance due following transcribers invoice)
Construction Dumpster (in City right-of-way)	\$50 per maximum 14 calendar days
Temporary Storage Pod or Container	\$50 per 60 calendar day period (180 days maximum)
Boat Pier (requires State approval)	\$50 new or renovation of existing
Bulkhead (requires State approval)	\$50 per 100 ft. new or renovation of existing
Administrative Fee for Permit Revisions	\$75
Reissue Expired Permit with Department Approval	\$50 or cost of original permit, whichever is less
Written notice of permit violation, working without a valid license or permit, issuance of a Stop Work Order (in addition to regular permit fees)	\$250 first occurrence \$300 second occurrence \$350 subsequent occurrence (with Administrative Hearing)
Property Maintenance Inspection Fee	\$55 second occurrence \$100 subsequent occurrences

Sewer Clean-Out Caps (Lost or Damaged)	4" Lid & Gasket = \$40
	6" Lid & Gasket = \$70
Water Meter Replacement Lid	\$150
Document Copies (black & white only)	\$.30 per page - letter size \$.40 per page - legal size \$.50 per page - ledger size \$4 per page - 18" x 24" or larger
Large Document Scanning	\$2 per page
CITY BUILDING FACILITIES	
Community Center	
Rental Fee (Weekends – Friday through Sunday)	\$1,100 per event 50% non-refundable deposit Balance due 60 days prior to the event
Rental Fee (Monday – Thursday)	\$400 daily rental (8 am – 4 pm) \$50 per hour evening rental (2 hour minimum)
Reduced Rates for Community Center	
<ul style="list-style-type: none"> • Parks & Rec Dance Team – Summer Camp (Monday-Friday, Full Days) 	\$500
<ul style="list-style-type: none"> • City Employee Use 	\$500 1 time per year Must be for the employee’s personal use and the employee must be on site for the entire event
<ul style="list-style-type: none"> • Chamber of Commerce, Community Projects of HDG, Inc., Arts Collective 	\$250 Cleaning Fee Only 1 time per year
<ul style="list-style-type: none"> • Vulcan 	No Charge Anytime during non-peak times November-April Responsible for set up and clean up
<ul style="list-style-type: none"> • Harford County Sheriff’s Office Officer Training/Recognition Event • Cub Scouts - Blue & Gold Dinner • Boy Scouts - Eagle Award Recognition or troop fundraiser • Red Cross Blood Drive • SHCO Membership Recognition Event (request only by the Fire Chief) • HDGEMS Membership Recognition Event (request only by the EMS President) 	No Charge 1 time each per year Must be during non-peak times November-April Responsible for set up and clean up
Key Deposit	\$100 Refundable if all conditions are met

Community Pavilion at Hutchins Memorial Park	\$250 per day
Reduced Rates for Community Pavilion at Hutchins Memorial Park	
<ul style="list-style-type: none"> Havre de Grace Youth Sailing Program 	Summer Camp – no rental fee or trash disposal fee charged Fundraising events – no rental fee charged, responsible for the trash disposal fee
STAR Centre	
Large Gym	
ANY Ticketed Events	10% of Ticket Sale Not Applicable to HDG Non-Profits
Weekdays (available 6 am – midnight)	\$100 per hour (2 hour minimum) or \$750 per day
Weekends (available 6 am – midnight)	\$200 per hour (2 hour minimum) or \$1,500 per day
Housekeeping Fee	Required: \$450 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Small Gym	
ANY Ticketed Events	10% of Ticket Sales Not Applicable to HDG Non-Profits
Weekdays (available 6 am – midnight)	\$60 per hour (2 hour minimum) or \$450 per day
Weekends (available 6 am – midnight)	\$150 per hour (2 hour minimum) or \$1,000 per day
Housekeeping Fee	Required: \$450 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Auditorium	
ANY Ticketed Events	10% of Ticket Sales Not Applicable to HDG Non-Profits
Weekdays (available 6 am – midnight)	\$100 per hour (2 hour minimum) or \$750 per day
Weekends (available 6 am – midnight)	\$200 per hour (2 hour minimum) or \$1,500 per day
Technician	Market Rate per hour (4 hour minimum)
House Manager	\$20 per hour (4 hour minimum)

Housekeeping Fee	Required: \$450 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Auditorium Classrooms	
Weekdays/Weekends (available 6 am – midnight)	\$40 per hour (2 hour minimum) or \$300 per day
Housekeeping Fee	Required: \$450 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Opera House	
Main Stage Theatre Rental – Events/Performances	\$700 per performance day (this fee includes "tech week" for theatre company rentals)
Main Stage Theater Rental – Non-Events/Performances (Weekdays 6 a.m. – midnight) (Firehouse not included)	\$100 per hour (4 hour minimum)
Studio Theatre Rental (Black Box)	\$50 per day
Technician	Market Rate per hour (4 hour minimum)
House Manager	\$20 per hour (4 hour minimum)
Housekeeping Fee	Required: \$175 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Reduced Rates for Opera House	
<ul style="list-style-type: none"> Havre de Grace Arts Collective 	Four dates per year (one in each quarter) during non-peak times. No rental fee charged. Responsible for the cleaning fee. Must be flexible should a full-priced rental request be the same date(s).
<ul style="list-style-type: none"> Havre de Grace Colored School Foundation 	Annual Langston Hughes presentation during a non-peak time. No rental fee charged. Responsible for the cleaning fee. First or Second Saturday afternoon in February.
<ul style="list-style-type: none"> Havre de Grace Green Team 	Environmental film every other month during non-peak times. No rental fee charged. Responsible for the cleaning fee. Must be flexible should a full-priced rental request be the same date(s).
<ul style="list-style-type: none"> Havre de Grace Friends of Harford County Public Library and Harford County Public Library 	Annual Black Gospel Music Experience during a non-peak time. No rental fee charged. Responsible for the cleaning fee. Must be flexible should a full-priced rental request be the same date.
<ul style="list-style-type: none"> Friends of the Concord Point Lighthouse 	The Shank Lecture Series during non-peak times. No rental fee charged. Responsible for the cleaning fee.

	Must be flexible should a full-priced rental request be the same date(s).
Film Production	
Event Application Fee	\$2,500
Hourly Fee for DPW & PD	Wage rate with full benefits
Use of City Property (not listed in the Fee Schedule)	\$500 per day
Promenade Grille	
	Negotiated lease contract with Mayor and City Council by ordinance
Shooting Range (Police Rentals Only)	
	\$300-\$500 per day based on operational and replacement costs
Tide Trolley	
Ridership	Donation
Roof Advertisement - 30 day cycle	\$50 per Trolley plus cost of the Signage (only one sign displayed on each of the trolleys per advertiser)
Peddling & Soliciting (Non Food Truck)	
Per day	\$50
Per week	\$250
Per month	\$550
Up to six months	\$2,500
Up to one year	\$5,000
No group discounts will apply	
Food Trucks	
	\$50 per 90-day period
MARINA – CITY OWNED	
Users	
Marina Slip Season (January-December) Slip Fees	\$67/foot - FY24
	\$70/foot - FY 25
	\$72/foot - FY26
Slip User Fee	5% of dockage (slip rental, dry/wet storage - not to exceed \$100 annually)
Unmetered Slip Holder Electric Fee	\$75 annually
Wait List	\$50 (two offers)
Dinghy, Canoe, Kayak Storage	\$50 annually - sticker issued by Marina Manager
Tydings Park Ramp Fee	\$10 per launch
Water Street Ramp Fee	\$10 per launch

Unpaid Ramp (day of launch)	\$25
Pump Out Fee	\$5
Transients	
Electric	\$10 per cord per day
Bathroom Key Deposit	\$20 refundable
Daily Slip (after 9 am)	\$1.50 per foot of boat length
Monthly Slip Rate	\$20 per foot of boat length
Hutchins Memorial Park Slip	\$115/foot (includes electric)
RUNNING & WALKING RACES Based on Ordinance 986 on 1-17-2017	
For Profit Organizations	\$3,000
Non-Profit Organizations	\$1,500
Havre de Grace Non-Profit for the benefit of a Havre de Grace Organization	No Fee

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70-5 Review of Fee Schedule

The fees and charges contained in this chapter shall be reviewed by City staff each year in coordination with the City’s General Fund and Enterprise Fund budgets.

ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____, 2023.

SIGNED by the Mayor and attested by the Director of Administration this ___ day of _____, 2023.

ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 4/3/2023
Public Hearing:
Second Reading:
Effective Date: