

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1139 concerning Amending City Code 70-Fees**

(Public Hearing)

Date: **2/6/2024**

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 February 20, 2024**
- In Confidential File Drawer

Approve:

Johnny Boker Yes No No Comment
Comment: _____

Casi Boyer Yes No No Comment
Comment: _____

Vicki Jones 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: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1139

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" TO UPDATE THE DEFINITIONS AND GENERAL SCHEDULE OF FEES CHARGED BY THE CITY FOR VARIOUS PERMITS, LICENSES, AND OTHER SERVICES THEREUNDER

On: February 5, 2024

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for February 20, 2024 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.

31 **WHEREAS**, the Mayor and City Council of Havre de Grace found it necessary, desirable, and in
32 the best interest, health and general welfare of the City to amend Chapter 70 and clarify the
33 language, and update and add to the schedule of fees charged by the City for various permits,
34 licenses, water and sewer capital costs, and other services thereunder on February 21, 2023 by
35 Ordinance No. 1091 and May 1, 2023 by Ordinance No. 1102; and

36
37 **WHEREAS**, Section 70-5 states, “The fees and charges contained in this chapter shall be reviewed
38 by City staff each year in coordination with the City’s General Fund and Enterprise Fund
39 budgets.”; and

40
41 **WHEREAS**, City staff have reviewed Chapter 70 in accordance with Section 70-5 and
42 recommend revisions thereto.

43
44 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED**, the Mayor and City Council of
45 Havre de Grace, in accordance with the authority vested in the Mayor and City Council of Havre
46 de Grace, by law and the Charter of the City of Havre de Grace hereby amends Chapter 70 of the
47 Code of the City of Havre de Grace as follows:

48
49 **70-1 General fee schedule established.**

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

53
54 **70-2 Professional services.**

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

64
65 **70-3 Fees not listed in this chapter.**

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

- 74
75
76
77
78
1. Chapter 1 – General Provisions; Civil Sanctions
 2. Chapter 38 – Cable Communications
 3. Chapter 49 – Critical Areas
 4. Chapter 61 – Elections
 5. Chapter 81 – Forest Conservation

- 79 6. Chapter 112 – Open Air Markets
- 80 7. Chapter 120 – Nuisances
- 81 8. Chapter 127 – Peddling & Solicitation
- 82 9. Chapter 162 – Solid Waste
- 83 10. Chapter 166 – Special Assessments
- 84 11. Chapter 174 – Swimming, Fishing and Camping
- 85 12. Chapter 177 – Taxation
- 86 13. Chapter 180 – Taxicabs
- 87 14. Chapter 186 – Trees
- 88 15. Chapter 190 – Vehicles and Traffic
- 89 16. Chapter 196 – Water and Sewer Rates
- 90 17. Chapter 205 – Zoning

91
92 **70-4 Definitions.**

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

95
96 ASSESSMENT COST

97 Shall include but not limited to the following factors: operator and laborer fully loaded hourly rate,
98 cost of removal of materials, cost of disposal of materials, and cost of replacement materials.

99
100 BUILDINGS BUILT FOR HUMAN OCCUPANCY

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

107
108 CARPORTS

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

113
114 CONSTRUCTION DUMPSTER PERMITS

115 Not required when dumpsters are located on property under development where the City of Havre
116 de Grace has not taken possession of the streets or rights-of-way on which a dumpster may be
117 located. A permit is required for any construction dumpster proposed to be located on City property
118 or City right-of-way or a public or private street (road, lane or alley) whereby that public or private
119 street has been given final construction approval and accepted by the City of Havre de Grace
120 whether maintained by the City or not. No dumpster shall block the use of any public sidewalk or
121 any driveway or obstruct or otherwise affect any emergency response vehicle or personnel. Any
122 dumpster proposed or necessitated to use any street for its temporary location shall **[first obtain**
123 **the approval of the City of Havre de Grace Chief of Police or designee and shall]** be required
124 to obtain a permit from the Department of Planning. "Temporary" as contained in this chapter,
125 shall mean no more than **[60] 14** days plus **[two thirty-day extensions] one 14-day extension**
126 granted by the Department of Planning upon written request within any one-year period, unless
127 permitted by the Director of Planning due to extenuating circumstances.

128 DECKS

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

133
134 DEMOLITION, FULL

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

140
141 DEMOLITION, PARTIAL

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

144
145 FOOD TRUCK OPERATOR/HAWKER/VENDOR/PEDDLER/SOLICITOR (PEDDLING &
146 SOLICITING)

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

162
163 FOR PROFIT

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

167
168 NEW WINDOW OR DOOR

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

172
173 NON-PROFIT (NPO) (also known as a "non-business entity")

174 An organization based on IRS determination the purpose of which is something other than making
175 a profit, such as charity, education, history or the arts. In economic terms, a nonprofit organization
176 uses any surplus income for the organization's purpose or mission and is not distributed to the

177 organization's shareholders (or equivalents) as profit or dividends. This is known as the non-
178 distribution constraint. The decision to adopt a nonprofit legal structure is one that will often have
179 taxation implications, particularly where the nonprofit seeks income tax exemption, charitable
180 status and so on or to obtain funds from others and provide an income deduction.

181
182 PERMIT REISSUANCE FEE

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

191
192 PERMIT VOIDED

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

197
198 RETAINING WALL

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

204
205 SCREEN ROOMS

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

210
211 SMALL CELL WIRELESS TOWER

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

217
218 STORAGE CONTAINERS, TEMPORARY

219 No storage container shall be permitted in a City right-of-way nor on City property without City
220 authorization and a permit; no storage containers shall be permitted to be placed in any portion of
221 a front yard of a residential property other than a driveway. A permit is required for all non-
222 residential properties and when the proposed location is on City property or City right-of-way or
223 a public or private street (road, lane or alley) whereby that public or private street has been given
224 final construction approval and accepted by the City of Havre de Grace whether maintained by the
225 City or not. No storage unit shall block the use of any public sidewalk or any driveway or obstruct

226 or otherwise affect any emergency response vehicle or personnel. Any storage container that
227 necessitates the use of any street for its temporary location shall first obtain the approval of the
228 City of Havre de Grace Chief of Police or designee and shall be required to obtain a permit from
229 the Department of Planning. "Temporary" as contained in this chapter, shall mean no more than
230 60 days plus two thirty-day extensions granted by the Department of Planning upon written request
231 within any one-year period, unless permitted by the Director of Planning due to extenuating
232 circumstances.

233
234 **STRUCTURES**

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

238
239 **SUNROOMS**

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

245
246 **WATER AND/OR SEWER DISCONNECTION/ABANDONMENT**

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

252
253 **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: \$.25 [12] s/f - minimum \$200 Each Dwelling Unit: \$.25 s/f - minimum \$450
Multi-family (apartments)	\$.25 s/f entire building
<u>Accessory Dwelling Unit</u>	<u>Fee to be determined – minimum \$350</u> <u>(will include cost recovery fees)</u>
RESIDENTIAL - Rentals (Short-Term)	
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)	\$.25 [12] s/f – minimum \$350
Screen Room	\$.25 [12] s/f – minimum \$150 [100] [\$100 if it included a new deck]
Open deck <u>or porch</u> (with or without roof)	\$.10 s/f – minimum \$75
Renovations / Alterations / Repairs	\$.25 [10] s/f – minimum \$100 [75] Non Structural alterations With Structural Alterations \$150 [100] minimum
<u>Renovations / Alterations / Repairs to Multi-Family Buildings</u>	\$.25 s/f – minimum \$200
<u>Solar Panels</u>	\$75
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, <u>[or] Pavilions or Others</u>)	\$.25 s/f – minimum \$75
[Impervious] Patio, <u>Impervious</u>	\$50 – over 200 sq. ft
Fencing	\$50
<u>Wood or Pellet Stove/Fireplace</u>	\$75
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: \$.25 [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	\$.25 [12] per s/f - minimum \$300
High Hazard Uses	\$.25 [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)	\$.25 [12] per s/f - minimum \$200
<u>Renovations to Existing Use</u>	<u>\$.25 per s/f – minimum \$200</u>
Additions	\$.25 [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
<u>Solar Panels</u>	<u>\$.15 s/f – minimum \$150</u>
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
Miscellaneous Structures (Gazebos, Pergolas, [or] Pavilions or Others)	\$50, plus \$.25 s/f
Community Playground	\$200
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

General Engineering Review (Plans, Utilities, Streets)	\$300 plus \$50 per hour over 4 hours
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
<u>Other Outsourced Planning or Engineering Reviews</u>	<u>Third party reviewer invoice plus \$100 City administrative fee</u>
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)
<u>Awning with or without Signage</u>	<u>\$75</u>
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 <u>Post Issuance</u>	\$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
<u>Utility Marking</u>	<u>\$40 commercial</u>

<u>Water/Sewer Inspection Fee (Not Ready/Failed)</u>	<u>\$75 each occurrence</u>
Sewer Clean-Out Caps (Lost or Damaged)	4" Lid & Gasket = \$40
	6" Lid & Gasket = \$70
Water Meter Replacement Lid	\$150
<u>Dumping Fee</u>	<u>\$250 per occurrence</u>
<u>Damage to Utility from Plantings</u>	<u>\$250 (plus cost of removal)</u>
<u>On-site Stormwater Management & Sediment Re-inspection</u>	<u>\$105</u>
<u>Sidewalk Shoveling (non-compliance within 24 hours after the snow event)</u>	<u>\$50 per day</u>
<u>City Attorney Fees</u>	<u>\$200 per hour for document review related to any document review (including without limitation public works agreements, stormwater management agreements, forest conservation plans, forest stand delineations, easements requested by citizens, annexation requests), collections efforts, or prosecution of municipal infractions or Code violations</u>
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
<u>Public Information Act (PIA) Request</u>	<u>After 2 hours, the staff and attorney review costs included in the calculation of actual costs incurred shall be prorated for each individual's salary and actual time attributable to the search for and preparation of a public record. Duplication charges also apply.</u>
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 	<p>\$500 1 time per year Must be for the employee’s personal use and the employee must be on site for the entire event</p>
<ul style="list-style-type: none"> Chamber of Commerce, Community Projects of HDG, Inc., Arts Collective 	<p>\$250 Cleaning Fee Only 1 time per year</p>
<ul style="list-style-type: none"> Vulcan 	<p>No Charge Anytime during non-peak times November-April Responsible for set up and clean up</p>
<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) 	<p>No Charge 1 time each per year Must be during non-peak times November-April Responsible for set up and clean up</p>
<ul style="list-style-type: none"> <u>Red Cross Blood Drive</u> 	<p><u>No Charge</u> <u>1 time per month</u></p>
Key Deposit	<p>\$100 Refundable if all conditions are met</p>
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 	<p>Summer Camp – no rental fee or trash disposal fee charged Fundraising events – no rental fee charged, responsible for the trash disposal fee</p>
STAR Centre	
Large Gym	
ANY Ticketed Events	<p>10% of Ticket Sale Not Applicable to HDG Non-Profits</p>
Weekdays (available 6 am – midnight)	<p>\$100 per hour (2 hour minimum) or \$750 per day</p>
Weekends (available 6 am – midnight)	<p>\$200 per hour (2 hour minimum) or \$1,500 per day</p>
Housekeeping Fee	Required: \$475 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash

Reduced Rates for Large Gym	
<ul style="list-style-type: none"> Havre de Grace Recreation Committee 	50% of rental rate and Housekeeping Fee once per weekly rental (sunsets July 1, 2024)
<ul style="list-style-type: none"> <u>Havre de Grace Decoy Museum Decoy & Wildlife Art Festival</u> 	<u>No Charge</u> <u>1 time per year</u>
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
Reduced Rates for Small Gym	
<ul style="list-style-type: none"> Havre de Grace Recreation Committee 	50% of rental rate and Housekeeping Fee once per weekly rental (sunsets July 1, 2024)
<ul style="list-style-type: none"> <u>Havre de Grace Decoy Museum Decoy & Wildlife Art Festival</u> 	<u>No Charge</u> <u>1 time per year</u>
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: \$475 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Reduced Rates for Auditorium	
<ul style="list-style-type: none"> <u>Havre de Grace Decoy Museum Decoy & Wildlife Art Festival</u> 	<u>No Charge</u> <u>1 time per year</u>
Auditorium Classrooms	
Weekdays/Weekends (available 6 am – midnight)	\$40 per hour (2 hour minimum) or \$300 per day
Reduced Rates for Auditorium Classrooms	
<ul style="list-style-type: none"> <u>Havre de Grace Decoy Museum Decoy & Wildlife Art Festival</u> 	<u>No Charge</u> <u>1 time per year</u>

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
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 <u>\$50 per year for persons 65 years old and over (January 1-December 31)</u>
Water Street Ramp Fee	\$10 per launch <u>\$50 per year for persons 65 years old and over (January 1-December 31)</u>
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

257
 258 **70-5 Review of Fee Schedule**
 259 The fees and charges contained in this chapter shall be reviewed by City staff each year in
 260 coordination with the City’s General Fund and Enterprise Fund budgets.

261
 262 ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of _____, 2024.

263
 264 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
 265 2024.

266
 267
 268 ATTEST: MAYOR AND CITY COUNCIL
 269 OF HAVRE DE GRACE

270
 271 _____
 272 Christopher Ricci _____
 273 Director of Administration William T. Martin
 274 Mayor

275
 276 Introduced/First Reading: 2/5/2024

277 Public Hearing:
 278 Second Reading:

279
 280 Effective Date:

- 281
 282 Legislative History
 283 Ordinance No. 850, adopted March 1, 2004
 284 Ordinance No. 856, adopted March 17, 2004
 285 Ordinance No. 884, adopted April 16, 2007
 286 Ordinance No. 986, adopted January 17, 2017
 287 Ordinance No. 1091, adopted February 21, 2023
 288 Ordinance No. 1102, adopted May 1, 2023
 289